



**Work Health and Safety
(WHS)
Management Plan
2023 - 2026**

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DOCUMENT AUTHORISATION

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 General Manager



 Date

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ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging, and to Torres Strait Islander people and all First Nations people.

INTRODUCTION

Glen Innes Severn Council is committed to meeting the highest standards in **Work Health and Safety (WHS)** and providing a workplace that is safe and healthy for its employees, contractors, volunteers, customers and visitors.

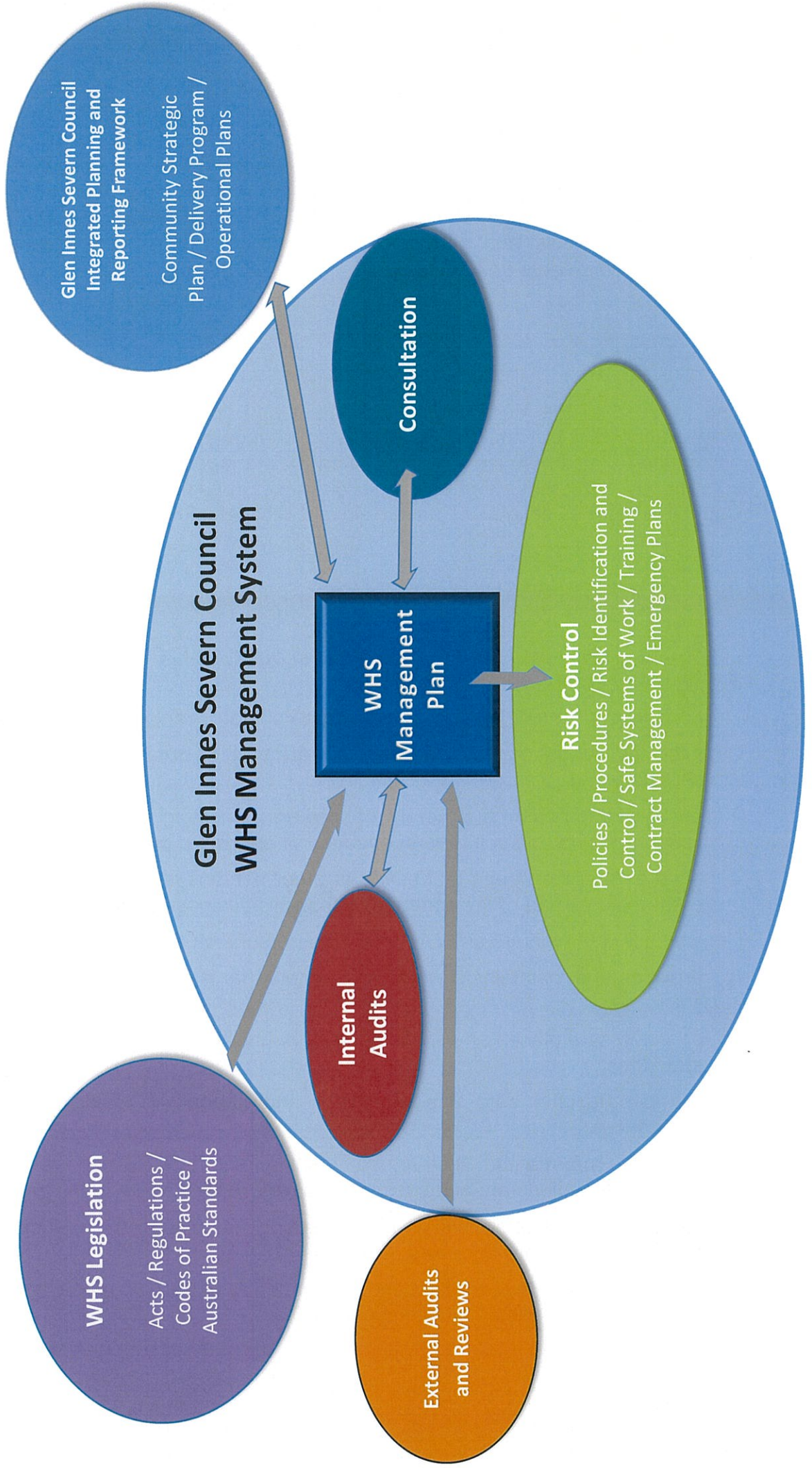
Council's commitment to safety ensures that the organisation's operations are conducted in a manner that minimises the risk of injury or illness to all persons at the workplace. Council takes its safety obligations very seriously and has established, undertaken or continued with the following safety initiatives:

- Consulted on and established organisation wide WHS consultation procedures for its workers;
- Trained staff elected as Health and Safety Representatives (HSR's);
- Continued the Work Health and Safety Consultative Group, which acts as a peak WHS consultation group that meets monthly to review all WHS matters;
- Continued with the Officers of Due Diligence Framework to ensure that the officers of Council are informed and are able to meet their WHS responsibilities;
- Participated annually in the StateCover WHS Self Audit and implemented improvements arising out of the audits;
- Completed an additional WHS audit and gap analysis conducted by StateCover Mutual;
- Implemented the BeSafe online WHS Management System, the VAULT Notify reporting app and VAULT Check inspections and audit app, plus electronic reporting of incidents, injuries and hazards via an intranet portal and mobile phone app;
- Implemented an organisation wide system of WHS audits to monitor and review WHS compliance across the organisation.

The **Work Health and Safety Management Plan (WHSMP)** will form an integral and crucial part of this process. Its implementation will ensure that Council's WHS management systems are delivered in a structured and integrated fashion that contributes to a high level of safety and assists Council to meet its legislative obligations.

It is important that the WHSMP is communicated widely to all workers and that it receives the full and genuine commitment and support of Council, management and the entire workforce.

Glen Innes Severn Council Work Health and Safety (WHS) Management System



1. SCOPE

The Glen Innes Severn Council WHSMP applies to all permanent work sites and offices of **Glen Innes Severn Council (Council)** and any other work sites under the management and control of the Council where work activities are carried out. It includes all projects and activities carried out by Council and extends to paid employees, volunteers and contractors.

2. PURPOSE

The purpose of the WHSMP is to maintain and communicate an effective WHS management system that is responsive to changing needs and risks. Council is committed to implementing a structured safety management system that achieves a consistently high standard of safety performance. In addition, the WHSMP will assist Council to meet its obligations under relevant Work Health and Safety legislation.

3. COUNCIL'S WHS OBLIGATIONS

In accordance with the *NSW Work Health and Safety Act 2011*, Council will, as far as is reasonably practicable, ensure that it:

- complies with WHS legislative requirements and current industry standards;
- fulfils its obligations as **“person conducting a business or undertaking” (PCBU)**;
- ensures the health and safety of workers (including employees, contractors, subcontractors and volunteers) engaged or caused to be engaged by Council;
- ensures that the health and safety of other persons is not put at risk from work carried out as part of the conduct of Council's business or undertaking;
- consults with workers and other affected persons on all safety matters;
- provides and maintains a work environment that is free from risks to health and safety;
- provides safe places and systems of work, including safe plant, equipment and structures;
- provides for the safe use, handling, and storage of plant, structures and substances;
- provides information, instruction, training and supervision to employees, contractors, volunteers and customers to ensure their safety;
- provides adequate facilities for the welfare at work of workers (including ensuring access to those facilities); and
- monitors the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers.

4. VARIATION AND REVIEW

The General Manager is responsible for the review of the WHSMP.

The WHSMP will undergo a major review every three years from the date of its adoption. Minor reviews may be undertaken at any time to ensure that the document reflects changes in legislation, significant changes in WHS practice or changes to the requirements or goals of source documents such as audits.

The **Work Health and Safety Coordinator (WHSC)** will be responsible for coordinating reviews. Management will undertake reviews in consultation with all affected workers and the **Work Health and Safety Consultative Group (WHSCG)**. The reviewed plan will be adopted by Council after being recommended by the WHSCG.

Minor changes to the **WHSMP 2023 / 2026 - Action Plan** may be approved by the WHSCG without being referred back to Council.

The term of the WHSMP does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

5. DOCUMENT CONTROL

The WHSMP is a controlled document and is to be kept and issued as such.

Non authorised or out-of-date copies of the WHSMP must be returned and destroyed when new versions are released.

The WHSC is responsible for coordinating the document control process for the WHSMP.

6. LEGISLATION AND SUPPORTING DOCUMENTS

6.1 Primary Source Documents

- 2022 StateCover WHS Management System (WHSMS) Audit and Gap Analysis;
- 2022 & 2023 StateCover WHS Self Audits;
- Glen Innes Severn Council Officers of Due Diligence Framework.

