



WARRNAMBOOL
CITY COUNCIL

Health & Safety Policy

HS-001

POLICY TYPE: ORGANISATIONAL

APPROVAL DATE: 29 August 2017

REVIEW DATE: December 2018

DOCUMENT CONTROL

Document Title:	<i>Health & Safety Policy (HS-001)</i>
Policy Type:	<i>Organisational</i>
Responsible Branch:	<i>Organisation Development</i>
Responsible Officer:	<i>Manager Organisation Development</i>
Document Status:	<i>Approved</i>
Approved By:	<i>MEG</i>
Adopted Date:	<i>29 August 2017</i>
Review Date:	<i>December 2018</i>

TABLE OF CONTENTS

1. INTRODUCTION	1
1.1. Purpose	1
1.2. Scope	1
1.3. Definitions	1
1.4. References	2
2. POLICY	2
2.1. Policy Objectives	3
3. PROCEDURE & SUPPORTING DOCUMENTATION	3
3.1. Policy Awareness	3
3.2. Related Procedures & Guidelines	3
4. GOVERNANCE	4
4.1. Owner	4
4.2. Review	4
4.3. Compliance Responsibility	4
4.3.1. <i>Chief Executive & Senior Officers (Management Executive Group - MEG)</i>	4
4.3.2. <i>Organisation Development Branch</i>	5
4.3.3. <i>Health & Safety Representative (HSR)</i>	6
4.3.4. <i>Managers and Supervisors</i>	6
4.3.5. <i>Staff</i>	7
4.3.6. <i>Contractors and Volunteers</i>	8
4.4. Charter of Human Rights Compliance	8

1. INTRODUCTION

1.1. Purpose

This policy states Warrnambool City Council's (WCC) commitment, intentions, accountabilities and responsibilities in regards to providing a safe and healthy work environment in accordance with Health and Safety legislation.

This policy provides an effective structure and guidance for the management of Health & Safety across WCC workplaces and operations.

WCC is committed to:

- Providing a safe and healthy working environment for its staff, contractors, subcontractors, volunteers, service providers, students and visitors.
- Continually improving health and safety programs to achieve the highest standards of performance using a hazard and risk management approach.
- Delivering fair and effective claims and rehabilitation services to help ill or injured workers achieve their best recovery and return to safe and suitable employment.
- Complying with the provisions of the Occupational Health & Safety Act 2004 and the Accident Compensation Amendment Act 2010 (the Acts).
- Communicating and consulting with staff, managers and other persons on matters that effect their health and safety.
- Continual improvement of the Health & Safety Management System (HSMS).

1.2. Scope

This policy applies to the Warrnambool City Council, and staff including Chief Executive, directors, managers, service managers, coordinators, employees, contractors, subcontractors, volunteers, service providers, work experience students and visitors.

1.3. Definitions

Term	Definition
Hazard	A source or situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these. (Source: AS/NZS 4801:2001)
H & S / HS	Health and Safety
HSR	A person elected as the Health and Safety Representative for a workgroup in accordance with the Occupational Health & Safety Act 2004
HSCC	Health & Safety Consultative Committee is a key forum for consultation with staff on health and safety matters. It is comprised of management and elected staff representatives, and provides a mechanism to discuss health and safety matters across all worksites.
HSMS	Refers to WCC's corporate Health and Safety Management System (policy, procedures, forms etc.)

Others (other persons)	Includes members of the public, clients and visitors (but not limited) who enter our workplaces, worksites and/or access our services.
Manager	Any person who has line management/people management responsibilities (includes directors, managers, service managers, coordinators & team leaders.
Risk	In relation to any potential injury or harm – the likelihood and consequence of that injury or harm occurring. (<i>Source: AS/NZS 4801:2001</i>).
Risk Control	A method to reduce the risk to an acceptable level.
The Acts	Occupational Health & Safety Act 2004 and Accident Compensation Amendment Act 2010
WHS	Work Health and Safety
Worker	A worker is any person who is employed under a contract of service or who works under a service arrangement (e.g. employees, managers, supervisors, volunteers, contractors, sub-contractors, service providers and students on placement). A worker has a duty of care to ensure they work safely and tell others of any matters that may harm the safety and wellbeing.
Workgroup	A group of employees constituted as a workgroup for the purposes of the Occupational Health & Safety Act 2004 and may include: Directorates, Branches, Units, groups and teams.
Worksite / Workplace	Any place where workers are working or may be expected to work and includes any workplace a person goes to while in the course of their work.

1.4. References

	Reference
Acts	Occupational Health and Safety Act 2004 Accident Compensation Amendment Act 2010
Regulations	OHS Regulations 2017
Australian Standards	AS/NZS 4801:2001 AS/NZS ISO 31000:2009
Associated Documents	Health & Safety Strategy 2014 - 2017

2. POLICY

The Warrnambool City Council (WCC) is committed to providing safe and healthy workplaces and, where reasonably practicable, to eliminating conditions and incidents that could result in personal injury or ill health to workers and others.

