

Work health and safety

Policy, procedure, protocol	Policy
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Related documents	
Author	Coordinator Health & Safety
Section / Department	People, Culture & Safety
Linkage to Our Community Plan	5 Leadership
Objective	5.2 We will have an effective and efficient organisation
Strategy	5.2.4 Ensure a safe and healthy work environment

1. Purpose

Clarence Valley Council is committed to providing a safe and healthy working environment for all workers and other persons and aims to achieve continued compliance with the requirements of the Work Health and Safety (WHS) Act 2011 and WHS Regulations 2017, Australian Standards and approved Codes of Practice.

2. Legislative requirements

- Work Health and Safety (WHS) Act 2011
- WHS Regulations 2017
- Australian Standards

3. Policy, protocol or procedure statement

To achieve this goal Council will:

- Provide a safe and healthy work environment for all workers and other persons
- Provide safe and healthy methods of work
- Actively consult and communicate with workers on matters affecting their health and safety
- Provide any information, instruction, training and supervision necessary to protect all persons from risks to their health and safety and to carry out their tasks safely
- Assist and involve workers to proactively identify, assess and control workplace hazards
- Encourage and promote the general health and wellbeing of all workers
- Promote and support the function of the Health and Safety Committee
- Promptly investigate reported hazards, injuries and incidents
- Promote and support Council's Return to Work program through effective injury management and the provision of suitable duties for injured employees
- Monitor contractor WHS performance and compliance with WHS Act 2011 and WHS Regulations 2017
- Establish measurable WHS performance standards for Council, Executive staff, Managers, contractors and those in supervisory roles

4. Procedures

Executive/Manager responsibilities

Council acknowledges the important role of management in the successful achievement of Council's Work Health and Safety objectives:

Managers will:

- Continue to review and improve Council's Work Health and Safety Management System
- Ensure adequate resources and training are provided for workers to carry out their tasks safely
- Monitor the WHS performance of supervisory staff and contractors in line with Council's WHS objectives and goals

- Proactively manage workplace risk through hazard identification, workplace inspections and incident investigations
- Include WHS as an agenda item on a regular basis at Executive meetings

Supervisor responsibilities

Supervisors play an integral role in the implementation and ongoing management of WHS policies and systems.

Supervisors will:

- Implement and monitor Council WHS Protocols and safe systems of work
- Provide adequate supervision and guidance to workers under their control to carry out tasks safely
- Consult with workers on issues affecting their health and safety at work
- Ensure workers have access to current WHS information through an active Health and Safety Committee, training and safety alerts
- Regularly communicate with workers on WHS issues through meetings, toolbox talks or newsletters
- Proactively manage workplace risk through hazard identification, workplace inspections and incident investigations

Worker responsibilities

Workers have a shared responsibility for their own safety, that of their co-workers and others at the workplace.

Workers will:

- Comply with Council and sectional WHS protocols and procedures at all times
- Wear the appropriate PPE identified for tasks
- Immediately notify supervisors of any hazards, injuries and incidents
- Assist managers and supervisors in the identification and control of workplace hazards
- Participate in WHS consultation arrangements
- Participate in any training provided as required by their position