6.2 Legislation and References

- NSW Work Health and Safety Act 2011;
- NSW Work Health and Safety Regulation 2017;
- NSW Work Health and Safety (Mines and Petroleum Sites) Act 2013;
- NSW Work Health and Safety (Mines and Petroleum Sites) Regulation 2014;
- Dangerous Goods (Road and Rail Transport) Act 2008;
- Workers Compensation Act 1987;
- The Workplace Injury Management and Workers Compensation Act 1998;
- Workers Compensation Regulation 2016;
- Relevant Codes of Practice.

6.3 Glen Innes Severn Council WHS policies, plans and procedures:

- GISC Administration Instruction Light Vehicles;
- GISC Administration Instruction Plant and Equipment;
- WHS:POL:006 Asbestos Management (Council Operations and Facilities) Policy;
- WHS:PLN:003 Asbestos Management Plan;
- WHS:POL:005 Contractor Work Health and Safety (WHS) Management Policy;
- WHS:PROC:005 Contractor Work Health and Safety (WHS) Management Procedure;
- WHS:POL:011 Drug and Alcohol Policy;
- WHS:PROC:013 Drug and Alcohol Testing Procedures;
- WHS:PLN:004 Emergency Preparedness Plan;
- WHS:GDL:HM:012 Environmental Hazard Guideline;
- WHS:POL:010 Fatigue Management Policy;
- WHS:POL:007 First Aid Policy;
- WHS:PROC:007 First Aid Procedures and Guidelines;
- GISC Grievance Resolution Procedure;

- WHS:PROC:020 Hazardous Chemicals Procedure;
- WHS:PROC: 017 Managing Psychosocial Hazards at Work Procedure;
- WHS:PLN:002: Pandemic Business Continuity Plan;
- GISC Plant and Fleet Policy;
- GISC Procurement Policy;
- WHS:POL:009 Smoke Free Workplace Policy;
- WHS:POL:004 Sun Smart and Personal Protective Equipment Policy;
- WHS:PROC:004 Sun Smart and Personal Protective Equipment Procedures;
- WHS:POL:003 Vaccination Policy;
- CS_0004 Volunteer Policy;
- WHS:POL:001 Work Health and Safety Policy;
- Work Health and Safety Consultative Group Terms of Reference;
- WHS:PROC:011 Work Health and Safety (WHS) Document Development and Control Procedure;
- WHS:PROC:014 Work Health and Safety (WHS) Event Management Procedure;
- WHS:PROC:012 WHS Health Monitoring Procedure;
- WHS:PROC:016 WHS Planning and Reporting Procedure;
- WHS:POL:008 Working from Home Policy;
- WHS:POL:002 Workplace Injury Management and Recover at Work Policy;
- WHS:PROC:002 Workplace Injury Management and Recover at Work Program;
- Glen Innes Aggregates - Mine Safety Management System;
- Plant Assessor – Machinery Safety Management Software;
- PULSE: Enterprise Risk Management – WHS Risk Register;
- RelianSys® Governance Suite.

6.4 WHS policies included in the GISC Human Resources Policy Statement Register:

- HR.7.05: Emergency Evacuation Policy;
- HR.7.08: Driver Licence Policy;
- HR.7.10: Medical Examinations (Pre-Employment) Policy;
- HR.7.11: Provision of Amenities for Construction Work;
- HR.7.12: Long Distance Driving Policy.

7. DEFINITIONS AND ABBREVIATIONS

Council:	Glen Innes Severn Council.
EAP:	Employee Assistance Program.
ECM:	Enterprise Content Management document management system.
Hazard:	A situation or thing that has the potential to harm a person.
HSR:	Health and Safety Representative.
MANEX:	Management Executive Team.
PCBU:	Person Conducting a Business or Undertaking.
PPE:	Personal Protective Equipment.
RAW:	Recover at Work Program.
RelianSys®:	RelianSys® Governance Suite.
SWMS:	Safe Work Method Statement.
SDS:	Safety Data Sheet.
SMS:	Safety Management System.
TNA:	Training Needs Analysis.
TfNSW:	Transport for NSW.
WHS Act:	NSW Work Health and Safety Act 2011.
WHSC:	Work Health and Safety Coordinator Glen Innes Severn Council Work Health and Safety Consultative Group.
WHSCG:	
WHSMP:	Work Health and Safety Management Plan.
WHS Reg:	NSW Work Health and Safety Regulation 2017.
Worker:	A person who performs work for a PCBU.

WORK HEALTH and SAFETY MANAGEMENT SYSTEM

1. WHS POLICY

2022 StateCover Self Audit Grading (%)

>96

In accordance with the WHS Act and related legislation, Council has developed and adopted a range of WHS policies, plans, procedures and to assist in developing an integrated approach to safety.

The WHSMP and Work Health and Safety Policy are Council's overarching WHS documents, clearly setting out Council's responsibilities and the processes and systems that will be used to achieve a high standard of safety at Council's worksites.

Council is committed to:

- complying with relevant WHS legislation and other requirements placed upon the organisation;
- promoting a culture of continuous improvement in work health, safety, and wellbeing;
- establishing measurable objectives and targets for work health and safety to ensure continuous improvement aimed at eliminating work-related illness and injury.

Council's WHS policy states:

Glen Innes Severn Council is committed to providing and ensuring a physically and mentally safe and healthy work environment for all workers, Contractors, Volunteers, Customers and Visitors to Councils premises and workplace.

Council is committed to ensuring all reasonable measures are in place to eliminate work practices, behaviour's, risks and hazards which have the potential to cause harm to our workers, Contractors, Volunteers, Customers and Visitors.

1.1 Review

Council policies and plans are reviewed every three (3) years as a minimum or as required when there are legislative changes or updates to source material such as Codes of Practice or Australian Standards. All WHS policies, plans and associated documents are developed in consultation with workers and are recommended by the WHSCG before adoption by Council.

1.2 Access to Documents

Council's WHS policies, guidelines and plans are available on Council's Intranet under Documents / Policy or Guidelines or Procedures tabs.

- WHS:POL:001 Work Health and Safety Policy.

Council WHS policies are also available on Council's public website at:

<https://www.gisc.nsw.gov.au/Council/Public-Documents-and-Policies>

Approved copies of all policies and plans are registered into Council's Enterprise Content Management (ECM) document management system and in RelianSys® governance software.

Summaries of selected policies and procedures have also been reproduced in: Council's Safety Induction for New Employees and other documents.

1.3 Training and Awareness

Council has established a system to communicate new or reviewed WHS policies to staff, including but not limited to below:

- ensuring that new workers, including contractors and volunteers, receive training in essential WHS policies and procedures at induction; and
- ensuring all team meetings and toolbox talks include a standard agenda item to provide teams with awareness training in new or reviewed WHS documents that are relevant to their areas.

2. WHS PLANNING

2022 StateCover Self Audit Grading (%)

25-36

The WHS planning element forms an integral part of WHS objectives and targets for all relevant levels and functions within Council, specific hazards, risks and legislative requirements that apply to Council activities are considered as part of the planning process.

The successful implementation of an integrated WHS management system requires an effective planning process with well-defined and measurable outcomes.

The WHS planning process assists Council to achieve continuous improvement of its risk management systems, compliance with WHS legislation and industry best practice, and management oversight of WHS.

To ensure correct implementation of the WHS planning element Council has adopted the WHS Planning and Reporting Procedure. This procedure outlines the following processes:

- Regular reporting and review of WHS risk and performance;
- WHS Annual Management Review;
- Development of WHS objectives / targets and KPIs;
- Allocation of WHS Responsibilities and KPIs to workers and managers;
- Establishment, implementation, and maintenance of WHS plans for Council.

The WHS planning element links with the due diligence requirements of Council and the identified officers along with the WHS action plan by providing responsibilities for achieving objectives and targets, timeframes for achieving objectives and targets and monitoring progress of the action plan.

2.1 Officers' Due Diligence Framework

Council has developed an Officers' Due Diligence Framework, the purpose of which is to ensure that Council's Management Executive staff, as well as all managers, are aware of and trained in their respective WHS responsibilities and actively monitor and action, as far as is reasonably practicable, measures to ensure the health and safety of their workers.

Council has determined that the positions of General Manager and the three Directors meet the definition of an 'Officer' of Council for the purposes of relevant WHS laws; however, other positions may also be included if they fall within the definition provided by the *Corporations Act 2001*.

The Due Diligence Framework explains key duties under the WHS laws and the actions required by the Officers of Council. The Officers are to ensure that Council meets its WHS obligations by taking the 'six reasonable steps of due diligence', which are defined by WHS law as comprising the following six elements:

Element 1: acquiring and keeping an up-to-date knowledge of WHS matters;

Element 2: gaining 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;

Element 3: ensuring 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 by the Council;

Element 4: ensuring that Council has appropriate processes for receiving, capturing and considering information regarding incidents, hazards and risks and responding in a timely way to that information;

Element 5: ensuring that Council has, and implements, processes for complying with any duty or obligation of the WHS law; and

Element 6: verifying the provision and use of the resources and processes referred to in Elements 3 to 5 above.

