



## Work Health & Safety Policy

Application	All workers
Responsible Officer	HR/WHS/Risk Coordinator
Authorised by	Council
Original adoption date	24/07/2012

### Purpose

The purpose of this policy is to demonstrate Carrathool Shire Council's commitment to the provision of a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

### Policy statement

#### 1. Implementation

The commitment of Council will be demonstrated by:

- Implementing, maintaining and reviewing the WHS Management System
- Promoting a culture where harm to our people through work is unacceptable
- Allocating necessary resources to meet commitments
- Develop and implementing health and safety standards that met legislative requirements
- Communication through instruction, training and education to improve individual's understanding of workplace hazards, work practices and emergency procedures
- Adopting a risk management approach to manage health and safety risks
- Consultation with Persons Carrying on a Business or Undertaking (PCBU) and workers on matters related to health and safety
- Investigation of accident and incidents with controls measures implemented and reviewed
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes

#### 2. Responsibilities of Duty Holders

While the obligation for each person is different, all persons must ensure the way they carry out their work does not interfere with the health and safety of themselves and other persons at the place of work.

##### 2.1 Person conducting a business or undertaking (PCBU) - Council

Council must ensure, so far as reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

The General Manager is ultimately responsible for the implementation of Councils WHS Protocol.

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## 2.2 Officer

An officer is defined as a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the Persons Conducting a Business or Undertaking (PCBU). Council shall fulfil these responsibilities through the appointed General Manager, Directors and Managers who are responsible and accountable for the safety of workers including contractors, volunteers and Council property under their control so far as reasonably practicable.

Officer responsibilities include:

- Show leadership with regard to health and safety in order to influence health and safety outcomes and the safety performance of the organisation
- Actively take steps to ensure that Council complies with its duties or obligations
- Exercise due diligence to make sure that the organisation which they manage is meeting all its duties under the Act

## 2.3 All Workers

Whilst at work, workers responsibilities include:

- Taking reasonable care for their own health and safety
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Following all WHS Legislation and Council's safety requirements
- Co-operating with management in the support of WHS in the workplace
- Not undertake any task without the relevant induction, training or competency
- Promptly reporting all hazards, injuries and safety incidents
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

## Breach of this Policy

The Council takes very seriously its commitment to providing a safe and healthy work environment. All workers are required to comply with all Work Health Safety policies.

- If a worker breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed.
- If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

## Definitions

Reasonably practicable: in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- a) the likelihood of the hazard or the risk concerned occurring, and

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- b) the degree of harm that might result from the hazard or the risk, and
- c) what the person concerned knows, or ought reasonably to know, about:
  - (i) the hazard or the risk, and
  - (ii) ways of eliminating or minimising the risk, and
- d) the availability and suitability of ways to eliminate or minimise the risk, and
- e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Worker: A worker under the WHS Act is anyone carrying out work, in any capacity, for a PCBU. This includes:

- a) employees;
- b) contractors and subcontractors, and their employees;
- c) labour hire employees engaged to work in the business or undertaking;
- d) outworkers;
- e) apprentices, trainees and students on work experience; and
- f) volunteers.

**Reference**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011

**Revision Table**

Date	Minute Number	Reason or Reference
24/07/2012		Replace Council Policy 90
9/8/2016	Manex	Review
21/02/2017	0127	Adoption by Council

**Associated Documents**

CSC WHS Management Plan  
 CSC WHS Committee Constitution  
 CSC Risk Management Plan

**Review**

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation, best practice guides, or other factor.

SIGNED:.....

POSITION: GENERAL MANAGER

DATE:...../...../.....