

## POLICY STATEMENT

# WORK HEALTH & SAFETY

**POLICY ADOPTED:** 17 February 2015

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### **Policy Objective:**

The Bland Shire Council, as a Person Conducting a Business or Undertaking (PCBU), has a target of achieving the highest attainable level of Work Health and Safety (WHS) for all workers and visitors. The council is committed to taking all reasonably practicable steps to ensure all hazards and risks are eliminated or minimised to ensure that workers, visitors and the members of the general public are not exposed to injury, illness or property damage. The council's conviction is that no task is so important as to warrant the performance of an unsafe act.

### **Definitions:**

Hazard – means a source of potential harm.

Incidence – means an occurrence that has an adverse impact on people, including events that result in injury, illness, equipment failure, or “near misses” when there is potential for injury.

Risk – means likelihood and consequence of the injury happening.

Worker – means a person working for the council as

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

Workplace - means any place where work is carried out for the council and includes any place where a worker goes, or is likely to be, while at work.

### **Policy Statement:**

The Bland Shire Council will conduct its activities and provide a workplace that:

- Ensures compliance to the Work Health and Safety Act and Regulation 2011.
- Provides and maintains a safe workplace, plant, equipment and systems of work.
- Provides information, instruction, training and supervision to ensure a safe system of work.
- Consults, communicates and collaborates with all ‘workers’ regarding safe systems of work.
- Continually reviews and improves its safety performance and safety systems.

### **Responsibilities:**

The General Manger and Directors, as officers, are responsible for the implementation of this policy and all associated WHS programs. The officers demonstrate due diligence by taking reasonable steps to:

- Acquire and keep up-to-date knowledge of workplace health and safety matters.
- Understand the operations being carried out and the hazards and risks associated with the operations.

- Ensure the council has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from the work being done.
- Ensure the council has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks.
- Ensure the council has, and uses, processes and documents for complying with duties and obligations under the WHS Act and Regulation 2011.
- Ensure managers and supervisors are trained and responsible for WHS implementation, compliance and supervision of their respective work areas.

All senior managers, managers and supervisors are responsible for ensuring that the PCBU's legal obligations for work health and safety are met in workplaces and within systems of work under their control.

While at work, workers have duty to take reasonable care for their own health and safety and also for the health and safety of other people who might be affected by their acts and omissions. Workers are also required to take reasonable care so that their acts, omissions do not adversely affect plant and equipment. Workers must comply with all health and safety policies, procedures and instructions. Workers must report all hazards, incidences and injuries, including near misses, in a timely manner.

**References:**

Work Health and Safety Act 2011  
 Work Health and Safety Regulation 2011.

**Authorisation:**

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|--|------------------------|----------------------|--------------------|
| <b>Status</b>                          | <b>Committee</b>       | N/A                  |                    |
|  | <b>Manex</b>           | N/A                  |                    |
| <b>Owner</b>                           | <b>General Manager</b> |                      |                    |
| <b>EDRMS Doc. ID</b>                   | 454122                 |                      |                    |
| <b>Superseded Policy</b>               | WHS Policy             |                      |                    |
| <b>Date of Adoption/<br/>Amendment</b> | <b>Revision Number</b> | <b>Minute Number</b> | <b>Review Date</b> |
| 15 July 2009                           | 0                      |                      |                    |
| 7 July 2010                            | 1                      |                      |                    |
| 1 January 2012                         | 2                      |                      |                    |
| 17 February 2015                       | 3                      |                      | February 2020      |

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| <b>Related Council Policy / Procedure</b>                    |
| HIV/AIDS and Hepatitis Procedure                             |
| Drug and Alcohol Policy                                      |
| Training and Development Policy                              |
| Health Monitoring Immunisation & Infection Control Procedure |
| Remote/Isolated Work Procedure                               |