To ensure Officers comply with the six elements of the Due Diligence Framework the following five step action plan has been developed:

Step 1: Keep an up-to-date knowledge of WHS matters;

Step 2: Understand Council's operations and its hazards and risks;

Step 3: Ensure Council receives and considers information about incidents, hazards and risks and responds to it in a timely way;

Step 4: Ensure Council complies with WHS laws;

Step 5: Verify use of resources and processes referred to in Elements 3, 4 and 5.

- WHS:PROC:016 WHS Planning and Reporting Procedure;
- Officers Due Diligence Framework.

Budget consideration: Training has been for identified officers of Council on Due Diligence; the sessions are delivered by the StateCover safety team.

3. WHS Risk Management: hazard identification, assessment and control

2022 StateCover Self Audit Grading (%)

56-62

A hazard is defined as a situation or thing that has the potential to harm a person. In the workplace, a hazard may include such things as noisy machinery, chemicals, electricity, working at heights, repetitive tasks, bullying and violence at work.

3.1 Hazard Reporting

To ensure that all hazards are appropriately reported, recorded and assessed for risk, Council has implemented the BeSafe online hazard and incident reporting system.

It is the responsibility of all workers to ensure that all hazards to the health and safety of themselves and others are reported using the BeSafe system. All employees are given sufficient instruction and training to enable them to use BeSafe.

The manager or supervisor of the worker who is reporting the hazard is notified and is responsible for reviewing corrective actions and ensuring that such actions are effective in eliminating or reducing the risks associated with the hazard(s) and setting target dates for this to be achieved.

3.2 Hazard and Incident Investigations

All hazards and incidents with a risk score of medium or higher must be investigated to accurately determine the root causes. In addition investigations are to be conducted for those hazards or incidents with a lower score if the root causes are not immediately apparent.

3.3 Training and Reporting

Individual hazard and incident reports will be referred to the relevant departmental director and the WHSC for information and possible action.

As the Officers of Council, the General Manager and directors will receive weekly reports summarising the status of all hazard and incident reports.

Council will train workers in the use of the BeSafe reporting system and will raise awareness of the importance of hazard and incident reporting.

The Officers of Council will measure the success of these measures by reference to monthly hazard and incident reporting statistics maintained by the WHSC as part of Council's Officers of Due Diligence Framework.

3.4 Other Hazard Identification Systems and Controls

In addition to the BeSafe system, Council will implement the following systems for identifying and controlling hazards and associated risks:

- Regular workplace inspections carried out in accordance with the Workplace Inspection Schedule outlined in (Table 1) below using the VAULT Check inspections and audit App;

Table 1

Site	Frequency	Timing of Inspection
Children, Youth and Family Services inc Youth Booth	3 monthly	February, May, August, November
Companion Animal Pound	3 monthly	February, May, August, November
Deepwater Works Depot	3 monthly	February, May, August, November
Glen Innes Aggregates	3 monthly	February, May, August, November
Glen Innes Indoor Sports Stadium	3 monthly	February, May, August, November
Glen Innes Sewage Plant	3 monthly	February, May, August, November
Glen Innes Water Plant	3 monthly	February, May, August, November
Lang Street Works Depot inc. Workshop / Yard area	3 monthly	February, May, August, November
Old Workshop / Store	3 monthly	February, May, August, November
On site vans (when in use)	3 monthly	February, May, August, November
Saleyards	3 monthly	February, May, August, November
Glen Innes Cemetery	6 monthly	February and August
Glen Innes Landfill	6 monthly	February and August
Glen Innes Library and Learning Centre	6 monthly	February and August
Maintenance and Cleaning Depot – Lang Street	6 monthly	February and August
Parks Depots inc Lang Street & King George Oval	6 monthly	February and August
Rural Works Depot and Sewage Plant - Deepwater	6 monthly	February and August
Town Hall Auditorium precinct only	6 monthly	February and August
Visitor Information Centre	6 monthly	February and August
Emmaville Aquatic Centre	3 times per season	September, December, March
Glen Innes Aquatic Centre	3 times per season	September, December, March
Church Street Administration	12 monthly	By February
Glen Innes Aggregates pits (or prior use)	12 monthly	By February
Grey Street Administration	12 monthly	By February
Library Depots	12 monthly	By February
Life Choices Support Services inc. outreach services	12 monthly	By February
Rural Cemeteries	12 monthly	By February
Rural Landfills	12 monthly	By February

- Site specific risk assessments conducted prior to work commencing on construction and maintenance projects or any other high-risk work activities, utilising Council's Daily Activity Sheets (DAS) or site-specific risk assessment forms;
- Reporting and analysis of the results of health monitoring, workplace incidents, near misses, inspections and investigations.

3.5 Risk Assessment and Hierarchy of Controls

Identified hazards and incidents will be controlled using the Hierarchy of Control (elimination, substitution, isolation, engineering, administrative, use of personal protective equipment). The Hierarchy of Control will be used at all times when determining corrective actions for the control of hazards and risks.

4. Consultation and Participation

2022 StateCover Self Audit Grading (%)

63-69

4.1 Background

In accordance with *Sections 47, 48 and 49* of the *NSW Work Health and Safety Act 2011* (WHS Act), Council has a duty to consult with workers on matters relating to work health and safety. Such consultation must be in accordance with procedures agreed to by workers for consultation and must not be inconsistent with such procedures.

Agreed consultation procedures may include **Health and Safety Representatives (HSRs)**, health and safety committees, or other arrangements as agreed between management and workers. *Sections 50 to 79*, of the WHS Act sets out the requirements for PCBUs to set up consultative arrangements and to determine the nature and size of the work groups that will be affected by such arrangements.

In accordance with the requirements of the WHS Act, Council's Work Health and Safety Policy states that:

"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."

Council's Work Health and Safety Policy is located on Council's intranet and is available for all staff to access and on Council's public website for other PCBU's to access.

4.2 Agreed Consultation Procedures

Council consulted with its employees in 2023 and agreed on the composition of work groups and consultation procedures. Most work groups established other agreed arrangements for consultation, including team meetings and toolbox talks. The following teams elected a HSR to represent their respective work group, Glen Innes Aggregates, Recreation and Open Spaces and Works.

In addition, Council has continued with the WHSCG, which is Council's peak WHS consultative group. The WHSCG comprises the officers of due diligence, HSRs, the WHSC and managers of high-risk areas.

The WHSCG Terms of Reference are located on Council's intranet.

All new workers to Council receive a general WHS induction and a site specific WHS induction where WHS consultation arrangements are discussed.

Council has established consultation procedures whereby relevant WHS information is disseminated across the organisation structure via team meetings, toolbox talks, monthly toolbox topics, quarterly internal staff newsletter and safety alerts from the Regulators. Team meetings and toolbox talks must include standard items on WHS, which are to be discussed at each meeting, including:

- incidents and hazards;
- items arising from WHSCG meeting minutes;
- monthly toolbox topics;
- any safety alerts received from the Regulators and
- new and reviewed WHS policies and procedures.

The minutes of such meetings are required to be recorded and registered into Council's records management system.

Each new or reviewed WHS policy is required to include an implementation and communication section that sets out how the information will be communicated to affected staff.

4.3 WHS Entry Permit Holders

In accordance with *Part 7 sec 144 – 148 Work Health Safety Act 2011 – Prohibitions*, Council and its workers must not without reasonable excuse, refuse or unduly delay entry in the workplace by a WHS entry permit holder who is entitled to enter the workplace. Council and its workers must not intentionally and unreasonably hinder or obstruct a WHS Entry permit holder in entering the workplace or in exercising any rights in the workplace.

Who are entry permit holders? A WHS-Entry Permit Holder (WHS-EPH) is a union official who has completed an approved training course and holds an entry permit under the *Fair Work Act 2009*, and *Part 7 of the WHS Act 2011*.

No prior notice to Council (or other PCBU) is required if the union organiser holds an entry permit and is entering to investigate a suspected contravention of the *WHS Act 2011*. But the WHS-EPH must give notice as soon as it is reasonably practicable after entering the workplace unless it would defeat the purpose of the entry or cause unreasonable delay in an urgent case.

However, if the purpose of entry is for consultation and advice or to copy documents, the WHS-EPH must give a written notice of entry to Council or other PCBU during usual working hours and at least 24 hours before entry (but not more than 14 days before the entry)

The WHS-EPH must have a valid permit and photo identification with them at all times while on site.

Council will review the procedures for consultation every three (3) years to ensure that they are effective and meet the organisation's and workers' needs.

