



# Work Health and Safety Policy

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Adoption Date:	23 April 2022 by Approval of the General Manager
Review Date:	February 2025
Next review	February 2028
Division/Department:	Corporate Performance
Responsible Officer:	Manager – People Safety & Performance
HPE CM Record Number:	22/128815

## 1 Our Policy.

Council is committed to developing and implementing the highest standards of work health and safety management including wellbeing.

The General Manager assumes the overall responsibility for ensuring the health, safety and wellbeing of Council's workers and visitors. An integral part of this responsibility extends to ensuring that appropriate financial, human and physical resources are provided. Council is committed to:

- Integrating work health and safety into the overall management of Council's operations.
- Identifying and incorporating relevant health and safety legislative requirements into work practices.
- Establishing, monitoring and reviewing the objectives and targets relating to health and safety as well as the elimination of work-related illness and injury
- Eliminating hazards and reducing WHS risks through the implementation and continuous improvement of our Work, Health and Safety Management System, which includes procedures for effective hazard identification, risk assessment and risk control throughout all areas of the Council's operations.
- Consulting with workers on matters affecting, or likely to affect, their health and safety.
- Providing our workers with information, instruction, training or supervision required for them to work safely and without risks to their health.
- Providing and maintaining health and safety standards in relation to workplaces, the design of plant and equipment, fixtures, fittings and structures based on legislative requirements and current knowledge.
- Providing access to facilities for the welfare of workers at Council workplaces.
- Providing safe systems of work, ensuring the safe use, handling, storage and transport of plant, structures and hazardous chemicals.
- Providing safe plant inclusive of machinery, equipment, appliances, tools and structures.
- Ensuring that purchasing processes for goods and services require the specification of agreed health and safety requirements and that these requirements are met by the supplier.
- Monitoring the health and safety of our workers and the conditions of our workplaces.
- Maintaining systems for reviewing and assessing Council activities to ensure continuous improvement of processes and systems.
- Ensuring effective implementation of this WHS Policy.
- Fostering and nurturing a positive safety culture.

### **Communication of the WH&S Policy.**

- This Policy will be communicated to all staff to ensure a universal understanding of the importance of effective WHS management and application of the WHS system in the workplace.
- To direct and support workers in contributing to the effectiveness of the WHS system without fear of reprisal when reporting incidents, risks, hazards and opportunities for continuous improvement.

**Duties of Officers (General Manager, Directors and Managers):** Ensure resources and processes are implemented to achieve the health and safety objectives of Council and to ensure compliance with legislative requirements. Officers must ensure that they have current knowledge of WHS legislation and the risks associated with Council's work.

**Duties of Supervisors:** Ensuring that Council's legal obligations for work health and safety are met in workplaces under their control. Supervisors will consult with their workers or their representatives on health and safety matters and ensure that their workers are instructed in safe work procedures and provide appropriate supervision to ensure that safe work procedures are followed.

**Duties of Work Health & Safety Representatives:** To represent the workers in their relevant work group(s) in matters relating to workplace health and safety. Participate in investigations and monitoring of implemented control measures where relevant, and to inquire into anything that appears to be a risk to the health or safety of workers in their relevant work group.

**Duties of Workers:** Take reasonable care of themselves and others in the workplace and take reasonable care that their acts or omissions do not adversely affect the health and safety of others. Workers are to comply with safe work procedures and all reasonable instructions and report any unsafe behaviour or unhealthy conditions to their Supervisor or Manager.

**Duties of Visitors and Others at the Workplace:** Take reasonable care for their own health and safety and the health and safety of other persons and comply with any reasonable instruction that is given by Council to allow the compliance with WHS legislation.

This Work Health and Safety Policy will be reviewed every three years and has been approved and endorsed by:

WHS Committee Chair



Date: 24/02/2025

Craig Swift-McNair  
General Manager

Date: 25 February 2025

## Policy Amendments

Date	Responsible Officer	Description
23 April 2004	C Burns	
19 Oct 2016	D Whittle	
19 Dec 2018	D Whittle	New corporate template. Policy statement updated. Responsibilities separated into management and staff categories and updated to include additional responsibilities.
20 October 2020	C Burns	Policy extended to include wellbeing and to merge three existing policies (Work, Health and Safety Policy, Employee Health and Wellbeing Policy and Mentally Healthy Workplace Policy). Adopted by ELT 10 February 2021
July 2022	HS&IM Coordinator	Updated Policy to reflect requirements of AS/NZS ISO 45001 and expanded to identify responsibilities of associated parties.
July 2022	HS&IM Coordinator	Added doc control and section on communication.
July 2024	HS&IM Coordinator	Changed Policy name from Work Health Safety & Wellness to WHS Policy. Amended review timeframes from previous two years to now being three years in line with WHS Committee Consultation April 2024, Trim 22/128815
March 2025	HS&IM Coordinator	Reviewed and approved by WHS Committee February 2025 and forwarded for signing by General Manager.