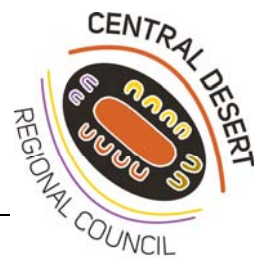


Council Policy



two ways :: one outcome

Title	Work Health and Safety (WHS) Policy		P74
Type	Council Policy		
Document Owner	Human Resource Manager		
Approval Date	29 January 2021	Review Date	January 2023
Magiq Document ID	690808	Council Resolution Number	OC019/2021

OBJECTIVES

This policy aims to ensure that Council meets its legislative requirements and complies with all relevant legislation, regulation, Australian standards and codes of practice in regard to WHS.

SCOPE

This policy applies across all departments of Central Desert Regional Council and across all workplaces under Council's control, including subcontractors and visitors to the workplace.

DEFINITION AND TERMS

CDRC - Central Desert Regional Council.

Council Member – Any person that is elected or appointed to Council, a Local Authority or a Council Committee.

Office Holder - A person who holds a position of authority or service, especially within a government or government organisation.

Management - For the purposes of this policy includes all people who are responsible for the Workplace and includes anyone who supervises staff.

Worker - Includes a Council employee, apprentice or trainee, a student gaining work experience, a Volunteer, a contractor or subcontractor, an employee of a contractor or subcontractor or an Employee of a labour hire company.

PPE - Personnel protective equipment

SWMS - Safe work method statements

HSR - Health and safety representative

Injury - Suffer physical harm or damage

PCBU - Person conducting a business or undertaking

RTW - Return to Work

SRD - Suitable restricted duties

Hazard - A hazard is anything in the workplace that has the potential to damage or harm people, equipment or the environment

Council Policy

LEGISLATION AND REFERENCE

Work Health and Safety (National Uniform Legislation) Act 2011

Work health and Safety Regulations 2011

NT Return to Work Act 1986

NT Return to Work Regulations 1986

Fair Work Act 2009

POLICY STATEMENT

Central Desert Regional Council is committed to the protection of the health, safety and welfare of workers and others when in the workplace. In order to implement this policy, a program of activities and procedures will be set up, carried out, modified and/or updated when and where appropriate.

These programs will relate to all aspects of work health and safety including:

- Workplace consultation;
- WHS information, training and supervision;
- The risk management process and systems;
- Roles and responsibilities;
- Safe Work Method Statements (SWMS);
- Review of work methods and practices when required;
- Emergency procedures and drills;
- Providing WHS equipment, services and facilities, including Personal Protective Equipment (PPE);
- Workplace inspections and evaluations;
- Reporting and recording of incidents and injuries;
- Injury management, rehabilitation, suitable duties and return-to-work;
- Auditing and monitoring WHS systems, documenting outcomes for all workers to access and give feedback through WHS Committee meetings, HSR, newsletters and other forms of in-house communications; and
- Reviewing management systems to ensure compliance with current legislative requirements, Australian Standards, Codes of Practice, and Guides etc. Any new or changed WHS requirements are disseminated to all company officers, supervisors, workers, contractors and suppliers as appropriate.

This policy applies across all departments of Council and across all workplaces under this organisation's control, including subcontractors and visitors to the workplace.

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The CHIEF EXECUTIVE OFFICER (CEO) / PCBU must:

- Make sure workers compensation insurance is up to date;
- Where possible provide a work place that is free of any hazards;
- Ensure procedures for prompt rehabilitation are provided to workers;
- Follow the RTW program.

MANAGERS and COORDINATORS must:

- Develop and implement procedures;
- Investigate reported hazards and injuries and make appropriate corrective action within given timeframes;
- Ensure that workplaces are free of any hazards and maintained appropriately.
- Report incidents within 24 hours for serious incidents and 48 hours for minor incidents;
- Provide support or assistance if trained to do so;
- Make sure equipment is safe and properly maintained;
- Identify hazards, assess risks and eliminate or control risks;
- Provide and implement emergency procedures;
- Provide first aid kits, facilities and trained first aid personnel;
- Make sure work areas are kept safe and free from hazards;
- Provide the necessary information, instruction, training and supervision to all workers;
- Keep up to date with changes in WHS legislation and standards, update procedures accordingly and provide all workers with updates;
- Make sure contractors comply with the current statutory safety standards;
- Provide the training and facilities for the safe handling, storage and transport of plant, equipment and hazardous substances;
- Provide safety equipment and personal protective equipment (PPE) to comply with Australian Standards and make sure it is worn;
- Consult with workers about WHS matters so workers can contribute to decisions affecting their health, safety and welfare;
- Keep up-to-date records of all safety issues including injuries and make sure correct procedures are followed and appropriate forms filled out;
- Review WHS management system and procedures regularly and make appropriate changes.

Council Policy

WORKERS AND COUNCIL MEMBERS must:

- Work in a safe manner to protect their own health and the health and safety of other persons in the workplace;
- Participate in WHS consultation, procedures, training, and wear appropriate personal protective equipment and clothing provided;
- Cooperate with PCBUs in their efforts to comply with WHS requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when told;
- Report all hazards, incidents, accidents, near misses, injuries and illness to their supervisor in a timely manner; and
- Participate and comply with rehabilitation and return to work plans on suitable duties.

SUBCONTRACTORS must:

- Work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with WHS policies, procedures and programs;
- Observe directions on health and safety from officers, supervisors or Health and Safety Representatives (HSR) appointed by Council.

SUPPLIERS must:

- Work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with WHS policies, procedures and programs; and
- Observe directions on health and safety from officers, supervisors or Health and Safety Representatives (HSR) appointed by Central Desert Regional Council.

Failure to comply or observe a direction or failing to comply with this policy may be considered a breach of the terms of employment or contract and sufficient grounds for termination of employment or the contract.

Applicable policies and procedures

The applicable policies and procedures include but are not limited to

Council Policy

P12 - Internal Training And Development Policy
 P13 - Internal Uniform Policy
 P38 - Discrimination, Bullying And Violence Policy
 P56 - Medical Examination Policy
 P57 - Anti Sexual Harassment And Sex Discrimination Policy
 P59 - Workers Compensation And Rehabilitation Policy
 P 14 - Vehicle (Fleet) Policy
 P72 - Code Of Conduct – Employees
 OD03 - Mandatory Reporting
 TBD – Working Around Asbestos Procedure
 TBD – Fatigue Management Procedure
 TBD – Emergency Management/Critical Incident Response Procedure
 TBD – Drug And Alcohol Testing Procedure
 TBD – Incident And Injury Management Procedure
 TBD – Remote/Lone Worker Procedure
 TBD – Risk Management Procedure
 TBD – Sub Contractor Onboarding Procedure
 TBD – Hazardous Substances Procedure
 TBD – Working At Heights Procedure
 TBD – Working On Or Near Live Services Procedure
 TBD – Heat Related Illness Management Procedure
 TBD – Safety Lockdown Procedure

REVIEW HISTORY

Date	Details
	Revised inclusion of roles and list of procedures
02/2012	Revised, name change from Occupational Health and Safety Policy (268/2012)
12 April 2013	Fully revised to address new legislation (544/2013)
27 September 2018	Extensive revision taking out procedural matters (113/2018)
30 January 2020	Reviewed and adopted (CRN OC013/2020)
29 January 2021	Reviewed and adopted (CRN OC019/2021)