

Title:	Occupational Health and Safety
Type:	Council
Adopted:	22 June 2016
File No:	15/2907
Attachments:	Nil

1. Purpose

Murrindindi Shire Council is committed to ensuring the health, safety and well-being of employees, councillors, contractors, volunteers and the general public by providing a safe workplace, eliminating hazards that could result in injury or disease and implementing initiatives to improve employee welfare.

2. Rationale

Council has a moral and legal responsibility to provide a safe and healthy work environment. Morally, Council accepts that no one should have their health, safety or welfare compromised as a result of operating within our environment and is committed to eliminating foreseeable risks to this. Legally, Council also recognises its accountability under the Occupational Health and Safety Act to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health and safety.

3. Scope

This policy applies to all councillors, employees, committees, and volunteers engaged in Council business. Contractors are required to comply with the standards established in this policy. The general public and visitors are covered in the scope of this policy (where applicable).

4. Definitions

Reference Term	Definition
Work	For the purpose of this policy, work includes activities under direction or control of Council in a variety of work relationships and workplaces that contribute to the business of Council.
Workplace	A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

5. Policy

Council aims to achieve a safe work environment that eliminates unsafe work practices and conditions from the workplace.

5.1. Council will maintain an integrated OH&S Management System by:

5.1.1. Implementing and systematically reviewing Council's Occupational Health and Safety Management System.

5.1.2. Monitoring and complying with OH&S legislation, regulations and relevant standards

5.1.3. Ensuring that Council's services are provided in compliance with all relevant acts (particularly the OHS Act 2004), regulations, standards and codes of practice.

5.1.4. Using a proactive approach to identify, control and eliminate and/or manage hazards from Council workplaces and job sites.

5.1.5. Ensuring all incidents, injuries, hazards and near misses are reported and investigated and using these reports as a learning tool to prevent similar incidents from occurring.

Responsible Officer: OHS Coordinator

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- 5.1.6. Endorsing and supporting the Risk Management Program through consultation and communication at all levels.
- 5.1.7. Consulting with employees to enhance the effectiveness of the OH&S Management System
- 5.1.8. Maintaining an active Occupational Health & Safety Committee to monitor and implement OH&S and other risk requirements.
- 5.2. Council will ensure all councillors, employees, contractors, and others operating under Council direction have the knowledge and capacity to comply with their obligations by:
 - 5.2.1. Inducting new councillors, employees, contractors and volunteers in their obligations and relevant elements of the OH&S requirements.
 - 5.2.2. Providing information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out.
 - 5.2.3. Providing all workers, employees and managers with the tools, training and on the job experience required to create a safer work environment.
 - 5.2.4. Ensuring that remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence.
 - 5.2.5. Ensuring that all employees, contractors or volunteers working off-site have a means of communication (e.g. mobile phones).
 - 5.2.6. Ensuring that all staff have access to and take leave (annual leave, sick leave and other relevant leave) to support their health and safety and that of others.
- 5.3. Ensuring all Council facilities, resources and assets comply with OH&S requirements by:
 - 5.3.1. Providing adequate resources including finances, to facilitate our OH&S responsibility.
 - 5.3.2. Ensuring all equipment and facilities used for the provision of Council services are fit for their intended use.
 - 5.3.3. Maintaining and implementing safe systems of work.
 - 5.3.4. Providing and maintaining safe systems for the use, handling, maintenance, storage and transportation of plant equipment and hazardous substances.
 - 5.3.5. Ensuring that councillors, employees, contractors, committees and volunteers are accountable for the safe operation of Council's assets in their control.
 - 5.3.6. Providing adequate facilities for the welfare of employees and other workers in the conduct of their work, including ensuring access to those facilities.
 - 5.3.7. Monitoring the health of employees and conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of their work.
- 5.4. Responsibilities
 - 5.4.1. **Council** will as far as reasonably practicable, provide and maintain a working environment that is safe and without risk to health.
 - 5.4.2. **Management** (CEO, General Managers and Managers) are responsible for the implementation of this policy and the Occupational Health and Safety Management System.

Through this implementation, management will ensure that employees are provided with the appropriate training, equipment, supervision and resources to conduct their business in a manner that is safe and without risk.

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Management will consult with employees in matters relating to health and safety, and respond to any concerns raised in a timely manner.

- 5.4.3. **Employees** (Employed, Contracted and Volunteer) must take reasonable care of their own health and safety, and ensure that their acts or omissions do not affect the health and safety of those around them.

Employees must also comply with any reasonable instruction given by the management to comply with the relevant legislation and cooperate with any policy or procedure relating to health and safety at the workplace.

Where employees identify any issues that may affect the health and safety of themselves or those around them they must notify management and may contribute to developing alternative solutions or controls.

Council acknowledges the right of an employee to cease or refuse to carry out work if the employee has a reasonable concern that to carry out that work would expose the employee to a serious risk to the worker's health and safety.

- 5.4.4. **Other persons** at the workplace must take reasonable care for their own health and safety, ensure that their acts or omissions do not affect the health and safety of those around them and comply with any reasonable instruction given by Council to comply with the relevant legislation.

6. Related Policies, Strategies and Legislation

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

AS/NZS 4801:2001 - OH&S Management Systems

AS/NZS 4804:2001 - OH&S Management Systems - Guidelines and Principles.

A number of Council's policies and procedures contribute to the maintenance of a safe and healthy workplace. Those that have a direct impact include:

- Annual Leave
- Asset Management
- Code Red and Fire Danger Policy for Employees
- Consumption of alcohol and drugs
- Councillor Code of conduct
- Discipline
- Driver Safety
- Employee conduct
- Equal Employment Opportunity
- Health and Well being
- Induction
- Murrindindi Shire Council Enterprise Agreement
- Prevention of Bullying and Occupational Violence
- Smoke free Workplace
- Ultraviolet Radiation (UV) and Working in Seasonal Heat
- Vehicle Usage
- Volunteers

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7. Council Plan

This policy supports the Strategic Objective in the Council Plan 2013-17 under Our Council - Staff to "Ensure a health and safe workplace for all staff".

8. Management and Review

The Occupational Health & Safety Committee will monitor the implementation of this policy.

The Occupational Health & Safety Coordinator will review this policy in June 2018.

9. Consultation

Policy has been reviewed by the portfolio Councillor and all staff and Management.

10. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.