Budget consideration: Training has been for identified any worker who is elected as an HSR for their workgroup and any existing HSR to attend a refresher course; the sessions are delivered by an external provider.

5. Training and Competency

2022 StateCover Self Audit Grading (%)

56-62

Council will ensure that all workers, including volunteers and contractors, receive adequate information and training on general WHS requirements when they commence work with Council. Workers will also receive relevant site specific WHS induction information and training when they commence duties at their allocated worksites.

To ensure that WHS training is relevant and specific to job requirements, Council conducts a **training needs analysis (TNA)** for each position or role, which is linked to position descriptions / duty statements. Training identified as part of the TNA is included in a central training schedule / register, within BeSafe. This register is the primary source of information for developing the annual WHS Training Plan and budget for inclusion in Council's Operational Plan.

WHS skills gaps are identified through the annual staff assessment and appraisal process and are be addressed in individual staff training and development programs. Council will also ensure that relevant training is provided when new technology, equipment and workplace changes are introduced.

Records of WHS training undertaken by workers will be maintained in the relevant record keeping system. To facilitate this, Council will establish and maintain a training register in its ECM record keeping system and BeSafe.

In addition to essential WHS training and induction information, Council will promote WHS awareness across the organisation through the provision of relevant information and activities, including:

- circulation of Safety Alerts from Regulators to relevant staff;
- monthly Toolbox Talk Topics distributed by the WHSC;
- inclusion of WHS matters in the quarterly staff newsletter;
- inclusion of WHS matters as a standard agenda item for all team meetings;
- worksite visits by directors and managers as part of Council's Due Diligence Framework; and
- an annual health promotion and wellbeing program available to all staff.

Budget consideration: WHS Training is budgeted for by Council annually based on current legislative requirements for training. WHSC uses the position descriptions, and current legislative requirements to coordinate WHS training across Council.

6. Emergency Preparedness (including First Aid)

2022 StateCover Self Audit Grading (%)

50-55

Council will develop and implement an Emergency Preparedness Plan in accordance with Australian Standard AS 3745 “*Planning for Emergencies in Facilities*” and section 5 of Code of Practice “*Managing the Work Environment and Facilities*”.

In accordance with AS 3745, an emergency plan is required to document the emergency arrangements for a site and to detail preparedness, prevention and response activities. AS 3745 includes emergency roles, responsibilities, strategies, systems and arrangements.

An emergency plan is structured so that it may be easily amended at any time following an organisation restructure, alterations to fire safety and emergency features, the identification of a deficiency or a scheduled review.

Council’s Emergency Preparedness plan will include procedures for identifying all potential emergency situations throughout Council and will specify what emergency procedures are to be followed, equipment requirements for each site and required training for workers.

Emergency training and evacuation drills will be conducted at least once per year at all facilities or more regularly if required. Records of training and drills will be maintained to demonstrate compliance.

- WHS:PLN:004 Emergency Preparedness Plan.

Budget consideration: Training requirements for evacuation wardens is a three-year cycle. This training is to be budgeted for annually to distribute the budget allocation and allow for any staff turnover at individual worksites.

6.1 First Aid

Council will maintain first aid facilities and first aid personnel at all worksites in accordance with relevant legislative requirements. Council will also encourage all its employees to become qualified first aiders by providing time off for training and paying for first aid certifications. To achieve this, Council has adopted a *First Aid Policy* and *First Aid Procedures and Guidelines*.

- WHS:POL:007 First Aid Policy;
- WHS:PROC:007 First Aid Procedures and Guidelines.

Budget consideration: Training requirements as per the First aid Policy – all staff are encouraged to hold first aid qualifications even if these are not required for their substantive position. Certification is a three (3) year qualification.

7. Purchasing

2022 StateCover Self Audit Grading (%)

>96

Council's Procurement Policy states that "Council will consider the impact on the health and safety of staff and the community when procuring goods and services."

In line with this commitment, Council has adopted the Contractor Work Health and Safety Policy for the management of contractors who provide services to Council. The Contractor WHS Management Policy is supported by Council's WHS online induction system for contractors and Council's VendorPanel online purchasing system.

*Refer to **Work Health and Safety Key priority areas Section 14 Management of Contractors** of the **WHS Management Plan** for further information on Contractor Management.*

To ensure that Council's meets its WHS obligations in regard to purchasing and procurement, Council will:

- ensure that goods or services with a potential WHS risk are identified and that minimum specifications are developed for their purchase;
- ensure that supplied goods or services meet the requirements of specific legislation, codes of practice and Australian Standards;
- ensure that supplied goods come with all appropriate information and instruction required for their safe use, e.g. risk assessments, safe work procedures, Safety Data Sheets (SDS);
- where practicable, only purchase goods and services from suppliers on a preferred supplier list such as Council's VendorPanel system, where WHS issues have been addressed;
- develop a WHS Purchasing Checklist for each item identified as having a potential WHS risk;
- implement any risk controls identified in the WHS Purchasing Checklist;
- ensure that employees are aware of the requirements for purchasing goods with potential WHS risks;
- provide information, training and supervision to employees who may be exposed to any risks associated with the purchased goods; and
- take corrective action in relation to any non-conforming goods or services.

Council Policy and Procedural Documents

- WHS:POL:005 Contractor Work Health and Safety Policy;
- Glen Innes Aggregates Mine Safety Management System - Program 10 Mechanical Engineering Control Plan (MECP);
- GISC Administration Instruction Light Vehicles;
- GISC Administration Instruction Plant and Equipment;
- GISC Plant and Fleet Policy;
- Plant Assessor - Third Party Risk Assessment;
- GISC Procurement Policy.

8. Health Monitoring

2022 StateCover Self Audit Grading (%)

63-69

Council has introduced a program of regular health monitoring for all employees who may have an occupational exposure to hazardous chemicals, ultra violet (UV) radiation, asbestos and / or noise. Council's program includes:

- functional assessments;
- audiometric testing;
- skin checks;
- dust diseases monitoring; and
- chemical monitoring.

Council will develop a procedure to ensure that all employees who have or may have had exposure to hazardous noise levels, chemicals, UV radiation, infectious diseases and / or asbestos are included in the health monitoring program. The need for health monitoring will be determined in accordance with Council's risk assessment procedures.

Records of health monitoring outcomes will be recorded and maintained confidentially in Council's ECM records management system by the WHSC.

- WHS:PROC:012 Work Health and Safety Health Monitoring Procedure.

8.1 Infection Control

It is Council policy to protect workers against the risk of communicable and other infectious diseases through the implementation of effective control measures, including an immunisation program developed in line with recommendations in the Australian National Immunisation Handbook.

- WHS:POL:003 Vaccination Policy;
- WHS:PROC:012 Work Health and Safety Health Monitoring Procedure.

8.2 Working Alone

Council acknowledges that there will be circumstances where workers are required to work alone or in isolated situations, and will consult with affected workers to implement procedures to eliminate or reduce risks associated with such work.

Council will also ensure, where practicable, that all workers who work alone or in isolation are provided with adequate means to communicate with others or to call for assistance in the event of an emergency. Such communication may include but not be limited to mobile phones, two-way radios, duress alarms, tracking devices or locator beacons.

8.3 Fatigue Management

Fatigue affects an individual's health and wellbeing and cognitive abilities, reducing performance and productivity and increasing the chance of workplace accidents and injuries.

To mitigate the risks associated with fatigue, Council has introduced a *Fatigue Management Policy*, which addresses risks associated with long work hours, inadequate rest or sleep, secondary employment, long distance driving and a range of other fatigue risk factors. It is the responsibility of all workers to comply with this Policy.

- WHS:POL:010 Fatigue Management Policy.

8.4 Smoking, Alcohol and Drugs

Council has introduced a *Smoke Free Workplace Policy* to help protect the health and safety of Council workers and visitors by minimising exposure to environmental tobacco smoke in and around all Council buildings and facilities, including vehicles and construction sites.

Council has also adopted a *Drug and Alcohol Policy* to ensure that workers are not impaired by alcohol or drugs while at work. The Policy includes a system of pre-employment, voluntary, random, fitness for work and post incident drug and alcohol testing, to ensure compliance with safe limits.

Employees may also seek assistance from Council's EAP if they are experiencing problems with substance dependency.

- WHS:POL:009 Smoke Free Workplace Policy;
- WHS:POL:011 Drug and Alcohol Policy.

8.5 Environmental Hazards

Council will conduct risk assessments and, where necessary, implement appropriate controls to eliminate or reduce risks associated with work performed in extreme hot or cold temperatures, in accordance with the *SafeWork NSW Code of Practice for Work in Hot or Cold Environments*.

- WHS:GDL:HM:012 Environmental Hazard Guideline.

