

# Council Policy

**TITLE: Workplace Health and Safety**



<b>Policy Number</b>	DCS016
<b>Category</b>	Human Resources
<b>Strategic Plan Reference</b>	Goal 4
<b>Approval date</b>	23/05/14
<b>Minutes Reference</b>	Special Council meeting - 23/05/14
<b>Last Reviewed</b>	N/A
<b>Next Review Date</b>	

## 1. Purpose

This document sets out the Council's commitment to providing a safe and healthy working environment free from the risks of injury or illness for all individuals within the workplace.

## 2. Scope

This policy applies to all council employees, contractors and visitors.

## 3. Policy Objectives

- Establish and maintain a health and safety management system
- Identify and maintain compliance with health and safety legislative obligations
- Ensure the provision of health and safety induction and training for all staff
- Ensure the dissemination of health and safety information and instruction to all personnel in the workplace
- Develop and maintain a culture that encourages all personnel to actively manage health and safety risks
- Develop and maintain effective consultative arrangements, to ensure all staff are included in the decision making processes impacting on workplace health and safety
- Define, document and communicate health and safety responsibilities, authority to act and reporting requirements for personnel at all levels in the workplace
- Actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- Ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- Maintain physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use
- Establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

#### 4. Policy Statement

The council will ensure that Health and Safety is considered a priority and does not come second to other operational goals, budgetary objectives or other competing considerations, the council will provide sufficient financial and physical resources to ensure the effective implementation of the health and safety management system.

The council and the management team will provide and maintain as far as reasonably practicable;

- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that all workers are safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continuous improvement through effective safety management procedures

The council expects that all employees, contractors and other visitors will

- Comply with safe work practices
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where it is provided
- Comply with any direction given by management for the purpose of health and safety
- Comply with all MacDonnell Regional Council policies & procedures related to workplace health & safety
- Not misuse or interfere with any health or safety equipment or process
- Report all accidents, incidents and near misses immediately
- Report all known or observed hazards

Failure to comply with this policy and any procedures related to workplace health and safety may result in disciplinary action.

#### 5. Legislation and References

<b>Related Legislation</b>	Work Health and Safety Act 2011
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Associated Documents</b>	

#### 5. Delegation and Implementation

<b>Delegate</b>	Director of Corporate Services
<b>Implementation Officer</b>	Manager Human Resources

#### 6. Administration

<b>InfoXpert file number</b>	116458
<b>On Internet (Council Policy)</b>	27/05/14
<b>On Intranet (Operational Policy)</b>	