WCC is committed to consulting with our staff on health, safety and injury management issues, enabling our staff to contribute to decisions that may affect their health, safety and welfare at work.

WCC expects our staff, contractors, volunteers, students and visitors to our workplaces to be committed to enacting this policy and cooperate to effectively to manage health, safety and injury management issues and risks in the workplace.

2.1. Policy Objectives

- To comply with legislative requirements and safety standards (Acts, Regulations, Codes of Practice and Australian Standards).
- To integrate effective worksite specific health and safety policies, procedures and safe systems of work in the WCC's operations.
- To inform and consult with workers on relevant health and safety matters and to encourage cooperation amongst all workers with a view to creating practical solutions to health and safety problems (as these are achieved and implemented by those who occupy our workplaces and facilities; and who undertake and deliver council operations).
- To ensure effective safe work practices are included in the WCC's strategic planning and operations.
- To manage potential sources of risk in a systematic manner through hazard identification, risk assessment and control.
- To provide effective injury management for all employees, that facilitates a return to work at the earliest possible opportunity so that fast and effective rehabilitation occurs.
- To provide health and safety policy and procedures that details the roles and responsibilities of managers, employees and other workers and persons.
- To regularly review, evaluate and audit the Health and Safety Management System (HSMS) policies, procedures and practices.

3. PROCEDURE & SUPPORTING DOCUMENTATION

3.1. Policy Awareness

To ensure;

- All employees are aware of the Health and Safety Policy and carry out their responsibilities

3.2. Related Procedures & Guidelines

Supporting this policy are detailed procedures, forms and guidance materials specific to key aspects of health and safety. These will include both corporate and specific workplace/departmental procedures, guidelines and other materials where required. The Health and Safety Strategic Plan 2014 – 2017 outlines WCC health and safety objectives and priorities.

4. GOVERNANCE

4.1. Owner

The Manager, Organisation Development is responsible for monitoring the currency and viability of the Health and Safety Policy and is to update as required.

4.2. Review

The Health and Safety Unit shall ensure this policy is reviewed in consultation with Management and the Health and Safety Consultative Committee (HSCC) no later than three years after its formation or after the last review.

4.3. Compliance Responsibility

All workers are expected to understand their responsibilities in order to contribute to a safe and healthy workplace. Accordingly, responsibilities are detailed in individual position descriptions, performance management & contract documents and HSMS procedures.

4.3.1. Chief Executive & Senior Officers (Management Executive Group - MEG)

The Chief Executive has the primary responsibility for safety and is responsible for the provision of facilities, resources and safe systems of work throughout the organisation.

MEG is accountable for WCC's overall health and safety performance. This includes leadership, direction and support to ensure that WCC workplaces and operations are safe and without risk to health.

MEG responsibilities include:

- Provision and maintenance, so far as is reasonably practicable, of safe and healthy work environments for staff, contractors, sub-contractors, volunteers, students and visitors.
- Ensuring that adequate budgetary provision for facilities and resources is available to meet legislative requirements and the aims and objectives of this policy whenever practicable.
- Ensuring workers are provided with such information, instruction, training and supervision as is reasonably necessary to ensure they are safe from injury and risks to health.
- Ensuring managers have the necessary knowledge, skills, resources, instruction and training to implement effective health and safety practice and ensure workers under their management are, so far as is reasonably practicable, safe from injury and risks to health.
- Incorporating health and safety principles and objectives into business and operational plans.

- Ensuring that WCC's health and safety consultative arrangements meet legislative requirements and that employees are effectively consulted on decisions that may impact their health and safety.

4.3.2. *Organisation Development Branch*

The Organisation Development Branch is responsible for the maintenance and implementation of WCC's (corporate) Health & Safety Management System. The Organisation Development Branch's role does not diminish or replace the health and safety responsibilities of managers, supervisors or coordinators or the primary responsibility of every individual for maintaining health and safety standards.

Manager, Organisation Development's responsibilities include:

- Overseeing the implementation of the requirements of The Acts, HSMS and the objectives of this policy.
- Ensuring consultative structures and processes are in place to enable consultation on health and safety issues.
- Provide direction and advice on the management of health and safety across the organisation.
- Ensuring the coordination of health, safety and welfare training.
- Monitoring and ensuring review of the HSMS, claims management and rehabilitation functions of the organisation.
- Ensuring a system of reporting, investigating, monitoring and analysing data related to incidents, accidents and claims in all workplaces.
- Ensuring the health and safety responsibilities of all employees are defined in position descriptions and that meaningful performance measures are included for health and safety performance management.

