

WORK HEALTH & SAFETY (WHS) POLICY

PURPOSE	At The Hills Shire Council (THSC) the safety of our Workers, Contractors, Sub-Contractors, Volunteers, Customers and the communities in which we serve is our priority.
DEFINITIONS	<p>Joint Consultative Committee (JCC) The JCC is THSC's Workers consultative committee for the purpose of the NSW Local Government (State) Award 2010 & THSC's WHS committee for WHS.</p> <p>Personal Protective Equipment (PPE) This is equipment worn by individuals to protect them from possible exposure to a certain risk that cannot otherwise be controlled.</p> <p>Risk Assessment (RA) This is the overall process of risk analysis & risk evaluation. It provides an objective measure and allows hazards to be compared and evaluated.</p> <p>Safe Work Method Statement (SWMS) SWMS are documented, agreed safe work practices that are communicated to all members of a work group prior to undertaking a specific task or operating specific plant, equipment or high-risk work.</p> <p>Worker A person is a Worker if the person carries out work in any capacity for a Person Conducting a Business or Undertaking (PCBU) including work as an employee, a contractor/subcontractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, an outworker, an apprentice or trainee, a student gaining work experience, a volunteer.</p>
SCOPE	This policy applies to all Workers, Contractors, Sub-Contractors and Volunteers.
RELATED DOCUMENTS	<ul style="list-style-type: none"> Consultation Procedure Hazard Identification SWMS and Risk Management Procedure Work Health and Safety Management System (WHSMS) WHS Responsibilities and Accountabilities Procedure WHS Management Plans WHS Strategic Plan
ISSUE DATE	September 2014
REFERENCES	<ul style="list-style-type: none"> Work Health and Safety Act 2011 Work Health and Safety Regulation 2017
VERSION No	1.4

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1. OBJECTIVES

- 1.1** To provide a safe & healthy work environment and to continuously improving WHS performance in accordance with the *WHS Act 2011, WHS Regulation 2017, Code of Practices & Australian Standards.*

2. RESPONSIBILITIES

2.1 General Manager

- Take action to prevent injury or illness for Workers and manage the risks of injury or illness to other persons that are affected by THSC.
- Monitor the implementation of the safety management system & the WHS Strategic Plan through the JCC and Senior Coordinator Workplace Health & Safety.
- Review reports from the Senior Coordinator Workplace Health and Safety and take action where required.
- Endorse decisions and provide budget to implement actions to protect the WHS of the whole or a substantial part of THSC.
- Acquire and keep up-to-date knowledge of work health and safety matters.

2.2 Group Managers

- Lead the implementation of this Policy.
- Monitor that there is adequate supervision of Workers, Contractors including Sub-Contractors and Volunteers under their responsibility.
- Acquire and keep up-to-date knowledge of work health and safety matters.
- Understand the nature of THSC's operations & the associated hazards and risks.
- Approve appropriate resources and processes to identify hazards, eliminate or minimise risks and achieve WHS compliance.
- Endorse decisions and provide budget to implement actions to protect the WHS of the whole or a substantial part of THSC.

2.3 Managers/Supervisors

- Implement this Policy & relevant WHS Management Plan in the area of their responsibility.
- Monitor that there is adequate supervision of their Workers.
- Take action to correct any unsafe behaviour as soon as possible.
- Maintain the workplace including plant/equipment and chemicals in a condition that it is safe and without risks to health.
- Provide appropriate, safe access to and from the workplace for all workers and customers.
- Assist with the development and implementation of Safety Procedures and SWMS.
- Provide adequate facilities for the welfare of Workers.
- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each Worker is safe from injury and risks to health.
- Consult with and collaborate with Workers in relation to all WHS matters in the workplace.
- Include WHS as the first agenda item of all team meetings.

2.4 Workers

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Report all incidents and hazards to the WHS Team and their Supervisor within 24 hours.
- Immediately control any hazards identified in consultation with stakeholders.
- Comply with all reasonable instructions, Safety Procedures, RA's and SWMS.
- Use PPE if the equipment is provided and ensure that it is properly used.
- Not wilfully or recklessly interfere with/or misuse anything provided for workplace health and safety at the workplace.

