

## 3.6 Work Health & Safety

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POLICY TITLE: WORK HEALTH & SAFETY

FILE REF: SC278

EXPIRY DATE: NOVEMBER 2027

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### COMMITMENT STATEMENT

Council's commitment is to the provision of a safe and healthy work environment for all of its employees, volunteers, contractors, visitors and persons that may be affected by works undertaken by Council, through the elimination or minimisation of risks, whilst meeting its legislative obligations under the Work Health and Safety Act (2011) and the Work Health and Safety Regulation (2011), and other Work Health and Safety legislation as it applies.

Council's commitment to work health and safety (WHS) will be demonstrated by:

- Ensuring that employees, volunteers, visitors and contractors comply with appropriate WHS standards, codes of conduct and workplace directions to ensure their own and others' health and safety at work.
- Promoting a culture where harm to our people through work is unacceptable.
- Consultation between management, employees, volunteers, visitors and contractors on WHS issues.
- Establishing measurable objectives and targets to ensure continuous improvement.
- Allocating necessary resources to meet commitments, and by developing and implementing health and safety standards that exceed the minimum legislative requirements.
- Adopting a risk management approach to achieve compliance with all NSW Work Health and Safety related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces.
- Ensuring that plant, equipment and substances are safe and without risk to health and safety of employees.
- Investigating all accidents, incidents, and occurrences with control measures implemented and reviewed to ensure elimination of initial breakdown.
- Communicating WHS through instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.
- Implementing, maintaining and reviewing the Health and Safety Management System.

### RESPONSIBILITIES

While the obligation for each person is different, all persons must ensure that the way they carry out their work does not interfere with the health and safety of themselves and other persons at the place of work.

#### Duty Holders

##### Person conducting business or undertaking (Council)

Council must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

The General Manager has ultimate responsibility for the implementation of Council's WHS protocol and regularly reviewing overall organisational health and safety performance.

##### Officer duties

Officers of Council have a duty to exercise 'due diligence' to ensure that Council complies with its duty to reasonably ensure health and safety. Officers are defined as a person who makes, or participates in making, decisions that affect the whole or a substantial part of a business or undertaking.

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Council shall fulfill these responsibilities through the appointed General Manager, Directors, and Managers who are responsible and accountable for the safety of workers including contractors, volunteers and Council property under their control.

#### All workers

All workers have responsibility for:

- Taking reasonable care for their own health and safety
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Following all WHS legislation, Council safety requirements and relevant Codes of Practice
- Cooperating with management in the support of promotion of Health and Safety in the workplace
- Not undertaking any task without the relevant induction, training or competency
- Promptly reporting all hazards, injuries and safety incidents
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

#### **Compliance with health and safety requirements**

Council employees must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action to be undertaken in accordance with disciplinary procedures under the Local Government (State) Award 2020.

#### **WORK HEALTH AND SAFETY WORKPLACE COMMITTEE**

The Work Health and Safety Committee will provide a forum for consultation on WHS related matters and will endeavour to reach consensus on all aspects of the organisation's WHS Policy and Program. To this end, each committee meeting will be attended by employer representatives who have the necessary authority to make recommendations / decisions on behalf of Council for each of the matters discussed.

#### **RELATED POLICIES**

This Policy should be read in conjunction with the following Council Policies:

- Policy 2.3 Response to Incidents Involving Hazardous Materials
- Policy 2.28 Asbestos
- Policy 3.1 Provision of Protective Clothing/Equipment
- Policy 3.3 Bullying and Harassment
- Policy 3.5 Return to Work
- Policy 3.11 Smoke Free Workplace Policy
- Policy 3.15 Incident/Accident Investigation
- Policy 3.16 Drugs & Alcohol in the Workplace
- Policy 3.17 Work, Health and Safety Communication
- Policy 3.21 Risk Management Plan
- Policy 3.26 Remote and Isolated Work

*Adopted by Council 25 November 2024  
Refer Minute No. 187/24*

*Revised by Council – 15 November 2021  
Refer Minute No. 222/21*

*Revised by Council – 19 November 2018  
Refer Minute No. 320/18*

*Amended by Council - 14 October 2014  
Refer Minute No. 292/14*

*Adopted by Council 17 August 2009  
Refer Minute No. 283/09*

*Amendments adopted by Council – 20 June 2005  
Refer Minute No 24669*

*Amendments adopted by Council – 17 March 2003  
Refer Minute No 23508*