Health and Safety Advisor's responsibilities include:

- Ensuring ongoing maintenance, development and implementation of the HSMS.
- Assisting with promoting health and safety awareness.
- Advising on health and safety problems or obtaining advice on unfamiliar problems from Worksafe and/or other sources.
- Bringing to the attention of management and staff, health and safety hazards associated with their work.
- Assisting managers with the investigation and reporting on incidents, injuries and occupational health problems and notifying Worksafe of incidents and hazards in line with legislative reporting requirements.
- Liaising with health and safety representative(s) on health and safety activities in their workplace.
- Facilitating workplace consultative measures including coordination of the HSCC.
- Dealing with health and safety issues in line with the procedures detailed in the HSMS.

- Providing reports to management on the effectiveness of HSMS and legislative impacts.
- Maintenance of information and records relating to work related injuries and safety incidents.
- Ensuring effective return to work coordination and rehabilitation of injured workers.

4.3.3. *Health & Safety Representative (HSR)*

HSR are available in each of our designated workplaces to support consultation between staff and managers. The role of the elected HSR is one of representation - not one of responsibility for meeting workplace health and safety duties.

HSR are able to:

- Review measures taken to make the workplace safe and healthy.
- Assist managers, supervisors and coordinators in the identification, assessment and selection of measures to control hazards and risks to health and safety.
- Assist managers/supervisors and coordinators in monitoring and evaluating hazards and risk control measures.
- Investigate health and safety related complaints prior to representations to management; make representations to management and coordinate risk control measures where warranted.
- Be present at any health and safety related interview with a member of their designated Work group.
- Recommend ways to protect the health and safety of people at the workplace.
- Direct that work cease if there is an immediate threat to the health and safety of any person.
- Issue a "Provisional Improvement Notice" if the situation is not of immediate threat.

4.3.4. *Managers and Supervisors*

Managers and supervisors are responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare of all persons within their control and the workplaces/sites within their operational area are maintained in a safe condition.

Managers and Supervisors responsibilities include:

- Undertaking appropriate risk management to inform decision making.
- Reviewing and implementing HSMS policies and procedures.
- Developing and implementing workplace specific procedures where required.
- Communicating, advising and supervising staff to enable them to understand and follow safe operating procedures.
- Consulting with staff and taking into account of their views on decisions that may affect their health, safety and welfare at work

- Investigating and reporting health and safety hazards, incidents and accidents so that issues are identified and resolved; this includes the conducting of workplace inspections to identify and assess potential hazards and risks
- In consultation with the Return to Work Coordinator, support any staff member returning to work after an injury or illness, including consulting with them to ensure that the return to work is effective and identifying suitable duties to assist with the worker's rehabilitation.
- Ensuring that staff successfully complete required health and safety training within specified timeframes.
- Ensuring all contractors, volunteers, students and visitors are informed of the safety standards expected of them and monitoring their performance to ensure they meet the required standards.
- Ensuring suppliers of equipment and services are advised the required safety standards and ensuring that plant/equipment meets appropriate standards and legislative requirements.
- Ensuring any modifications to equipment are appropriately authorised and correctly implemented.

4.3.5. Staff

Council's health and safety performance is dependent on the commitment of all staff to actively participate and strive to achieve a safe and healthy working environment.

All staff have an individual responsibility to:

- Follow WCC's HSMS policies and procedures in order to maintain their own safety and the safety of work colleagues.
- Supporting managers, supervisors and coordinators in the maintenance and promotion of a safe and healthy work environment.
- Being vigilant in identifying and reporting practices, attitudes and traditions that are likely to cause hazards.
- Reporting all unsafe work practices, work conditions and equipment when they are identified.
- Ensuring they are not personally affected by medication, alcohol or drugs which may endanger their own or any other persons' health and safety in the workplace
- Ensuring that other persons (including staff, contractors, temporary staff, volunteers and visitors) are made aware of their workplace's safety procedures.
- Ensuring that any relevant licence or certification is current and valid

Staff are encouraged to discuss any health and safety concerns or issues in the first instance with their manager / supervisor. Their designated workplace HSR and the Health and Safety Advisor is also available to assist with any health and safety queries or concerns.

4.3.6. *Contractors and Volunteers*

During their period of engagement, contractors and volunteers are expected to:

- Adopt WCC health and safety principles in the work that they conduct for and on behalf of WCC, and;
- Comply with the health and safety legislation and WCC directions to ensure the health, safety and welfare of WCC staff; volunteers; contractors' employees and sub-contractors; visitors and the public.

4.4. **Charter of Human Rights Compliance**

It is considered that this policy and the supporting procedures do not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee HSRs in any workplace change that may affect the health and safety of any of its employees.