



WAVERLEY
COUNCIL

Work Health and Safety Policy

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| Policy owner | Manager Risk and Safety |
| Approved by | General Manager Ross McLeod |
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| Relevant legislation/codes | Work Health and Safety Act 2011 Work Health and Safety Regulation 2017 |
| Related policies/procedures/guidelines | Waverley Council Safety Management System |
| Related forms | n/a |

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1. Background

Waverley Council is committed to meeting its duty of care to our workers and all people affected by our operations. We will meet our legislative obligations as a Person Conducting a Business or Undertaking (PCBU) under the *Work Health and Safety Act (2011) (WHS Act)* and *WHS Regulation (2017)* and ensure that all workers undertaking work on behalf of Council, visitors and members of the public will be protected from injury, work-related illness and personal risk while at work, when accessing Council services or otherwise being affected by Council operations.

2. Purpose

To fulfil our commitment to workers and others by meeting our legislative obligations, Council will:

1. Ensure that Council's Officers, as defined by the WHS Act, are aware of and are supported to exercise their due diligence obligations.
2. Develop and maintain a safe work environment and safe systems of work in consultation with workers.
3. Ensure that no work will be regarded as so urgent or important that time cannot be made available to properly identify and control its risks.
4. Provide workers with the training, instruction and supervision necessary to understand the risks of their work and use agreed control measures.
5. Provide adequate resources to comply with all relevant WHS legislation, standards and Codes of Practice.
6. Enable WHS action plans, policies, objectives and targets to be refined to improve WHS risk management and WHS Management System Performance.

3. Scope

This Policy applies to all people considered to be workers under the *WHS Act* (including direct employees, contractors, sub-contractors, labour hire employees, outworkers, work experience students, apprentices, trainees and volunteers), as well as visitors, and members of the public at all Council workplaces. It also includes other PCBUs and their workers carrying out work on Council's behalf with whom and to whom Council has a duty to ensure a safe and healthy workplace.

4. WHS Management System

Council will maintain a WHS Management System that is periodically audited and is continuously improved to meet our legislative obligations, and to fulfil our duty to maintain a safe and healthy workplace for our workers and others affected by work undertaken on Council's behalf.

This System will include:

- Providing WHS induction, ongoing WHS and job specific training to all workers and additional training for managers and supervisors in meeting the requirements of their respective roles;
- Ensuring that WHS risks are properly identified, assessed and controlled in consultation with workers;
- Ensuring that workplace changes with WHS implications, e.g. proposed new equipment, equipment changes and changed work methods, will be risk assessed and controlled in consultation with workers; and

- Setting, monitoring and communicating progress against measurable WHS objectives and targets to ensure continued improvement.

Responsibilities:

- The General Manager, Directors, Executive Manager and Supervisors must commit to active leadership in WHS and leading by demonstrated example.
- All workers at Council workplaces must take reasonable care for their own health and safety and that of others and comply with all relevant WHS legislation and Council's WHS policies and procedures.
- All workers must contribute to maintaining a safe work environment by actively identifying workplace hazards.
- Workers must promptly report and, where it is safe and possible to do so, prevent work-related hazards, injuries and incidents (physical or psychological), including near misses.
- Managers will ensure that workers (and where required, Council's WHS personnel and industry specialists) are consulted on the management of hazards and risks.
- Managers will ensure that Supervisors implement agreed safe systems of work with their workers.
- Managers and Supervisors will be responsible for ensuring that problems requiring a higher level of authority will be promptly escalated to a member of management with that level of authority.

5. Review of Policy

- 5.1. This policy will be reviewed every two years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other changes in the workplace or in the WHS context to help achieve our objective of a safe and healthy workplace.
- 5.2. Council workers may provide feedback about this document to Council's Manager Risk & Safety.

6. Definitions

Officer - Officers have high level WHS responsibilities under the WHS Act 2011. An Officer is a person who has significant decision-making abilities and financial control over a Person Conducting a Business or Undertaking (PCBU) or a substantial part of a PCBU.

PCBU – Person Conducting a Business or Undertaking – the term used in Work Health and Safety legislation to describe all forms of business which have a duty to manage workplace risks and hazards and provide a safe and healthy workplace. In this Policy, PCBU refers primarily to Council but includes other PCBUs involved in undertaking work on Council's behalf.

WHS Management System – the systematic approach put in place by an employer to minimise the risk of injury and illness to workers and others affected by its work operations. It involves identifying, assessing, controlling, and monitoring risks to workers in all workplace operations.

POLICY SIGN OFF

Policy approved by General Manager

SIGNED.....

DATE.....