8.6 Office Safety

Council will implement a program of ergonomic assessments for office workstations used by all new and existing workers, to ensure that poor workstation set up or other hazards do not contribute to short- or long-term injuries or illnesses. Assessments will be carried out by allied health professionals on behalf of Council.

8.7 Amenities

It is Council policy to provide appropriate amenities at all permanent workplaces and construction sites in accordance with the SafeWork NSW *Code of Practice for Managing the Work Environment and Facilities*.

Where practicable, such amenities will include, as a minimum, suitable toilets, staff washing facilities, a suitable eating area, hot and cold running water, facilities for washing and storage of utensils, facilities for the hygienic storage and heating of food, facilities for boiling water, adequate seating and tables, appropriate crockery and cutlery, and a refrigerator.

Budget consideration: to meet ongoing health monitoring requirements and any additional requirements as mandated by regulators including but not limited to:

- Vaccination costs – influenza, other communicable diseases;
- Health monitoring for silicosis – Glen Innes Aggregates, Works teams;
- Health monitoring for dust diseases for at risk workers – asbestos;
- Audiometric testing – new and existing at risk workers;
- Skin Checks for at risk workers;
- Drug and alcohol testing – random, targeted, post incident;
- Running costs for remote tracking/monitoring devices;
- Replacement and/or repair costs of remote tracking/monitoring devices;
- Ergonomic assessments new and existing at risk workers;
- Upgrades or repairs to staff amenities.

9. Incident Investigation and Corrective Action

2022 StateCover Self Audit Grading (%)	63-69
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The aim of an incident investigation is to identify the root causes associated with the incident and to implement corrective actions to prevent recurrences.

All WHS incidents, including injuries and near misses, are reported using Council's BeSafe online WHS reporting system or the VAULT Notify App. Workers involved in an incident must report the incident within 12 hours of it occurring.

Notifiable and non-disturbance incidents must also be notified to the relevant regulatory authority: SafeWork NSW and / or the Resources Regulator, Department of Regional NSW

All incidents with a risk score of medium or higher are to be investigated to accurately determine the root causes. Investigations will also be conducted for those hazards or incidents with a lower score if the root causes are not immediately apparent.

The relevant section manager / supervisor will undertake the investigation, in conjunction with the WHSC. Investigations are to be carried out within three (3) working days of an incident occurring or sooner if required. All investigation findings are to be recorded in BeSafe.

Corrective actions to address all causal factors will be agreed on and recorded in BeSafe. Actions will be allocated to relevant staff to implement and will be monitored on a monthly basis by the relevant director to ensure that all actions are completed and target dates are met.

10. Document Management and Control

2022 StateCover Self Audit Grading (%) **76-82**

Council will develop and implement a Document Control Policy and Document Control Procedures to ensure that all WHS documents and forms are issued as controlled documents. Such procedures will specify all WHS document control requirements including document identification structures, review processes and timeframes, the procedures for removal and destruction of obsolete documentation from circulation and other relevant document control matters.

- WHS:PROC:011 Work Health and Safety Document Control Procedure.

11. Record Management

2022 StateCover Self Audit Grading (%) **63-69**

Council will ensure that all WHS records are stored and disposed of in accordance with the *NSW State Records Act 1998* and other relevant legislation and record keeping standards. To achieve this, Council has developed a Records Management Policy and Records Management Information and Procedures Manual. New staff members are trained in record keeping requirements as part of their inductions.

- Records Management Policy.

Council's primary records management system for storing WHS documents is its ECM system. The BeSafe online incident reporting system is used to record and store information relating to reported incidents and hazards. Information relating to worker and contractor inductions is stored offsite at www.onlineinductions.com. Council also maintains some WHS records in hardcopy form.

12. Work Health and Safety Audits

2022 StateCover Self Audit Grading (%)	63-69
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In addition to the annual StateCover Mutual WHS Audit, Council has developed a system of internal audits, which are undertaken by the WHSC. The primary purpose of such audits is to verify compliance with key elements of Council's WHS Management Plan.

Internal audits are conducted in accordance with an annual audit schedule that covers all permanent worksites, major events and a sample of construction sites. Audit findings are reported to the relevant directors and each audit has an action plan developed to ensure that areas of non-compliance or performance shortfalls are addressed. Audit statistics are reported monthly to Council's Officers of Due Diligence and managers.

Council also commissions periodic external reviews of its WHS systems as part of its continuous improvement processes and to ensure that such systems are reviewed independently to identify any deficiencies that may have remained unidentified through other processes.

Budget consideration: next external audit is to be budgeted for in 2024/2025.

13. Management Review

2022 StateCover Self Audit Grading (%)

50-55

It is important that Council's senior management reviews progress against WHS targets identified in the WHS Management Plan as well as the overall effectiveness of Council's WHS management systems in order to identify any problems and to promote continual improvement.

The WHS Management Plan will be formally reviewed by the Manex and the WHSCG in February each year to ensure its ongoing suitability, adequacy and effectiveness. This will ensure that the Plan is aligned with Council's strategic and operational objectives for the following financial year, with reviewed WHS objectives included in that year's Operational Plan.

The annual review will include, but not be limited to:

- legislative requirements;
- the continuing relevancy and effectiveness of the WHS Management Plan and associated actions;
- progress on established objectives and targets from the action plan;
- policy and procedure reviews and changes;
- organisational restructuring and changes to work methods and design;
- internal and external audit results;
- incident and hazard reporting and analyses;
- due diligence framework actions; and
- employee's feedback on WHS and the safety culture within teams.

Work Health and Safety Key priority areas

1. Musculoskeletal Risks (manual handling, overuse syndrome, ergonomics)

2022 StateCover Self Audit Grading (%) **25-36**

Council will implement a program to control and minimise risks associated with manual handling. To do this, Council will identify all hazardous manual handling tasks, assess their level of risk, and implement effective control measures that follow the Hierarchy of Controls to minimise risks associated with manual handling tasks.

Control measures will include but not be limited to:

- regular risk / ergonomic assessments of high risk work activities to identify and monitor manual handling risks;
- job / workplace redesign to eliminate or reduce manual handling risks;
- assessment of manual handling risks in all Work Method Statements and other WHS work procedures;
- pre-employment functional assessments / medicals with a focus on manual handling risks;
- manual handling awareness training included as part of new employee inductions;
- regular manual handling training for all at risk workers, included as part of Council's annual training plans;
- regular functional assessments for all at risk workers to assess their continued fitness for manual handling work;
- regular Toolbox Talk Topics circulated to all workers to raise general awareness of manual handling risks.

2. Electrical Safety

2022 StateCover Self Audit Grading (%) **25-36**

Council will ensure that all electrical equipment under its control is tested and tagged in accordance with AS3760 “In-service safety inspection and testing of electrical equipment”. Testing and tagging will be carried out by a competent person who is certified to perform this work. A record of all test results will be kept and made available for inspection as required by relevant legislation.

- WHS:GDL:012 Electrical Testing and Tagging Guidelines.

2.1 Inspection and Testing

Council will develop and implement procedures and schedules for the regular inspection and / or testing of worksites and equipment, to ensure that the work environment and work processes meet WHS and legislative requirements, that workplace hazards are identified and addressed before accidents occur, and to ensure that buildings, plant and equipment are safe and fit for the purpose.

Inspections may include scheduled or ad hoc workplace inspections undertaken by supervisors, WHSCG members, directors or managers as part of their due diligence requirements, HSRs or Council’s WHSC. They may be undertaken to identify hazards and risks, determine the significance of reported hazards, assist with risk control, gather data for accident investigations, generate solutions to safety problems or needs, assess WHS performance, or assess compliance with relevant codes and standards.

Testing of safety equipment and equipment used in high-risk processes will be scheduled to occur at intervals that comply with relevant legislation and to ensure that such equipment is safe, properly maintained and fit for the purpose. Testing will only be carried out by staff or contractors who have the appropriate certification or accreditation to do so, in accordance with relevant legislation.

3. Sun Protection

2022 StateCover Self Audit Grading (%) >96

Outdoor workers and certain classes of indoor workers who are classified as 'at risk' of excessive exposure to UV radiation as part of their normal duties, as identified in Council's *Sun Smart and Personal Protective Equipment Policy* and *Sun Smart and Personal Protective Equipment Procedures*, will be supplied with UV protective clothing in accordance with that Policy. At risk workers must comply with safe work practices in regard to UV exposure and will be provided with the training and instruction necessary to do so.

3.1 Personal Protective Equipment (PPE)

Personal protective equipment (PPE) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

PPE is considered to be one of the least effective ways of controlling risks to health and safety and should only be used when there are no other practical control measures available (as a last resort), as an interim measure until a more effective way of controlling the risk can be used, or to supplement higher level control measures (as a back-up).

