

Document Control

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Work, Health & Safety Policy	GOV.POL.0004.001	July 14
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17 July 2013	3487	New policy

Purpose

Greater Hume Shire Council is committed to providing a safe and healthy working environment for all workers and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following Council's WH&S and Insured Risk Management System and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

Greater Hume Shire Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

Scope

This policy applies to:

- All employees of Greater Hume Shire Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Greater Hume Shire Council (for example contractors, subcontractors, agents, consultants, and temporary staff)(collectively referred to as 'workers'); and
- All of Greater Hume Shire Council's workplaces and to other places where workers may be working or representing Greater Hume Shire Council for example, when visiting a customer, client or supplier (collectively referred to as 'workplace').

Definitions

Person Conducting a Business or Undertaking – (PCBU)

A person conducts a business or undertaking:

- Whether the person conducts the business or undertaking alone or with others;
- Whether or not the business or undertaking is conducted for profit or gain;
- An elected member of a local authority does not in that capacity conduct a business or undertaking.

Officer

An officer is a person who makes decisions, or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.

Worker

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- An employee; or
- A contractor or subcontractor; or
- An employee of a contractor or subcontractor; or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- An apprentice or trainee; or
- A student gaining work experience; or

- A volunteer

Others

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

Health and Safety Representative (HSR)

In relation to a worker, means the health and safety representative elected for the work group of which the worker is a member. A HSR has been elected to represent their work area in relation to work safety.

Health and Safety Committee (HSC)

A committee formed from the existing Health and Safety Representatives and management to undertake specific project or corporate Work Health and Safety reviews.

Policy Content

Council is committed to achieving a consistently high standard of health, safety and welfare for all workers. Council will strive to acquire and sustain, through review and continuous improvement, a level of Work Health & Safety and Risk Management which is considered to be industry best practice.

To achieve a safe, healthy, low risk work environment, the commitment and cooperation of all our elected members, staff, contractors, volunteers and visitors is essential.

Where injuries do occur, Council is committed to effective injury management. Council fully endorses the principles of EEO and anti-discrimination.

In support of this Policy Council will:

- Establish, implement, maintain a WH&S and Insured Risk Management System that complies with or exceeds the spirit or intent of all relevant legislation and subsidiary codes, and which creates an environment that facilitate cooperation, communication and consultation with stakeholders
- Provide necessary resources, both human and financial, to meet these requirements
- Involve and encourage staff to contribute in decisions affecting their work, health and safety and welfare, including ways of eliminating or controlling risks in the workplace.
- Provide safe systems of work, coordination, planning, allocation of responsibilities, information, instruction and training, and supervision to enable staff, contractors and volunteers to perform their duties in a safe and healthy environment.
- Adopt a risk management approach, in consultation with staff, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks
- Encourage the rehabilitation of injured staff through post-injury management procedures
- Promote health and safety awareness
- Conduct inspections of the workplace, in consultation with the relevant staff to identify assess and control hazards
- Require all staff, contractors, volunteers and visitors to comply with all relevant Work Health & Safety legislation and subordinate documents and to report all injuries and incidents, and participate and assist in accident investigations to prevent reoccurrence
- Regularly monitor and review the Council Work Health and Safety & Insured Risk Management system and performance as part of a continuous improvement plan.

Links to Policy

WH&S Consultation Policy

Links to Procedure

Nil, as at date adopted.

References

Work Health Safety Act 2011

Work Health Safety Regulations 2011

Safe Work Australia: <http://safeworkaustralia.gov.au/Pages/default.aspx>

Work Cover: <http://www.workcover.nsw.gov.au/Pages/default.aspx>

Responsibility

General Manager

Person Conducting a Business or Undertaking (PCBU)

A 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;
- 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.

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;
- Effective communication with remote or isolated workers.

Officer

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 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 way;
- Ensure the PCBU has, and implements, processes for complying with any legal duty or obligation;
- Ensure processes are verified, monitored and reviewed.

Workers and others

Workers and others must, while at work:

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of others;
- Comply with any reasonable instruction by the PCBU;
- Cooperate with any reasonable policies and procedures of the PCBU.

Supervisory staff

Staff in supervisory positions, have additional responsibilities which include:

- Ensure compliance with policies and procedures through effective consultation and risk management;
- Lead safety initiatives in the workplace.

Health and Safety Representatives (HSR's)

A HSR has been elected to represent their work area in relation to work safety.

HSR's are responsible for:

- Representing the workers in their unit in relation to work safety issues;
- Informing the relevant manager in the area of potential risks and dangerous occurrences at any workplace where workers they represent work and being involved in WHS activities in their workplace;
- Informing the relevant manager in the agency of work safety matters directly affecting the workers they represent; and
- Undertaking training in an approved training course as required;
- HSR's are not responsible for ensuring an area complies with their legal responsibilities.
- HSR's are not accountable for any actions performed in good faith as part of their HSR role.

Duty of all - Management of Risks

A duty imposed on a person to ensure health and safety requires the person to eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Relevant Legislation

Work Health Safety Act 2011

Work Health Safety Regulations 2011

Associated Records

Nil, at date adopted.