



## **JUNEE SHIRE COUNCIL**

# **WORK HEALTH AND SAFETY POLICY**

POLICY NUMBER:	WHS-EXE-001
DATE READOPTED:	21 February 2012
MINUTE NO: DATE	22.02.12
READOPTED:	28 June 2016
MINUTE NO: DATE	15.06.16
READOPTED:	19 September 2023
MINUTE NO:	16.09.23

## 1. OBJECTIVE

To reflect Junee Shire Council's commitment to ensuring the health, safety and welfare of all persons at the Council's workplaces.

## 2. DEFINITIONS

**PCBC** – Person Conducting a Business or Undertaking (Junee Shire Council is the PCBU).

**Council** – Junee Shire Council

**Officer** – A person who makes, or participates in making decisions that affect the whole, or a substantial part of, the business or undertaking.

**Worker** – A person is a worker if the person carries out work in any capacity for the PCBU, including work as:

- 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 for the PCBU, or
- An outworker, or
- An apprentice or trainee, or
- A student gaining work experience, or
- A volunteer

**Workplace** - A place where work is carried out and includes any place where a worker goes, or is likely to be, while at work.

**WHS** - Work Health & Safety

**Act** - Work Health & Safety Act 2011

## 3. POLICY

Junee Shire Council is committed to keeping everyone safe at work. This commitment extends to taking steps to protect the health, safety, and well-being of our employees and anyone else on our premises and across our worksites. Council endeavours to ensure appropriate management of hazards and risks that arise from work, substances, or plant as reasonably practicable.

The Council will conduct its activities and provide a work environment that:

- Protects workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work, substances or plant
- Provides fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work, health and safety
- Encourages workers and their representatives to take a constructive role in promoting improvements in work, health and safety practices and assist Council and workers to achieve a healthier and safer working environment
- Promotes the provision of advice, information, education and training in relation to work, health and safety
- Secures compliance with the Act through effective and appropriate compliance and enforcement measures
- Ensures appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under the Act
- Provides a framework for continuous improvement and progressively higher standards of work, health and safety

In support of this Policy, the Council will:

- Comply with all relevant legislation and subsidiary codes and standards and provide the resources necessary to meet these requirements
- Involve staff in work, health and safety matters and consult with them in ways of eliminating or minimising risks in the workplace
- Provide information, training, education and instruction to enable workers to perform their duties in a safe and healthy environment
- Adopt a risk management approach, in consultation with workers, to work methods, plant and machinery acquisition and workplace design
- Encourage the rehabilitation of injured staff through post-injury management procedures
- Promote health and safety awareness by the development and implementation of safe work practices
- Conduct inspections of the workplace, in consultation with relevant staff, to identify, assess and control hazards
- Require all workers and visitors to comply with WHS legislation, codes of practice and standards

- Require all workers to report all injuries and incidents and to participate and assist in investigations
- Regularly review the Council's WHS performance as part of a continuous improvement plan

## **4. RESPONSIBILITY/ACCOUNTABILITY**

### **PCBU**

Council, as the PCBU, must ensure, so far as is reasonably practical, the health and safety of workers engaged, or caused to be engaged or whose activities in carrying out work are influenced or directed by Council, while the workers are at work.

### **Elected Members**

Elected members must cooperate and comply with this policy and the associated WHS program whilst at a Council workplace.

### **Officers**

- Officers of the PCBU must exercise due diligence to ensure that PCBU complies with its duties and obligations under the Act.

### **Managers, Team Leaders and Supervisors**

At a workplace under their control, managers, team leaders and/or supervisors must, so far as is reasonably practical, ensure that:

- Workers and/or other persons at the workplace, take reasonable care for their own health and safety and that of others.
- All workplace risks, associated with work, substances or plant, have been eliminated or otherwise controlled.

### **Workers**

Workers, while at work, must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction to allow the PCBU to comply with the Act.
- Cooperate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.

## **Other persons at the Workplace**

Other persons at a workplace must:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction to allow the PCBU to comply with the Act.

## **5. RELATED DOCUMENTS**

### **Associated Legislation**

- 4.1.1 Work, Health & Safety Regulation 2017
- 4.1.2 Work Health and Safety Act 2011

### **4.2 Associated Australian Standards**

- 4.2.1 ISO31000:2018 Risk Management
- 4.2.2 ISO45001:2018 Occupational health and safety management systems – requirements with guidance for use.

## **6. POLICY STATUS**

This policy was formally adopted by Council on 28 June 2016 and commenced operation on 28 June 2016. This policy replaces the previous version adopted on 21/02/2012 and includes changes in name, definitions and abbreviations, policy, responsibility/accountability and associated legislation.

The changes reflect the requirements detailed in the Act that came into force on 1 January 2012.

## **7. POLICY REVIEW**

This policy may be amended or revoked at any time and will be reviewed every two years from its adoption or latest amendment.

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**General Manager**

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**Date**