

WHS001

WORK HEALTH & SAFETY 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	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.
SCOPE	This policy applies to all Workers, Contractors, Sub-Contractors and Volunteers.
RELATED DOCUMENTS	WHSC001 Consultation Procedure Work Health and Safety Management System (WHSMS) WHSRM001 Hazard Identification and Risk Management Procedure WHS003 WHS Responsibilities and Accountabilities Procedure
ISSUE DATE	September 2014
REFERENCES	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
VERSION No	1.3

Date Last Reviewed <i>October 2017</i>	Endorsed By <i>General Manager</i>	Procedure no. <i>WHS001</i>	Page no. <i>1 of 4</i>
--	--	---------------------------------------	----------------------------------

Uncontrolled document when printed.

1. OBJECTIVES

- 1.1** This policy outlines THSC's commitment to providing a safe and healthy work environment and continuously improving Work Health & Safety (WHS) performance in accordance with the *WHS Act and Regulation 2011, relevant Code of Practices and Australian Standards*.
- 1.2** Through strong leadership, safe behaviour and the continuous improvement of our management systems, THSC 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 General Manager

- 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.
- Monitors the implementation of the safety management system & the Safety Strategic Plan through its JCC and Senior Coordinator Workplace Health & Safety.
- Receives reports from the Senior Coordinator Workplace Health and Safety.
- Endorses decisions including monitory about WHS that affect 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

- Implementing this Policy in the area of their responsibility.
- Ensure there is adequate supervision of their Workers, Contractors including Sub-Contractors and Volunteers.
- Acquire and keep up-to-date knowledge of work health and safety matters.
- Understands the nature of THSC's operations and the associated hazards and risks.
- Ensures there are appropriate resources and processes to identify hazards, eliminate or minimise risks and achieve work health and safety compliance.
- Endorses decisions including monitory about WHS that affect the whole or a substantial part of THSC.

2.3 Managers/Supervisors

- Implementing this Policy in the area of their responsibility.
- Ensure there is adequate supervision of their Workers.
- Correcting any unsafe behaviour as soon as possible.
- Maintaining the workplace including plant/equipment and chemicals in a condition that it is safe without risks to health.
- To ensure there is appropriate, safe access to and from the workplace for all workers including others.
- Helping to develop, promote and implement 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.
- Are committed to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- Include work health and safety as the first agenda item of all team meetings.

2.4 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.
- Use Personal Protective Equipment (PPE) if the equipment is provided and ensure that it is properly used.
- Not to wilfully or recklessly interfere with/or misuse anything provided for workplace health and safety at the workplace.

Date Last Reviewed <i>October 2017</i>	Endorsed By <i>General Manager</i>	Procedure no. <i>WHS001</i>	Page no. <i>2 of 4</i>
--	--	---------------------------------------	----------------------------------

2.5 Contractors

- Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- 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.
- Use Personal Protective Equipment (PPE) if the equipment is provided and ensure that it is properly used.
- Not to wilfully or recklessly interfere with/or misuse anything provided for workplace health and safety at the workplace.

2.6 Contractor Project Managers/THSC Representatives

- Ensure there is adequate supervision of their Contractors including Sub-Contractors
- Correcting any unsafe behaviour as soon as possible.
- Maintaining the workplace in a condition that it is safe without risks to health.
- Are committed to consult and co-operate with Contractors/Sub-contractors in all matters relating to health and safety in the workplace.
- Include work health and safety as the first agenda item of all team meetings.

2.7 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.
- Use Personal Protective Equipment (PPE) if the equipment is provided and ensure that it is properly used.
- Not to wilfully or recklessly interfere with/or misuse anything provided for workplace health and safety at the workplace.

2.8 Volunteer Coordinators

- Ensure there is adequate supervision of their Volunteers.
- Correcting any unsafe behaviour as soon as possible.
- Maintaining the workplace in a condition that it is safe without risks to health.
- Are committed to consult and co-operate with Volunteers in all matters relating to health and safety in the workplace.
- Include work health and safety as the first agenda item of all team meetings.

2.9 Senior Coordinator Work Health and Safety

- Ensuring that the below policy is implemented through the WHSMS in consultation with the General Manager, Group Managers, Joint Consultative Committee (JCC), WHS Officer and Workers.
- Ensuring WHS consultation, coordination and cooperation is practiced and implemented throughout the THSC's workplaces.
- 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, controlling the hazard so far as reasonably practicable so that the risk is reduced.

2.10 JCC

- To meet periodically 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.

Date Last Reviewed <i>October 2017</i>	Endorsed By <i>General Manager</i>	Procedure no. <i>WHS001</i>	Page no. <i>3 of 4</i>
--	--	---------------------------------------	----------------------------------

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 and 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 immediate and long-term controls in accordance with the Hazard and Risk Matrix.
- 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 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 that our Workers can perform their tasks safely and Management/Supervisors can fulfil their legal obligations.
- 3.9 Setting measurable WHS objectives and targets.
- 3.10 Complying so far as reasonably practicable with WHS legislative requirements.
- 3.11 Engaging and consulting with our Workers 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 to ensure that appropriate and positive recovery at work strategies are implemented.
- 3.13 Providing resources to ensure appropriate measures can be implemented to ensure that the health and safety of Workers is not compromised.
- 3.14 Undertaking proactive injury management procedures to ensure safety performance is recognised, safety initiatives valued, identified improvements actioned and a positive Safety Culture promoted.



Michael Edgar
General Manager
The Hills Shire Council
November 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.

Date Last Reviewed	Endorsed By	Procedure no.	Page no.
October 2017	General Manager	WHS001	4 of 4

Uncontrolled document when printed.