It is Council's policy to provide workers with PPE in accordance with risk control procedures and the Hierarchy of Controls. All issued PPE will comply with relevant Australian Standards and must be used in accordance with manufacturer's instructions / guidelines.

To achieve this objective, Council has adopted a *Sun Smart and Personal Protective Equipment Policy* and *Sun Smart and Personal Protective Equipment Procedures*.

- WHS:POL:004 Sun Smart and Personal Protective Equipment Policy;
- WHS:PROC:004 Sun Smart and Personal Protective Equipment Procedures.

4. Psychosocial risks – bullying and unreasonable behaviour

2022 StateCover Self Audit Grading (%)

50-55

Council has adopted a range of policies and procedures to reduce workplace conflict and the stress that can arise from interpersonal relationships, including a *Workplace Discrimination and Bullying and Harassment Policy and Procedures*, and a *Grievance Resolution Policy and Procedures*.

Council also provides a range of flexible work arrangements to assist employees to meet their personal responsibilities and to achieve a healthy work / life balance. In addition to this, Council provides a varied employee wellness program, which aims to encourage healthy lifestyles and reduced stress levels.

It is Council policy to establish and maintain an **Employee Assistance Program (EAP)** to help employees to maintain healthy levels of emotional and physical wellbeing. The EAP is designed to provide short term counselling and referral services to employees who may be experiencing a range of emotional problems. Participation is voluntary and completely confidential.

5. Psychosocial risks – client and public violence

2022 StateCover Self Audit Grading (%)

63-69

Council has established a suite of measures to assist workers to effectively manage the psychosocial risks of client and public violence. The measures include and are not limited to:

An **Unreasonable Complaints Policy**. The policy is designed to assist Council staff in their dealings with complainants who may behave unreasonably in their dealings with Council, their conduct can significantly affect Council's resources and service delivery.

An **Unreasonable Complaints Procedure**. The procedure defines unreasonable, inappropriate and unacceptable conduct by complainants and includes but is not limited to: unreasonable persistence and demands, lack of cooperation and unreasonable behaviour.

The procedure outlines the roles and responsibilities of all Council staff.

Council will take proactive and decisive action to manage any complainant conduct that negatively and unreasonably affects Council and will support staff to do the same in accordance with the policy and procedure.

All staff who deal with complainants during their work will receive appropriate training on using the policy. Council encourages all staff to engage in an appropriate level of debriefing, when necessary and offered access to the Employee Assistance Program (EAP).

Council will keep a record of unreasonable complainants in the Unreasonable Complaints Register in ECM and advise Council's Public Officer of the register entry.

The policy is in accordance with the NSW Ombudsman – *Managing Unreasonable Complainant Conduct Practice Manual (2nd edition) – A manual for frontline staff, supervisors and senior managers*.

- Unreasonable Complaints Policy;
- Unreasonable Complaints Procedure;
- Unreasonable Complaints Register;
- Complaints Management Policy;
- Procedure for Customer requests and Complaints;
- Alternate Dispute Resolution Policy and Procedure.

6. Psychosocial risks – General

New Element in the Self Audit for 2023.

Council has established a procedure **Managing Psychosocial Hazards at Work**. The procedure aims to prevent harm by identifying psychosocial hazards, enable early intervention to manage at risk workers and support recovery of workers with work related psychosocial injury or illness or a non-work-related mental health condition.

The purpose of this procedure is to improve worker health, safety, and wellbeing at Council by assisting managers, supervisors and team leaders to manage psychosocial risks in the workplace.

Effective management of psychosocial hazards in the workplace helps Council promote a positive workplace culture, promoting compliance with WHS legislation and industry best practice. It supports the Work Health and Safety Management System (WHSMS) and promotes worker involvement in Council's continual improvement.

Managing Psychosocial Hazards in the Workplace links to:

- The Council's WHS Management Plan and accompanying Action Plan;
- The due diligence requirements of Council and the identified officers;
- The Council's Complaints Management Framework; and
- The StateCover Self Audit.

Effective measuring and monitoring of Work Health and Safety (WHS) performance helps Council track progress towards WHS objectives and provides management oversight of WHS. Effective reporting enables this progress to be shared and communicated.

The procedure does not cover grievance matters or the management of bullying or work-related aggression and violence and does not extensively detail the necessary ongoing management of a psychological injury that results in a workers compensation claim.

- WHS:PROC:017 Managing Psychosocial Hazards at Work Procedure.

7. Management of Plant and Equipment

2022 StateCover Self Audit Element 8

2022 StateCover Self Audit Grading (%)	56-62
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Council will develop and implement procedures and schedules that describe what type of activities are conducted to control the risks of plant / equipment including:

- Risk assessments carried out prior to purchasing, commissioning of new plant and equipment;
- Plant and equipment inspections both preventative, maintenance and daily checks.

This will be achieved using machinery safety management software Plant Assessor, by allowing compliance obligations to be met and efficiencies to be improved.

Development of safe operating procedures and safe work instructions relating to plant and equipment and maintaining a Register of these safe operating procedures and safe work instructions.

Determining training and competency relating to plant and equipment. This is met through accurate position descriptions for relevant positions, staff competency assessments for plant operation and specific training on items of plant.

Budget consideration: ongoing annual funding for Plant Assessor, training for staff as required to maintain competency levels on items of plant this may include sessions with skilled operators, completion of high-risk work licences for plant items and competency assessments using an external provider.

7.1 Preventative Maintenance Program

The operation of plant and equipment has the potential to cause harm to people and the environment. Council will implement specific processes to ensure that plant and equipment under its control is safe and fit for its purpose, including:

- carrying out regular inspections and maintenance of all plant and equipment to ensure that it is safe and fit for use;
- storing, transporting and operating plant and equipment in accordance with relevant legislative requirements and manufacturers' instructions, and in such a way that eliminates or minimises any associated hazards and risks;
- carrying out pre-use inspections of plant or equipment to ensure that all potential hazards are identified and items are fit for use; and
- ensuring that all operators are appropriately qualified, trained and inducted prior to using any item of plant or equipment.

In accordance with **Section 7 (Purchasing)**, Council will also ensure that relevant risk assessments and other WHS considerations are included in the purchase or procurement of all new items of plant and equipment.

7.2 Isolation, Lock Out and Tagging Procedures

Council will implement and maintain a system to ensure that hazardous items of plant and equipment are isolated, locked out and / or tagged to prevent them or their components from being set in motion or releasing stored energy during inspection, repair, maintenance or cleaning activities.

The development of isolation, lock out and tagging procedures will be done in consultation with relevant health and safety representatives, plant and equipment operators, manufacturers and suppliers, and workers involved in adjusting, cleaning, maintaining, repairing or inspecting plant and equipment.

Council acknowledges that the effectiveness of isolation, lock out and tagging systems relies on:

- having procedures documented and accessible to all relevant people in the workplace;
- providing information, instruction and training for all affected workers; and
- having a person or persons who, through supervision, ensure that isolation procedures are rigorously applied.

8. Hazardous work – confined spaces

2022 StateCover Self Audit Grading (%) 63-69

A confined space means an enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person and is designed or intended to be at normal atmospheric pressure while any person is in the space. It is likely to present a risk to health and safety from unsafe oxygen levels, contaminants (including those that may cause a fire or explosion), or the danger of engulfment.

Council will identify and document all potential confined spaces at worksites under its control and will develop confined spaces risk control procedures in accordance with the *SafeWork NSW Code of Practice for Confined Spaces*. Where applicable, such procedures will include WMS, a confined space entry permit system, accredited training for workers, and appropriate confined space entry equipment.

Council will also review current work practices to reduce or eliminate the need for human entry into confined spaces in all instances where a practicable alternative is available.

9. Hazardous work – hazardous chemicals

2022 StateCover Self Audit Grading (%) 37-49

Hazardous chemicals and dangerous goods must be strictly controlled within workplaces to ensure that workers and the environment are not exposed to harm or other adverse effects.

Council will identify all chemicals and dangerous goods in use at its worksites and will maintain a current database / register of such items within the Chemwatch system.

All chemicals and dangerous goods must be used in accordance with the relevant SDS provided by the manufacturer or supplier. Council will ensure that all workers have access to copies of all relevant SDS and are trained in their use. Such training will include instruction on the use, storage and disposal of hazardous chemicals.

- Hazardous Chemicals Procedure.

10. Hazardous work – Working at Heights managing the risk of falls

2022 StateCover Self Audit Grading (%) 25-36

Falls are a major cause of death and serious injury in workplaces. Fall hazards are found in many workplaces where work is carried out at height and can also occur at ground level where holes or depressions are present.

Council requires all workers who regularly work at heights to be certified annually for such work. Only employees who are trained and certified to work at heights can do so.

Council has also developed **Safe Work Method Statement (SWMS)** for working at heights and provides all equipment necessary to facilitate safe working at heights.

