

# OCCUPATIONAL HEALTH AND SAFETY POLICY

<b>Policy Number:</b>	2.1.2
<b>Approved by</b>	Chief Executive Officer
<b>Date Approved/Effective</b>	17 December 2019
<b>Date of Next Review:</b>	1 October 2020
<b>Version (only applicable to OH&amp;S):</b>	8.0
<b>Related Policies:</b>	Child Safe EEO, Anti-discrimination and Harassment Health and Wellbeing in the Workplace Human Rights Risk Management
<b>Applicable to Unit(s):</b>	Whole Organisation
<b>Responsible Officer:</b>	General Manager Corporate Services
<b>Statutory Reference:</b>	<i>Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017 AS/NZS 4801:2001 Occupational Health and Safety Management Systems ISO 45001:2018 Occupational Health and Safety Management Systems</i>

## OVERVIEW

*“Wellington Shire Council is committed to providing and maintaining a safe work environment, and protecting the health, safety and welfare of staff, labour hire personnel, volunteers, contractors, customers, associated authorities and visitors and all other persons whose health or safety could be at risk through our work”*

We will do this by ensuring:

- Compliance with relevant legislation, including supporting regulations; and
- The implementation of the health and safety management system, and the plans, policies, procedures and programs necessary to support and implement this policy.

## THE POLICY

Wellington Shire Council accepts responsibility for implementing and maintaining this policy, and health and safety management system.

It will ensure that:

- We establish measurable safety performance objectives and targets and that we review these to continuously improve OH&S performance. This shall include regular workplace inspections and the prompt control of identified hazards.
- Commit to ensuring continuous improvement of safety systems, and reducing work related injuries, risks and hazards.
- Provide and maintain safe vehicles, plant and systems of work.
- Employees are trained on all health and safety matters relevant to their work.

- All managers, supervisors, employees, contractors and other persons are inducted into the requirements of the OH&S Management System and are held accountable for enacting their roles and responsibilities as defined in the OH&S Management System.
- Effective employee and contractor consultation on health and safety matters include the two-way communication of relevant information, toolbox meetings, reporting and feedback mechanisms.
- Adequate resources are provided to enable full implementation of this OH&S Policy and OH&S Management System.
- Where Council does not have the necessary in-house knowledge or expertise to enable it to meet its health and safety objectives, it will ensure that advice and guidance are obtained from competent health and safety professionals.
- This OH&S Policy will be reviewed every year period to ensure it is relevant and appropriate to the organisation operations.
- The OH&S Management System will be systematically reviewed internally over a five-year period or when required to ensure sections are reviewed and appropriate to the organisation operations.
- After each five-year period an external consultant will be engaged to provide gap analysis to ensure continuous improvement, operational relevance, current industry standard and legislative compliance.
- Provide information, instruction, training and supervision to ensure staff, labour hire personnel, volunteers and contractors can perform their work safely and without risk to health.
- Develop and implement work Occupational Health and Safety guidelines and procedures.
- Management and staff are expected to work co-operatively to effectively implement this policy.
- All employees and contractors engaged by Council will always comply with relevant sections of the OH&S Management System.

Management is responsible within their area of responsibility for:

- Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control.
- Development, promotion and implementation of Occupational Health and Safety policies and procedures.
- Ensuring the provision and maintenance of a healthy and safe workplace, including identifying, assessing and mitigating hazards.
- Providing adequate and competent supervision for their staff.
- Providing resources to ensure Occupational Health and Safety requirements are maintained.
- Providing relevant information, instruction, training to maintain a healthy and safe workplace.
- Ensure the safe use, handling, storage and transport of substances.
- Provide support, assistance and consult with staff on Occupational Health and Safety issues.
- Ensure contractors are fully aware of the hazards associated with their work and implement appropriate hazard control measures.

Staff/Labour Hire Personnel and Contractors are to:

- Comply with all Occupational Health and Safety policies and procedures.
- Accept responsibility and take reasonable care of their own safety and not adversely affect the safety of others at the workplace.
- Co-operate with management regarding OH&S actions taken by the employer to maintain health and safety.
- Immediately report all incidents, near misses, and hazards to their supervisor.
- Not willfully interfere with or misuse items provided in the interests of occupational health and safety.

Consultation and Application:

This policy has been developed and implemented through the workplace by management and Health and Safety Representatives (HSR's) in consultation with staff. In accordance with the duty of employers to consult with employees (Section 35 of the *Occupational Health and Safety Act 2004*), management will be responsible to consult or communicate with HSR's (with or without other affected stakeholders) regarding any workplace change that impacts occupational health and safety.

This policy is applicable to Wellington Shire Council in all its operations and functions including those situations where staff /labour hire personnel and contractors are required to work at various Council locations.

## HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

## Related Documents

Type:	Details:
Procedure	Internal Occupational Health and Safety Management System Human Rights Charter Child Safe Standards
Strategy	Occupational Health & Safety Strategic Action Plan 2017-21