

Policy PP013 – Work Health and Safety




Policy – Work Health and Safety

Policy No. PP013

1 INFORMATION ABOUT THIS POLICY

Date Adopted By Board	23 February 2017	Resolution No.	17/013
Policy Responsibility	General Manager		
Review Timeframe	2 yearly		
Last Review Date	2015	Next Scheduled Review Date	2019

General Manager's Endorsement

Date	23/2/2017
Signed	

Document History

Doc No.	Date Amended	Summary of Changes

Further Document Information and Relationships

Related Legislation	Work Health and Safety Act 2011 NSW Work Health and Safety Regulations 2011 Local Government Act 1993 Goldenfields Water County Council Award 2014
Related Policies	
Related Procedures / Protocols, Statements, Documents	Work Health and Safety Management System Safe Work Method Statements Work Health and Safety Procedures

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Policy Title: Work Health and Safety

3 PURPOSE

Goldenfields Water County Council (GWCC) is committed to providing a safe workplace for all workers. This policy sets out how GWCC will fulfil this commitment.

4 SCOPE

This policy applies to all GWCC workers and others undertaking work (e.g. contractors and volunteers), and students and visitors while in GWCC workplaces or participating in authorised activities.

5 DEFINITIONS

PCBU – Person conducting a business or undertaking. This is a person or duty holder such as a company or partnership that operates the business.

Officer – A nominated person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business.

Work – Activity involving mental or physical effort done in order to achieve a result.

Worker – Anyone who carries out assigned duties in any capacity for GWCC, including employees, contractors or sub-contractors, labour hire employees, apprentices or trainees, students and volunteers.

Workplace – Is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Others – Is taken to mean others at a worksite, including but not limited to visitors, customers, and members of the public.

6 ROLES AND RESPONSIBILITIES

Person conducting business or undertaking

A person conducting business or undertaking (PCBU) must ensure as far as is reasonably practicable that:

- the health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking; and
- the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

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A PCBU must provide as far as is reasonably practicable:

- Adequate facilities and access to the facilities;
- Information, training, instruction or supervision;
- Safe general working environment;
- First aid equipment and personnel;
- Emergency plans;
- Personal protective equipment; and
- Effective communication with all workers, particularly those remote or isolated workers.

Officers

It is an Officer's duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the Work Health and Safety (WHS) Act 2011.

Essential elements of due diligence for an Officer are interrelated and cumulative in nature. These elements require an Officer to:

- acquire and keep up to date knowledge of work health and safety matters;
- gain an understanding of the operations of the business and the hazards and risks involved;
- ensure appropriate resources and processes are provided as far as is reasonably practicable to enable hazards to be identified and risks to be eliminated or minimised;
- ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely manner;
- ensure the PCBU has, and implements, processes for complying with any legal duty or obligation; and
- ensure processes are verified, monitored and reviewed.

Workers (and others)

Workers and others must, while at GWCC workplaces:

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of others;
- Report all incidents, injuries, and hazards in the first instance, controlling identified hazards where applicable;
- Participate in work health and safety consultation and training activities;
- Comply with any reasonable instruction by the PCBU; and
- Cooperate with any reasonable policies and procedures of the PBCU.

Supervisory Staff

Staff in supervisory positions, have additional responsibilities which include:

- ensuring compliance with policies and procedures through effective consultation and risk management; and

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- leading safety initiatives in the workplace.

7 POLICY

GWCC recognises its legal and moral obligations as a PCBU under the WHS Act 2011 and that it has a primary duty of care to manage WHS at Council. Workers have the right to expect that GWCC will keep them safe so that they can return home as they left each day, therefore GWCC commits to decisions made, with the highest priority on achieving workplace safety. This will be enabled by ensuring:

- compliance with relevant legislation, including the WHS Act 2011 and supporting regulations; and
- the implementation of the WHS Management System, and the plans, policies, procedures and programs necessary to support and implement this policy.

GWCC accepts responsibility for implementing and maintaining the WHS policy and WHS Management System. Therefore, so far as is reasonably practicable, GWCC will make every effort to ensure:

- there are established measurable safety performance objectives and targets and that they are reviewed to continually improve WHS performance. This shall include regular workplace inspections and prompt control of identified hazards;
- workers are trained on all health and safety matters relevant to their duties;
- workers are fully aware of the hazards associated with their duties, and implement appropriate hazard control measures;
- adequate resources are provided to enable full implementation of WHS policy and WHS Management System; and
- effective consultation and two way communication with workers and contractors on health and safety matters including relevant information, toolbox meetings, reporting and feedback mechanisms.

GWCC is committed to providing a safe and healthy workplace for everyone with a focus on developing effective:

- safety leadership at all levels
- consultation and communication mechanisms
- risk management processes
- promotion of a safety culture
- health and wellbeing initiatives
- injury management and return to work programs

All workers are required to comply with this WHS policy and the WHS Management System at all times. Workers must cooperate with GWCC regarding WHS actions taken to maintain health and

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safety. In addition, workers shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace.