



<b>Policy Title</b>	Work Health and Safety Policy
<b>Policy Category</b>	Operational
<b>Number &amp; Version</b>	SVC-WHS-PO-051-01
<b>Policy Owner</b>	Safety and Systems
<b>Approval by</b>	Council
<b>Effective date</b>	
<b>Date for review</b>	February 2021

### 1. STRATEGIC PURPOSE

To create a safe and healthy work environment for Snowy Valleys Council (Council) work participant's visitors and persons that may be affected by our work or by work undertaken by council through the elimination or minimisation of risks.

### 2. POLICY STATEMENT

To provide to the wellbeing of employees and work participants by where reasonably practicable achieving a safe and incident free workplace. Ensuring that all work participants are involved in the decision making process through communication and consultation of Work Health and Safety (WHS) activities.

### 3. DEFINITIONS

**Work Participant** - Any Employee, labour hire staff, volunteers, work experience and contractors of the council

**Contractor** - An entity or individual who contracts to perform work for another person or organisation, but is not employed by that person or organisation

**Officers** - A person who makes, or participates in making decisions that affect the whole or a substantial part of a business or undertaking

**Safety Management System** - Is the system to plan, implement, evaluate, review and audit the effectiveness of existing and future policies, procedures and work practices, and achieve compliance with relevant legislation.

**Council Site or Workplace** - Includes an office, depot or other area owned, managed or controlled by Council.

#### 4. CONTENT

This policy applies to all employees, contractors, volunteers, visitors and persons that may be affected by works undertaken by Council, through the elimination or minimisation of risks.

This commitment will be demonstrated by:

- Establishing measurable objectives and targets to ensure continuous improvement;
- Allocating necessary resources to meet commitments;
- Promoting a culture where harm to our people through work is unacceptable;
- Developing and implementing health and safety standards that exceed the minimum legislative requirements;
- Adopting a risk management approach to achieve compliance with all New South Wales WHS related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces;
- Ensuring that plant, equipment and substances are safe and without risk to health and safety of personnel;
- Reviewing all accidents, incidents (including near misses), and occurrences with control measures implemented (if appropriate) and reviewed to ensure elimination of initial breakdown;
- Communicating WHS through instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures;
- Consulting between management, employees, volunteers, visitors and contractors on WHS issues;
- Ensuring that employees, volunteers, visitors and contractors comply with appropriate WHS standards, codes of conduct and workplace directions to ensure their own and others health and safety at work;
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes;
- Implementing, maintaining and reviewing the *Safety Management System*

The success of WHS management depends on the

- The commitment of the CEO and senior management to lead by example and ensure financial, human and physical resource.
- The commitment of all employees and work participants to policies and procedures.
- Ensuring due consideration is given to planning WHS activities
- Undertaking effective risk management processes
- Enhancing the employees and work participants knowledge through a program of training and education

##### 4.1 PRINCIPLES

Council will manage work health and safety through its *Safety Management System*. The *Safety Management System* will also provide a process of continuous improvement with a focus on managing workplace risks.

## 4.2 RESPONSIBILITIES

Council will ensure, as far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

The CEO has ultimate responsibility for the implementation of Councils *WHS Protocol*, reviewing overall organisational health and safety performance and health and safety performance review of executive management. There are significant fines and penalties for Officers who exposes workers to serious risks in the workplace.

Council requires those responsible for any activities on a Council site or workplace to comply with the *Safety Management System* and all relevant legislation, including the *Work Health and Safety Act 2011 (NSW) (Act)*, applicable codes of practice and standards.

Officers of Council have a duty to exercise 'due diligence' to ensure that Council complies with its duty to reasonably ensure health and safety. Due diligence includes taking steps:

- to acquire and keep up-to-date knowledge of work health and safety matters
- to gain an understanding of the nature of the operations of the business or undertaking of COUNCIL and generally of the hazards and risks associated with those operations
- to ensure that Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- to ensure that Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- to ensure that Council has, and implements, processes for complying with any duty or obligation of Council under the Act
- to verify the provision and use of the resources and processes mentioned above.

Council employees, contractors, visitors and other persons on a Council site or workplace have a responsibility for:

- Taking reasonable care for their own health and safety;
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of others;
- Following all WHS legislation, Council safety requirements and relevant codes of practice;
- Co-operating with management in the support of promotion of health and safety in the workplace;
- Not undertaking any task without the relevant induction, training or competency;
- Promptly reporting all hazards, injuries and safety incidents;
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

- Complying with any Council policy or procedure relating to health or safety in the workplace and in particular the *Safety Management System*
- Complying with health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action in accordance with disciplinary procedures under the *Local Government (State) Award 2017*.

#### 4.3 PROCEDURE

The procedures for the purpose of compliance with this policy are set out in Council *Safety Management System*.

#### 5. ASSOCIATED LEGISLATION

Work Health and Safety Act 2011 NSW  
Work Health and Safety Regulations 2017 NSW

#### 6. ASSOCIATED COUNCIL DOCUMENTS

WH & S Consultation and Communication Policy SVC- HS-PO - 046  
Emergency Preparedness and Response SVC-WHS-PR-044  
WH & S Planning, Performance and Reporting Procedure SVC-WHS-PR-046-01  
WH & S Incident Reporting and Investigation SVC-WHS-PR-045  
WH & S Risk Management Procedure SVC-WHS-PR-035  
Safety Management System

#### 7. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
	Superseded	Work Health and Safety Policy(former Tumbarumba )	TSC-WHS-PO-001-06		