



GLEN INNES SEVERN COUNCIL

Work Health and Safety Policy

RESOLUTION NUMBER: 20.06/20	MEETING:	25 June 2020
16.11/16		24 November 2016
12.11/14		27 November 2014
11.12/12		20 December 2012
11.11/10		25 November 2010
16.09/07		27 September 2007
19.09/05		15 September 2005

Glen Innes Severn Council recognises its moral and legal responsibility to provide a safe and healthy work environment for workers (including volunteers and contractors), customers and visitors. This commitment extends to ensuring that the organisation's operations are conducted in such a manner as to minimise the risk of injury or illness to all persons at the workplace.

OBJECTIVES

Glen Innes Severn Council shall:

- Provide a safe place of work, including safe plant, equipment and systems of work;
- Ensure compliance with legislative requirements and current industry standards;
- Consult with workers on all safety matters;
- Provide written procedures and instructions to ensure safe systems of work;
- Provide information, instruction, training and supervision to employees, contractors, volunteers and customers to ensure their safety;
- Provide support and assistance and effective issue resolution processes to workers, including volunteers.

RESPONSIBILITIES

Officers of Council, as defined by the *Work Health and Safety Act 2011*, are the General Manager, Director of Corporate and Community Services, Director of Infrastructure Services and Director of Development, Planning and Regulatory Services.

In accordance with sub-section 9(b) of the *Corporations Act 2001 (C'th)*, other positions within Council's structure that may also meet the definition of Officer are positions that:

- make or participate in making decisions that affect the whole, or a substantial part, of the business of the corporation (Council); or
- have the capacity to affect significantly the corporation's (Council's) financial standing.

Reference Number: HR.7.01 WHS:POL:001:7.0	Version Number: 7.0 Date of Effect: 25/06/2020	Review Date: June 2023	Responsible Officer: WHS Coordinator
Related Documents: Work Health and Safety Management Plan			

The **General Manager** is responsible for the overall Work Health and Safety of Glen Innes Severn Council.

The **Officers** are responsible for exercising due diligence within their respective areas of responsibility, including:

- Acquiring and keeping up to date with knowledge of WHS matters;
- Gaining an understanding of the Council's business operations and the associated hazards and risks;
- Ensuring the Council has available and uses the appropriate resources and processes to eliminate or minimise risks to health and safety;
- Ensuring the Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- Ensuring the Council implements processes for complying with any duty or obligation under the WHS Act;
- Verifying the provision and use of resources and processes required for compliance.

In addition, the **Officers** shall:

- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, Work Health and Safety Management Plan and legislative requirements within their areas of responsibility;
- Monitor the effectiveness of the Work Health and Safety Management Plan within their areas of responsibility;
- Formally approve Work Health and Safety procedures;
- Review overall organisational health and safety performance;
- Participate where required in the resolution of safety issues;
- Review serious accidents/incidents and monitor corrective actions;
- Review the performance of line managers and supervisors to ensure the effective implementation of the Work Health and Safety Management Plan;
- Participate in the Work Health and Safety Consultative Group.

Line Managers and Supervisors shall:

- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, Work Health and Safety Management Plan and legislative requirements within their areas of responsibility;
- Consult on work health and safety matters with all workers, including volunteers and contractors who report to them, and their representatives;
- Monitor health and safety performance within their area of responsibility;
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc;
- Participate where required in the resolution of safety issues;

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- Review all accidents/incidents and take action and/or prepare reports if appropriate;
- Participate in the Work Health and Safety Consultative Group where required;
- Initiate actions to improve health and safety;
- Regularly review the health and safety performance of their workers, including volunteers;
- Actively monitor the workplace to determine the presence of hazards and take appropriate actions to rectify any hazards found;
- Ensure all workers, including volunteers, are inducted and receive training as required to perform jobs safely;
- Assist with the rehabilitation of injured workers.

Workers (including paid employees, labour hire staff, volunteers and work experience students) shall:

- Comply with the Work Health and Safety Management Plan and adhere to all safe working procedures in accordance with instructions;
- Participate in consultation with Council on matters that affect work health and safety;
- Take reasonable care of themselves and others who may be affected by their actions;
- Ensure visitors sign in and out of worksites and abide by inductions at construction sites.

Contractors and subcontractors shall:

- Adhere to all safe working procedures in accordance with instructions;
- Participate in consultation with Council on matters that affect work health and safety;
- Ensure that they have safe systems of work;
- Take reasonable care of themselves and others who may be affected by their actions.

Councillors shall:

- Be familiar with the key provisions of the *WHS Act 2011*;
- Take reasonable care for their own health and safety;
- Take reasonable care that their acts, omissions or decisions do not adversely affect the health and safety of other persons;
- Comply, so far as they are reasonably able, with any reasonable instruction that is given to them to ensure compliance with the *WHS Act 2011*;
- Comply with Councils WHS arrangements and participate in a WHS induction.

APPLICATION OF THE POLICY

This policy is applicable to Glen Innes Severn Council in all its operations and functions including those situations where workers are required to work off-site.

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CONSULTATION

The Glen Innes Severn Council is committed to consultation and cooperation between management, workers and other Persons Conducting a Business or an Undertaking (PCBU) on all work health and safety matters. The Council will consult with workers and their elected health and safety representatives on all matters that affect work health and safety.

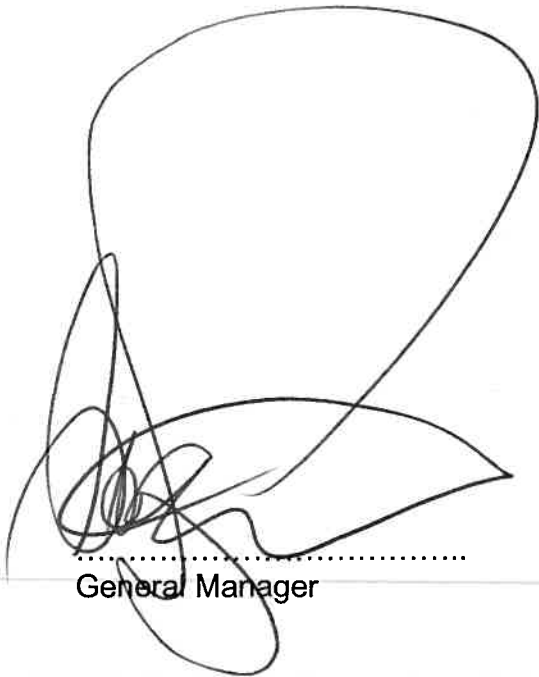
IMPLEMENTATION AND COMMUNICATION

The reviewed Policy and accompanying procedures will be implemented and communicated to staff by way of:

- New employees' WHS induction when they commence with Council; and
- Existing employees' staff meetings and toolbox talks.

VARIATION AND REVIEW

This Work Health and Safety Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



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General Manager

8/7/20
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Date

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