

WHS001**WORK HEALTH & SAFETY POLICY**

PURPOSE	At The Hills Shire Council the safety of our Workers, Contractors, Sub-Contractors, Volunteers, customers and the communities in which we serve is our priority.
DEFINITIONS	NA
SCOPE	This policy applies to all Workers, Contractors, Sub-Contractors and Volunteers.
RELATED DOCUMENTS	WHSC001 Consultation Procedure Work Health and Safety Management System (WHSMS)
ISSUE DATE	September 2014
REFERENCES	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
VERSION No	1.1

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1. OBJECTIVES

- 1.1** This policy outlines The Hills Shire Council's commitment to providing a safe and healthy work environment and continuously improving Work Health & Safety performance in accordance with the *Work Health & Safety Act 2011, Work Health & Safety Regulation 2011, relevant Code of Practices and Australian Standards.*
- 1.2** Through strong leadership, safe behaviour and the continuous improvement of our management systems, council shall provide a safe and healthy environment and strive to improve safety performance to prevent workplace injury and illness to achieve zero harm.

2. RESPONSIBILITIES

2.1 GM, Group Managers, Managers, Supervisors

- Implementing this Policy in the area of their responsibility.
- Taking action to prevent injury or illness for Workers and managing the risks of injury or illness to other persons that can be affected by THSC.
- Ensure there is adequate supervision of their Workers, Contractors including Sub-Contractors and Volunteers.
- Correcting any unsafe behaviour as soon as possible.
- Maintaining the workplace in a condition that it is safe without risks to health.
- Helping to develop, promote and implement Safety Procedures and SWMS.
- Educating Workers in understanding and following Safety Procedures and SWMS.

2.2 Workers

- Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Reporting all incidents and hazards to the WHS Team and their Supervisor.
- Controlling any hazards identified in consultation with stakeholders.
- Complying with all reasonable instructions, Safety Procedures, Risk Assessments and SWMS.

2.3 Contractors

- Providing 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.
- Providing their Workers and Sub-Contractors with reasonable instructions, training, Safety Procedures, Risk Assessments, SWMS and supervision.
- Ensuring their Workers and Sub-Contractors will comply with legislative requirements, THSC's instructions and Safety Procedures.

2.4 Volunteers

- Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Reporting all incidents and hazards to the Volunteer Supervisor.
- Complying with all reasonable instructions, Safety Procedures, Risk Assessments and SWMS.

2.5 Senior Coordinator Work Health and Safety

- Ensuring that the below policy is implemented through the WHSMS in consultation with the Joint Consultative Committee, WHS Officers and Workers.
- Ensuring Work Health and Safety consultation, coordination and cooperation.
- Developing, promoting and implementing Safety Procedures, SWMS and educating Workers in understanding and following Safety Procedures and SWMS.
- Eliminating identified hazards and where elimination of a hazard is not possible control the hazard so far as reasonably practicable so that the risk is reduced.

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3. POLICY

The Hills Shire Council is committed to:

- 3.1 Reducing the frequency of lost time incidents.
- 3.2 Regularly monitoring and reviewing progress towards achieving Zero Harm.
- 3.3 Providing and maintaining a safe a healthy working environment including plant, equipment, structures, facilities and storage areas.
- 3.4 Providing and maintaining procedures and SWMS.
- 3.5 Identify Hazards, managing risk, investigating incidents and implementing controls.
- 3.6 Consulting with all Workers including Contractors, Sub-Contractors and Volunteers on any safety issues and performance.
- 3.7 Promoting Managers, Coordinators, Supervisors, Team Leaders, Workers, (which include staff, contractors and volunteers) 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.
- 3.8 Providing instruction, information, training, resources and supervision so our staff and workers can perform their tasks safely and to Management and Supervisors so that they can fulfil their legal obligations.
- 3.9 Setting measurable Work Health and Safety objectives and targets.
- 3.10 Complying so far as reasonably practicable with Work Health and safety legislative requirements.
- 3.11 Engaging and consulting with our people and stakeholders to develop standards and risk solutions and incorporate them into safe systems of work.
- 3.12 Providing support and assistance to injured workers and ensure that appropriate return to work programs are in place.



Dave Walker
General Manager
The Hills Shire Council
January 2017

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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