



Work Health and Safety Policy

Adoption Date:	23 April 2004 by Approval of the General Manager
Last Reviewed:	November 2022 by Approval of the General Manager
Next Review Date:	November 2024
Division/Department:	Corporate Performance
Responsible Officer:	Manger People Safety and Performance
HPE CM Record Number:	22/128815

1 Policy Statement

Council's principal safety document overarching the WHS&IM system and specifying the intent and scope of Councils approach to WHS across all aspects of its operations.

2 Application

Purpose

Overarching safety document summarizing Councils objectives in relation to safety in the workplace.

Scope

The WHS Policy is the principal safety document overarching Councils Work Health Safety & Injury Management (WHS&IM) system. This document is reviewed every two years or when changes to legislation or work practices change substantively.

Overview

Councils WHS&IM system is mapped against AS/NZS ISO 45001 and addresses the requirements of WHS legislation inclusive of this signed statement of intent by the General Manager.

3 Definitions

Term	Meaning
WHS&IM System	Council's Work Health Safety & Injury Management system.
AS/NZS ISO 45001	International audit tool for safety management systems and the standard to which Council's system is mapped against.
Australian Standards	Standards are voluntary documents which are developed by consensus. While Australian Standards are not legal documents, many are adopted into Commonwealth, state or territory legislation and become mandatory. They set a minimum standard to be achieved.
Codes of Practice	A code of practice is a practical guide on how to comply with the legal duties under the Work Health and Safety (WHS) Act and Regulations. They set a minimum standard to be achieved.

4 Community Strategic Plan, Delivery Program and Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2032 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme: Building long term financial sustainability so we are in the best economic position to provide for the diverse needs of our community now and in the future.

Goal: 11.3 Ensure effective and efficient governance and risk management

Strategy: Develop a Safety Management System the meets the requirements of AS/NZS ISO 45001.

Priority: 11.3.2 Ensure corporate risks and opportunities are managed appropriately.

5 Relevant Legislation

- WHS Act & Regulations
- Codes of Practice and relevant Australian Standards
- Workers Compensation Act 1987
- Workers Compensation and Injury Management Act 1998

6 Policy Content

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 health and safety objectives and targets and 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 WHW&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: (Including worker duties listed below), 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 two years and has been approved and endorsed by:


Craig Swift-McNair
General Manager

Date: 16 November 2022

7 Documentation/References

	HPECM Reference
AS/NZS ISO 45001	Australian Standard

8 Related Policies and Procedures

	HPECM Reference
All WHS&IM system procedures	See WHS section of The Hub

This Policy will be reviewed every two years or in accordance with legislative requirements. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to this Policy must be by way of approval of the General Manager

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 section on communication as per audit requirement.
October 2022	HS&IM Coordinator	Updated to new Policy template.