11. Hazardous work – hazardous noise

2022 StateCover Self Audit Grading (%) 25-36

Hazardous noise can destroy the ability of workers to hear clearly and can also make it more difficult to hear sounds necessary for working safely, such as instructions or warning signals.

Council will implement a program to identify and assess equipment and processes that produce excessive noise and will introduce control measures to eliminate or reduce hazardous noise, in accordance with the Hierarchy of Controls.

12. Hazardous work – work near overhead powerlines

2022 StateCover Self Audit Element 2.10 (Key priority area)

2022 StateCover Self Audit Grading (%) > 96

Overhead power line means any bare or covered aerial conductors and other associated electrical parts that make up an aerial line for the distribution and transmission of electrical energy.

There are legislative obligations on Council as an employer in regard to undertaking work in close proximity, or at an unsafe distance, to overhead power lines.

Prior to this high-risk construction work being undertaken workers will have received appropriate training, risk assessed the task recorded the outcome and will follow the SWMS.

Work 'near' overhead power lines means a situation where there is a reasonable possibility of a person, either directly or through any conducting medium, coming closer than the approach distances specified in the *Code of practice Work Near Overhead Powerlines*.

Training records including annual accreditation, SWMS, toolbox talks and site inductions shall be kept by Council

Council is to ensure accredited workers are either re-assessed or re-trained annually to ensure their on-going competency to perform activities associated with work near overhead power lines. Re-assessment or re-training must cover as a minimum the knowledge and skills necessary to ensure safe work practices near overhead power lines, approved resuscitation procedures and emergency procedures to be followed in the event of an accident.

- SWMS Work Near Overhead Powerlines;
- Annual training Work Near overhead powerlines;
- Code of Practice – Work near overhead powerlines.

13. Hazardous work – work near underground services

2022 StateCover Self Audit Element 2.11 (Key priority area)

2022 StateCover Self Audit Grading (%)

83-89

Planning work in the vicinity of underground services should include possible emergency situations and the rescue and evacuation of workers. Council will ensure an emergency plan is prepared and maintained so it is effective for each workplace or site. This is especially critical for work sites at remote locations.

Before allowing work to start, managers directing the work must take all reasonable steps to get current information about underground essential services in the areas at the workplace where the excavation work is to be carried out. They must also get information about underground essential services in areas adjacent to the site of excavation and have regard for all of the information.

Underground essential services information obtained must be: – made available to any worker, principal contractor and subcontractors – readily available for inspection, as required under the *WHS Act*, and – retained until the excavation work is completed or, if there is a notifiable incident relating to the excavation work, two years after the incident occurs. Available information about existing underground essential services may not be accurate. Therefore, it is important that excavation methods include an initial examination of the area to be excavated, for example sampling the area by exposing a short section of underground services usually using water pressure and a vacuum system to excavate or ‘pothole’ the area.

Underground essential services can also be located using underground locators, for example electromagnetic cable locators and ground penetrating radar. Council must ensure that workers operating such equipment have undergone the relevant training and are competent in their use. A SWMS must be prepared for managing the risks associated with excavation work involving underground services.

- SWMS Excavation;
- Annual training Work Near underground services;
- Code of Practice – Excavation Work.

14. Construction safety

2022 StateCover Self Audit Grading (%)

50-55

The *Work Health and Safety Regulation 2017* defines construction work as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. It includes activities associated with the construction, including but not limited to managers and supervisors moving around the site to monitor progress, survey of the site during work, traffic control on the site, and delivery of materials on the site.

In Council's case, the majority of construction works are carried out on roads and associated infrastructure. To manage the risks associated with construction work, Council will develop comprehensive risk management procedures to ensure that:

- risk assessments are undertaken before activities commence and when work conditions change;
- workers are consulted with and involved in all risk assessment activities;
- workers and visitors to each site are properly inducted to ensure their safety while on site;
- all workers, including contractors, are trained and certified in the work activities they are involved in;
- site access is strictly controlled, and traffic management plans are in place;
- WMS and other safety procedures are in place, up-to-date, and used;
- equipment and materials are safe, well maintained, and fit for the purpose;
- for extended periods of work, periodic reviews of agreed safety arrangements are undertaken in consultation with workers; and
- site safety arrangements are periodically audited to ensure that they comply with Council's standards.

15. Quarries and mines

2022 StateCover Self Audit Grading (%) > 96

As a quarry operator, Council has a duty under the *WHS (Mines and Petroleum Sites) Regulation 2014* for establishing and implementing a documented **Mine Safety Management System (MSMS)**, which must be in place before any mining operations commence.

The MSMS provides a comprehensive and integrated system for the management of all aspects of risks to health and safety in relation to the operation of the mine or quarry. It must have regard to the nature, complexity and location of the mining operations and all risks associated with such operations. It will, as far as is reasonably practicable, ensure the health and safety of workers at the mine and that the health and safety of other persons is not put at risk from the mine or work carried out as part of mining operations.

16. Management of contractors

2022 StateCover Self Audit Grading (%) 37-49

Council is committed to meeting its legal and social obligations to provide safe workplaces and ensure, as far as is practicable, that contractors and their employees are not injured or suffer harm while engaged in work for Council.

All contractors engaged to perform work for Council must, prior to commencing work, complete an online safety induction and satisfactorily demonstrate their knowledge of Council's central WHS systems.

In addition to the WHS online induction, all contractors must complete a site specific induction and risk assessment prior to commencing work activities. Such induction and risk assessment will identify and control all risks that are present at the worksite or are associated with the work activities to be carried out.

No contractor(s) will be engaged unless all of the above requirements are met. It is the responsibility of the Council employee who is engaging the contractor(s) to ensure that these requirements are met.

- Contractor WHS Policy.

17. Management of volunteers

2022 StateCover Self Audit Grading (%) **25-36**

Council recognises and values the contribution made by volunteers, who give their time, energy, talent, skills and knowledge to the community.

Volunteers form an integral role in various Council activities, including the annual Australian Celtic Festival, Minerama Gem and Jewellery Show and other Community Committee of Council events. They are also actively involved in the provision of services at worksites such as the Visitor Information Centre, Library and Learning Centre and in Community Services.

Volunteers are defined as “workers” in the NSW *Work Health and Safety Act 2011*. Council has an obligation to provide a safe place of work and safe systems of work for volunteers, in the same way that it does for paid workers. To achieve this, Council will implement a volunteer management program that identifies and addresses the WHS needs and risks of volunteers.

- CS_0004 Volunteer Policy.

18. Management of traffic

2022 StateCover Self Audit Grading (%) **63-69**

Traffic management systems are required to safely handle traffic movement around all worksites where mobile plant, equipment and vehicles are operated. Such sites include permanent worksites and temporary construction sites.

Traffic management plans for individual construction sites are developed and implemented as required by Council workers trained and qualified in accordance with current **Transport for NSW (TfNSW)** requirements. Records of staff training and certification are maintained in Council’s training database(s).

Council also develops traffic management plans for community events held throughout the year.

19. Management of events (fairs, street markets, outdoor live performances)

2022 StateCover Self Audit Grading (%) 63-69

Council holds a number of community events each year. To meet its due diligence requirements for WHS, Council will ensure that risks associated with each event are identified and controlled in accordance with StateWide Mutual's *Event Management – a Local Government Guide*.

- WHS:PROC:014 Work Health and Safety (WHS) Event Management Procedure;
- GISC Manual for Community Committees;
- GISC Volunteer Policy and Volunteer Handbook.

20. Asbestos

2022 StateCover Self Audit Grading (%) >96

In accordance with SafeWork NSW's Code of Practice *How to Manage and Control Asbestos in the Workplace*, Council will develop and maintain an *Asbestos Management Plan*, which will include a register of all asbestos or asbestos containing materials identified at its worksites.

Asbestos or asbestos containing materials will be identified for inclusion in the register by a person who is trained and competent in the identification of such materials. The register will be reviewed and updated as required to ensure that its information is current.

Council will ensure that any worker who may have a risk of exposure to airborne asbestos will be appropriately trained in the hazards and risks associated with asbestos and will be given access to the Asbestos Management Plan and register.

- WHS:POL:006 Asbestos Management Policy;
- WHS:PLN:003 Asbestos Management Plan.

Budget Consideration:

Training for new staff in asbestos awareness

5 yearly check of Asbestos Management Plans for individual buildings due again in 2024/2025.

StateCover Priority Actions

As part of the StateCover annual self-audit process for 2022 and into the future StateCover introduced additional requirements for Councils to qualify for the full annual WHS incentive payment.

The requirement to have priority actions as part of the WHS incentive payment will be an ongoing qualifying element.