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- 2.5 Contractors – For further information refer to the Contractor Manager Procedure**
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - Provide their Workers and Sub-Contractors with a safe place to work including safe plant and systems and that their Workers use the necessary safety equipment required to perform the work.
 - Provide their Workers and Sub-Contractors with reasonable instructions, training, Safety Procedures, RA's, SWMS and supervision.
 - Monitor their Workers and Sub-Contractors complies with legislative requirements, THSC's instructions and Safety Procedures.
 - Use PPE if the equipment is provided and ensure that it is properly used.
 - Not wilfully or recklessly interfere with/or misuse anything provided for workplace health and safety at the workplace.
- 2.6 Contractor Project Managers/THSC Representatives**
- Monitor that there is adequate supervision of their Contractors including Sub-Contractors.
 - Correct & report any unsafe behaviour as soon as possible.
 - Maintain the workplace in a condition that it is safe without risks to health.
 - Consult and co-operate with Contractors/Sub-contractors in all matters relating to WHS in the workplace.
 - Include WHS as the first agenda item of all team meetings.
- 2.7 Volunteers**
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - Report all incidents and hazards to the Volunteer Supervisor.
 - Comply with all reasonable instructions, Safety Procedures, RA's and SWMS.
 - Use PPE if the equipment is provided and ensure that it is properly used.
 - Not wilfully or recklessly interfere with/or misuse anything provided for workplace health and safety at the workplace.
- 2.8 Volunteer Coordinators**
- Monitor that there is adequate supervision of their Volunteers.
 - Correct & report any unsafe behaviour as soon as possible.
 - Maintain the workplace in a condition that it is safe without risks to health.
 - Consult and co-operate with Volunteers in all matters relating to WHS in the workplace.
 - Include WHS as the first agenda item of all team meetings.
- 2.9 Senior Coordinator Work Health and Safety**
- Monitor the implementation of this policy through the WHSMS in consultation with the General Manager, Group Managers, JCC, WHS Officer & Workers.
 - Monitor WHS consultation, coordination and cooperation is practiced and implemented throughout THSC's workplaces.
 - Develop, promote and implement the WHSMS and educating Workers in understanding and following the WHSMS.
 - Eliminate identified hazards and where elimination of a hazard is not possible, controlling the hazard so far as reasonably practicable so that the risk is reduced.
- 2.10 JCC**
- Meet monthly to discuss WHS as a top priority, consult with work groups, agree on solutions that will improve the health and safety of the workplace and communicate changes with work groups.

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3. WHS POLICY STATEMENT

The Hills Shire Council is committed to:

- 3.1 Ensuring that this WHS Policy is appropriate to the nature and scale of THSC's risks.
- 3.2 Measurable objectives and targets to ensure continuous improvement aimed at the elimination of work related injuries and illness.
- 3.3 Complying with the WHS Act 2011 & WHS Regulation 2017, relevant Australian Standards, Codes of Practices, Guidance Materials & any other requirements place upon THSC.
- 3.4 Documenting, implementing, maintaining & communicating the WHS Policy & all relevant and associated documents to all Workers including Contractors, Sub-Contractors and Volunteers.
- 3.5 Ensuring that the WHS Policy is made available to all interested parties including Contractors, Sub-Contractors and Volunteers.
- 3.6 Ensuring that the WHS Policy is reviewed periodically to ensure that it remains relevant and appropriate to THSC.

THSC aims to meet its commitments by:

- 3.7 Undertaking and maintaining a proactive injury management/Work Health and Safety Management System (WHSMS) to ensure safety performance is recognised, safety initiatives valued, identified improvements actioned and a positive Safety Culture promoted.
- 3.8 Regularly monitoring/reviewing progress towards reducing Lost Time Injuries.
- 3.9 Providing and maintaining a safe and healthy working environment including plant, equipment, structures, facilities and storage areas.
- 3.10 Identify Hazards, managing risk, investigating incidents and implementing immediate and long-term controls in accordance with the Hazard and Risk Matrix.
- 3.11 Consulting & collaborating with all Workers including Contractors, Sub-Contractors, Volunteers & stakeholders on any safety issues/performance to develop standards & risk solutions & incorporate them into safe systems of work.
- 3.12 Promoting Managers, Coordinators, Supervisors, Team Leaders, Workers to take reasonable care for their own health and safety and to ensure that their actions or omissions do not adversely affect the health and safety of others.
- 3.13 Providing instruction, information, training, resources and supervision so that our Workers can perform their tasks safely and Management/Supervisors can fulfil their legal obligations.
- 3.14 Setting measurable WHS objectives and targets that is communicated through each teams WHS Management Plans & the WHS Strategic Plan.
- 3.15 Providing support and assistance to injured Workers to ensure that appropriate and positive recovery at work strategies are implemented.
- 3.16 Providing resources to ensure appropriate measures can be implemented to ensure that the health and safety of Workers is not compromised.



Michael Edgar
General Manager
The Hills Shire Council
October 2018

To ensure this policy remains relevant it shall be subject to periodical review as part of the Internal Audit and Management System Review process.

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