

## 74 WORK HEALTH AND SAFETY POLICY

*The Berrigan Shire Council is committed to providing a healthy and safe workplace for all its employees, volunteers, contractors and the public. The Council recognises its obligations under the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 and associated legislation, and so far as is reasonably practicable will:*

- a) Provide a safe and healthy work environment for all our employees, contractors and other persons;
- b) Provide safe and healthy methods of work;
- c) Provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d) Identify and eliminate or reduce hazards and risks to health and safety;
- e) Continually monitor and improve work health and safety;
- f) Provide advice and information, education and training resources;
- g) Comply with all relevant legislation;
- h) Provide for fair and effective workplace representation, consultation, co-operation and issue resolution to work health and safety;
- i) Co-ordinate effective management of injured workers and return to work programs.

### RESPONSIBILITIES

#### a) Officers

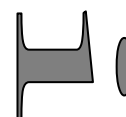
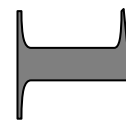
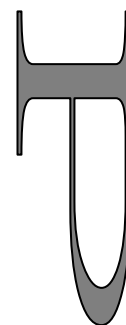
Officers are defined as those who make, or participate in making decisions that affect the whole or a substantial part of the business operations, and who have the capacity to significantly affect the financial standing of the business.

Under the guidance of Work Health and Safety legislation, Officers are identified as:

- General Manager
- Director Technical Services
- Director Corporate Services
- Enterprise Risk Manager

Officers have the responsibility for exercising due diligence including taking reasonable steps to:

- i) Acquire and keep up-to-date knowledge of work health and safety matters;
- ii) Gain an understanding of Council operations and the hazards and risks associated with those operations;





- iii) Ensuring that the Council, within resource capability and availability, provides appropriate resources and processes to eliminate or minimize risks to health and safety from work carried out as part of Council's operations;
- iv) Ensuring the Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- v) Ensuring the Council has, and implements, processes for complying with duties and obligations under Work Health and Safety legislation.

#### **b) Management**

Management is defined as those with decision making responsibilities, and who are responsible for workers, in accordance with the definition of workers. This includes Department Managers, Supervisors and those who are responsible for employing contractors and utilising the services of volunteers.

Each manager is required to ensure that this policy and the OHS system is developed and effectively implemented in their areas of control, to support workers and hold them accountable for their specific responsibilities.

Management must ensure that:

- Workers are supervised and trained to meet their job requirements;
- Workers are consulted on issues which affect their health and safety;
- Hazardous situations are identified and measures adopted to eliminate risk, or manage it in accordance with the hierarchy of control.

#### **c) Workers**

A worker is defined as a person who carries out work in any capacity for Council and includes, employees, contractors, sub-contractors, work experience students and volunteers.

Whilst at work, a worker must:

- Take reasonable care for his/her own health and safety;
- Take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instructions;
- Abide by this policy, and procedures that relate to health and safety at the workplace.

#### **d) Other Persons**

This applies to those people who visit the workplace and also extends to elected members of Council.

Whilst at a Council workplace, a person must:

- Take reasonable care for his/her own health and safety
- Take reasonable care that his /her acts or omissions do not adversely affect the health and safety of other persons, and
- Comply so far as the person is reasonably able, with any reasonable instructions.



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(Adopted by Council 18/7/12)

# POLICIES