To qualify for the full WHS incentive

For Council to qualify for 100% of the annual WHS Incentive payment from 2022 onward, Council must:

1. Complete the StateCover WHS Self Audit by August;
2. Complete the wages declaration by end of August;
3. Submit its agreed WHS Priority Action Plan for the following year by end of October and
4. Complete the agreed WHS Priority Actions submitted in October and submit to StateCover by July the following year.

The StateCover priority actions (SCPA) listed in the accompanying action plan have been assessed based on the StateCover annual Self audit scores.

Audit elements with a score in the range of 25 – 36% through to 50 – 55% have been prioritised for completion in the time frame of this WHS Management Plan document.

StateCover Priority Actions 2023 / 2024

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Management of Contractors	Update the procedure document for WHS Contractor Management.	Managers and supervisors have clear responsibilities during the process of organising contractors.	Training for Managers and supervisors.	WHS Coordinator (WHSC) Purchasing and Procurement	31 May 2024
Management of Contractors	Update the online induction process for contractors	Clear consultation requirements for contractor induction prior to entering site Clear requirements for managers for onsite induction inc. site specific risks Re induction for contractors every 2 years	BeSafe	WHS Coordinator (WHSC)	31 May 2024
Management of Contractors	Monitor contractor WHS performance and non-conformances are managed	WHS performance of contractors is monitored, and non-conformances are managed as per the contract agreement.	Train managers and supervisors	WHS Coordinator (WHSC)	31 May 2024
Hazardous Work – Working at Heights Managing the Risk of Falls	Develop and implement procedures to ensure that controls for managing the risk of falls follow the Hierarchy of Controls, in accordance with the SafeWork NSW Code of Practice 2019	Risk assessments identifying tasks where a risk of fall exists. High level controls as identified including for frequently accessed height risk areas, handrails, fixed ladders	Budget for high level control equipment to be installed	WHSC Manager Integrated Water Services (MIWS) Manager Infrastructure Delivery (MID) Manager Asset Services (MAS)	31 May 2024

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Hazardous Work – Working at Heights Managing the Risk of Falls	<p>'Managing the risks of falls in the workplace'.</p> <p>Develop and implement processes to ensure that fall arrest systems and rescue plans are in place for work where there is a risk of falls from height that cannot be managed using higher level controls.</p>	Rescue plans are tested and updated if required including risk of falls into below ground levels i.e. excavations.	<p>Training for staff in fall arrest systems.</p> <p>High risk work licences inc. Scaffolding</p>	<p>WHSC</p> <p>MIWS</p> <p>MID</p>	31 May 2024
Musculoskeletal Risks – manual handling, overuse syndrome, ergonomics)	<p>Develop and implement a process to identify, assess and control hazardous manual tasks.</p> <p>Include the assessment of musculoskeletal risks when purchasing plant, equipment or new premises.</p>	<p>Risk assessments are carried out for hazardous manual tasks</p> <p>Alternate methods of handling materials are considered – work redesign</p>	<p>Engage rehabilitation specialists for ergonomic assessments of plant and work practices.</p>	<p>WHSC</p> <p>MAS</p> <p>MIWS</p> <p>Manager Community Services (MCS)</p>	31 May 2024
Musculoskeletal Risks – manual handling, overuse syndrome, ergonomics)	<p>Implement training</p>	<p>Training around sustainable injury prevention and physical wellbeing to deliver:</p> <p>Fewer sprain and strain injuries, increased productivity and future-proofing an ageing workforce.</p>	<p>Engage specialists with expertise in manual handling</p>	<p>WHSC</p>	31 May 2024

StateCover Priority Actions 2024 / 2025

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Hazardous work – Hazardous Noise	Develop a comprehensive procedure that specifies when health monitoring is required and the monitoring measures to be taken. Consider exposure to hazardous noise levels	Pre employment base line testing Existing staff 2 yearly testing for workers identified as being exposed to noise beyond levels stipulated WHS Regs s57 and who routinely use PPE to reduce noise in the workplace.	StateCover Hazardous Noise Procedure Budget for engagement of external contractor for audiometric testing Budget for equipment	WHS Coordinator (WHSC)	31 May 2025
Hazardous work – Hazardous Noise	Identify sources of noise that may cause or contribute to hearing loss. If necessary, assess the risks associated with these hazards.	Equipment testing records of noise levels and exposure limits Warning signage and PPE implemented in noisy areas Risk assessments for plant and equipment inc noise level testing and conformation	Budget for engagement of external contractor for plant dB recording Budget for signage and PPE as required	WHSC	31 May 2025
Hazardous work – Hazardous Noise	Develop and implement effective control measures for noisy equipment/processes that follow the Hierarchy of Controls.	Risk assessment based on equipment testing		WHSC	31 May 2025

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Management of Volunteers	Develop and implement a volunteer management program which defines the responsibilities of Council and volunteers, identifies volunteers' risks and WHS needs, addresses hazard management, training and equipment requirements, and provides adequate supervision.	Upgraded online Volunteer induction Volunteer code of conduct Volunteer register	Website – i.e. Celtic Festival BeSafe for volunteer contact information	WHS Coordinator (WHSC) Manager Economic Development (MED) Manager Community Services (MCS) Manager Library & Learning Centre (MLLC)	31 May 2025
Emergency Preparedness inc First Aid	Develop procedures that identify all potential emergency situations. Emergency procedures to be followed.	Documented and approved procedures First aid kits and Emergency equipment identified and appropriate for site in place	Budget for first aid training for workers Budget for provision of first aid kits for work sites and vehicles.	WHS Coordinator (WHSC)	31 May 2025
Emergency Preparedness inc First Aid	Conduct emergency training and evacuation drills at least once a year at all facilities	Keep appropriate records to demonstrate compliance.	Budget for emergency training for site evacuation wardens	WHS Coordinator (WHSC)	31 May 2025

StateCover Priority Actions 2025 / 2026

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Management Review	MANEX to conduct planned periodic (e.g. quarterly) reviews of progress against WHS targets and modify implementation plans as required.	Continuing suitability, adequacy and effectiveness of WHS management system consider. Frequency of incidents New and existing risks New legislative requirements New work activities / organisational change that may affect WHS Promotion of continuous improvement		Management Executive (MANEX) WHS Coordinator (WHSC)	31 May 2026
Management Review	MANEX to conduct formal, documented annual reviews to assess the overall effectiveness of the WHS management system and identify the changes required to drive continuous improvement.	The reviews should consider risks, organisational changes and changes to legislation and best practice.		MANEX WHSC	31 May 2026

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Construction Safety	Develop and implement a construction safety procedure to manage the risks associated with construction work.	Risk management processes are incorporated into the procedure known and followed by those responsible for construction planning and implementation.	Training for staff	Manager Infrastructure Delivery (MID), Manager Integrated Water Services (MIWS), WHS Coordinator (WHSC)	31 May 2026
Construction Safety	Develop and implement a process to ensure SWMSs are prepared for all high-risk construction work, and that SWMS compliance is routinely monitored.	Site specific risks are identified, assessed and controlled on an ongoing basis or as required for specific project. Inclusion of compliance with SWMSs as part of site-specific risk assessment.	Training for staff	MID, MIWS, Manager Recreation & Open Spaces (MROS), WHSC	31 May 2026
Construction Safety	Develop and implement processes to ensure that project WHS management plans are developed and monitored by Council for principal contractors for construction work costing over \$250K.	Project management plans are in place. Site safety inspections and monitoring are carried out according to the project WHS management plan	Training for staff	MID, MIWS, MROS, WHSC	31 May 2026

Element	Action	Outcome	Resources Required	Person Responsible	Proposed Completion Date
Electrical Safety – Electrical Tag & Test	Develop and implement a managing the Risks of Electrical Equipment Procedure	Electrical equipment is tested and tagged in accordance with AS/NZS 3760 'In-service safety inspection and testing of electrical equipment'.	StateCover's Electrical Inspection procedure	WHS Coordinator (WHSC)	31 May 2024
Electrical Safety – Electrical Tag & Test	Establish a risk register to manage the risks associated with electricity	Risks associated with overhead, underground assets are managed	Training for staff: Annual working near Overhead Powerlines Annual Work near underground assets Test and tag – refresher training as required	WHS Coordinator (WHSC)	31 May 2026
Electrical Safety – Electrical Tag & Test	Develop and implement a process to ensure all unsafe electrical equipment is tagged/locked out and taken out of service.	Tag out process with easily accessible tags Maintenance and repair request system	Budget for lock out tags and training for staff in correct usage	WHS Coordinator (WHSC)	31 May 2026

Appendix A Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	28/05/2009	11.05/09	Updated to reflect current requirements.	WHS Coordinator	Council
2	05/03/2008	N/A	Updated to reflect current requirements.	WHS Coordinator	
1	16/02/2006	2.02/06	First version	WHS Coordinator	Council

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