

Wagga Wagga City Council

WORK HEALTH AND SAFETY POLICY

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RESPONSIBLE MANAGER	Manager People and Culture		
RESPONSIBLE DIRECTORATE	Governance		
<p>This document is to be reviewed every four years or in the first 12 months of the new term of Council whichever is the earliest</p> <p>Next review date: September 2020</p>			
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PART 1: INTRODUCTION

Wagga Wagga City Council (Council) recognises its obligations as a person Conducting a Business or Undertaking (PCBU) under the Work Health and Safety Act 2011 and that it has a primary duty of care to manage Work Health and Safety (WHS) at Council.

Council is committed to providing a safe and healthy workplace for everyone with a focus on developing effective:

- safety leadership at all levels
- consultation and communication mechanisms
- risk management processes
- awareness in relation to safety culture initiatives
- health and wellbeing initiatives
- injury management and return to work programs

1.1 Policy Objectives

The objectives of this Policy are to:

- Ensure so far as is reasonably practicable that Council complies with its legislative obligations as required by various acts governing work health, safety and injury management through consultation and risk management
- Commit to a system that allows us to identify, assess risks, and eliminate and/or minimise risk to the health and safety of workers and others
- Promote work health and safety as a shared responsibility of all in the workplace
- Clearly define roles and responsibilities for Work Health and Safety
- Promote effective consultation on Work Health and Safety matters with workers and others
- Maintain the commitment to establish measurable objectives and targets to ensure a continued improvement aimed at eliminating work-related injury and illness.

1.2 Scope of Policy

This Policy applies to all workers and others at Council workplaces and worksites.

1.3 Definitions

<p>Person Conducting a Business or Undertaking – (PCBU)</p>	<p>A person conducts a business or undertaking:</p> <ul style="list-style-type: none"> • Whether the person conducts the business or undertaking alone or with others; • Whether or not the business or undertaking is conducted for profit or gain; • An elected member of a local authority does not in that capacity conduct a business or undertaking.
<p>Officer</p>	<p>An officer is a person who makes decisions, or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.</p>
<p>Worker</p>	<p>A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none"> • An employee; or • A contractor or subcontractor; or • An employee of a contractor or subcontractor; or • An employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or • An apprentice or trainee; or • A student gaining work experience; or • A volunteer
<p>Others</p>	<p>Is taken to mean others at a worksite, including but not limited to visitors, customers, and members of the public.</p>
<p>Health and Safety Representative (HSR)</p>	<p>In relation to a worker, means the health and safety representative elected for the work group of which the worker is a member. A HSR has been elected to represent their work area in relation to work safety.</p>
<p>Health and Safety Committee (HSC)</p>	<p>A committee formed from the existing Health and Safety Representatives and management to undertake specific project or corporate Work Health and Safety reviews.</p>
<p>Health and Safety Workgroups</p>	<p>A workgroup is a grouping of workers who share similar WHS concerns and conditions. At Council, work groups are largely aligned to the organisational structure.</p>

1.4 Related Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Local Government Act 1993
- Local Government (State) Award 2014

1.5 Related Documents

- Work Health and Safety Consultation, Cooperation and Coordination Code of Practice, 2011
- Wagga Wagga City Council Code of Conduct
- Standards: AS/NZS 4804 and AS/NZS 4801

1.6 Responsibilities

Person Conducting a Business or Undertaking (PCBU)

A PCBU must ensure as far as is reasonably practicable that:

- The health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking;
- The workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

A PCBU must provide as far as is reasonably practicable:

- Adequate facilities and access to the facilities;
- Information, training, instruction or supervision;
- Safe general working environment;
- First aid equipment and personnel;
- Emergency plans;
- Personal protective equipment;
- Effective communication with remote or isolated workers.

Officer

It is an Officer's duty to exercise due diligence to ensure their business or undertaking fulfils its health and safety obligations under the Work Health and Safety Act 2011.

Essential elements of due diligence for an Officer are interrelated and cumulative in nature. These elements require an Officer to:

- Acquire and keep up to date knowledge of work health and safety matters;
- Gain an understanding of the operations of the business and the hazards and risks involved;

- Ensure appropriate resources and processes are provided as far as is reasonably practicable to enable hazards to be identified and risks to be eliminated or minimised;
- Ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way;
- Ensure the PCBU has, and implements, processes for complying with any legal duty or obligation;
- Ensure processes are verified, monitored and reviewed.

Workers and others

Workers and others must, while at work:

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of others;
- Comply with any reasonable instruction by the PCBU;
- Cooperate with any reasonable policies and procedures of the PCBU.

Supervisory staff

Staff in supervisory positions, have additional responsibilities which include:

- Ensure compliance with policies and procedures through effective consultation and risk management;
- Lead safety initiatives in the workplace.

Health and Safety Representatives (HSR's)

A HSR has been elected to represent their work area in relation to work safety.

HSR's are responsible for:

- Representing the workers in their unit in relation to work safety issues;
- Informing the relevant manager in the area of potential risks and dangerous occurrences at any workplace where workers they represent work and being involved in WHS activities in their workplace;
- Informing the relevant manager in the agency of work safety matters directly affecting the workers they represent; and
- Undertaking training in an approved training course as required;

HSR's are not

- Responsible for ensuring an area complies with their legal responsibilities.
- Accountable for any actions performed in good faith as part of their HSR role.

Health and Safety Committees (HSC's)

HSCs are responsible for working on specific projects and corporate health and safety initiatives with management. These committees will utilise the existing area committee structures or may be formed as special project committees depending on the need.

They may be involved in activities including:

- WHS Policy and procedure review
- Corporate health and wellbeing program initiatives
- Auditing and inspections
- Developing recommendations and reports
- Research and reporting on issues

Health and Safety Workgroups

The role of the Health and Safety Workgroups is to ensure a coordinated approach to health and safety matters within Council and to make recommendations to the General Manager / Management / Safety Team.

Duty of all - Management of Risks

A duty imposed on a person to ensure health and safety requires the person to eliminate risks to health and safety, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

PART 2: POLICY IMPLEMENTATION GUIDELINES

2.1 Work Health and Safety System (WHSMS)

In order to implement the general provisions of the Policy a new Work Health and Safety Management System has been developed and will be continually reviewed and monitored in compliance with the Work Health and Safety Act 2011, Work Health and Safety Regulation 2011 and AS/NZS 4804 and AS/NZS 4801.

The WHS System includes WHS Policy, procedures, and programs which work together to manage health and safety at Council.

2.2 System Elements

The system relates to all aspects of work health and safety including the following elements:

- Management commitment
- Key performance indicators for Safety
- Responsibilities and accountabilities
- Consultation
- Risk management
- Inductions
- Contractor management
- Volunteer management
- Injury management, rehabilitation and return to work
- Health and wellbeing initiatives
- Reporting of incidents, accidents, injuries and illnesses
- Work health and safety training
- Purchasing
- Record keeping
- Auditing

PART 3: COMPLIANCE

3.1 Compliance with Work Health and Safety (WHS) Policy

Compliance for Council Management and Staff

All workers are required to comply with this Policy and associated procedures. A failure to comply could be considered a breach and would be dealt with in accordance with Discipline Procedures under the New South Wales Local Government (State) Award.

Compliance for Others (PCBUs, including contractors who work with or on behalf of Council)

Others who with or on behalf of Council are required to comply with this Policy and associated procedures. A failure to comply could be considered a breach of contract.