

## WORK HEALTH & SAFETY POLICY

Version No	Reviewed By WHS & Risk Coordinator	Date Adopted by Council & Resolution No.	Last Modified	Review Period	Presented H&SC
1.0		18/08/09 & 13/11/13	September 2011	4 Years	21.9.11
2.0	22.10.13	Resolution No. 2013/412	October 2013	4 Years	22.10.13
3.0	5.5.15	Resolution No. 2015/133	May 2015	4 Years	26.5.15
4.0	5.1.18	Resolution No. 2018/018	January 2018	4 Years	27.2.18
5.0	11.5.22	Resolution No. 2023/014 8/2/23	July 2022	4 Years	5.7.22

## **Introduction**

This Policy is part of the Narromine Shire Council Work, Health and Safety system and reflects Council's commitment to the NSW Work Health and Safety Act 2011.

Narromine Shire Council (Council) must ensure, so far as reasonably practicable the health and safety of workers while the workers are at work.

Council must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out by Council.

Under the Work Health and Safety Act 2011, Council has a legal requirement to protect the health and safety of all workers and others persons in the workplace.

## **Purpose**

The purpose of this policy is to document Council's commitment to providing and maintaining a safe and healthy workplace for its workers and others persons in the workplace.

Council is committed to achieving this through the effective implementation of a Work Health and Safety Management System.

## **Aim**

The aims of this policy are that Council must ensure, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety,
- the provision and maintenance of safe plant and structures,
- the provision and maintenance of safe systems of work,
- the safe use, handling, and storage of plant, structures and substances,
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities,
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out by Council,
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

## **Policy Statement**

1. Council is committed to ensuring the health and safety of all persons in the workplace.
2. In particular, Council is committed to:
  - A Risk Management approach to identify, assess, eliminate and control hazards which have the potential to harm workers and other persons in the workplace,
  - Complying with relevant Work Health and Safety legislation.
  - Establishing measurable objectives and targets of Work Health and Safety to ensure continuous improvement aimed at elimination of work-related illness and injury.

- The provision of appropriate Work Health and Safety training to all workers.
  - A consultative process to ensure all workers are included in the decision-making processes impacting on workplace health and safety.
  - The dissemination of Work Health and Safety information to all workers and other persons to the workplace.
  - The effective implementation of the Work Health and Safety Policy.
  - Injury Management and the timely return of employees to duties in accordance with the Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act 1998 and Workers Compensation Regulations 2016.
  - Ensure continuous improvement and the monitoring of the Work Health and Safety Management System by conducting regular reviews.
3. Council will develop, implement and keep under review a Work Health and Safety System for managing work health and safety. This system will be supported by appropriate policies and procedures that are implemented and reviewed on a regular basis.

### **Responsibilities and Duties**

**General Manager, Directors and Managers:** Have a duty to exercise due diligence to ensure that Council complies with the NSW WHS Act and Regulations. This includes taking reasonable steps to provide and maintain as far as reasonably practicable:

- an up-to-date knowledge of WHS matters
- have an understanding of Council business and the hazards and risks associated with it
- ensure that Council has (and uses) appropriate resources and processes to eliminate or minimize safety risks from the work carried out
- ensure that Council has appropriate processes to receive information about incidents, hazards and risks and responding in a timely manner to that information
- ensure that Council has and implements processes to comply with any duty or obligation under WHS laws. These can include:
  1. reporting notifiable incidents
  2. consulting with workers
  3. ensuring compliance with notices
  4. providing training and instruction to workers about WHS
  5. ensuring that health and safety representatives receive their entitlements to training

**Overseers and Team Leaders** who supervise workers must:

- demonstrate active and visible leadership in work health and safety
- identify hazards and work health and safety risks from jobs, tasks and projects under their supervision;
- assess and control identified risks in consultation with those involved or affected,
- promptly address work health and safety issues raised, in consultation with those involved or affected;
- Investigate work related incidents, seeking to identify the causes and take steps to prevent recurrence.

**Workers** while at work must:

- Take reasonable care for their own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply with any reasonable instruction from Council so far as reasonably practicable
- Cooperate with any reasonable policy or procedures of Council relating to health and safety

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, trainee, contractor, outworker and Councillor.

An elected member of the Council does not, in that capacity conduct a business or undertaking.

### **References**

NSW Work Health & Safety Act, 2011

NSW Work Health & Safety Regulation, 2017

NSW Workers Compensation Act 1987

NSW Workplace Injury Management Workers Compensation Act 1998

NSW Workers Compensation Regulations 2016

Narromine Shire Council WHS Consultation Policy