

TENTERFIELD SHIRE COUNCIL

POLICY STATEMENT

HEADING:

Work, Health and Safety

MEETING ADOPTED AND RESOLUTION NO.:

**23 August 2017
168/17**

HISTORY OF DOCUMENT PREVIOUSLY ADOPTED:

27 September 2002	683/02
22 August 2012	326/12
26 August 2015	268/15

Introduction:

Tenterfield Shire Council has a legal obligation to ensure the health, safety and welfare of all employees / volunteers whilst at work, including visitors and contractors. Council's obligation includes protecting people from the risk of injury to health or safety arising out of the activities of persons at work, by ensuring that appropriate frameworks are implemented that will provide for safe systems of work, risk assessment, hazard identification, elimination and control, dissemination of relevant and up to date information, instruction, training and responsible supervision. Council's Management will develop, implement and keep under review and evaluation, in consultation and participation with Tenterfield Shire Council employees, the Health and Safety Program.

Policy:

The health and safety of all persons employed / Volunteering at the Tenterfield Shire Council and those visiting Tenterfield Shire works sites and premises is considered to be of the utmost importance. Compliance with the Work Health and Safety Act, Regulations Australian Standards, approved Codes of Practice and Policy is the responsibility of all staff. The promotion and maintenance of Health and Safety is primarily the responsibility of the PCBU (Persons Conducting Business or Undertaking) and senior management (officers).

In meeting our commitment Tenterfield Shire Council will also:

- Undertake to help our people achieve full recovery through prompt treatment and active rehabilitations programs following workplace illness and injury; and
- Allocate resources to meet the commitments of the policy.

Specific Responsibilities

- a) CHIEF EXECUTIVE – (Officer)
The Chief Executive has overall organisational responsibility for meeting Council's Health and Safety obligations and responsibilities, and is to support Chief Officers and hold them accountable for their specific responsibilities.

- b) **CHIEF OFFICERS – (Officer)**
Each Chief Officer is responsible for taking all practical measures to ensure that this policy and the WHS Management Plan is developed and effectively implemented in their areas of control, and is to support supervisors and hold them accountable for their specific responsibilities.
- c) **SUPERVISORS – (Officer depending on level of responsibility)**
Each Manager, Superintendent, Ganger and Leading Hand is responsible for taking all practical measures to ensure:
- That in the area of their control the WHS Management System is complied with and employees are supervised and trained to meet their requirements under this Program;
 - That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management; and
 - Hold employees accountable for their specific responsibilities.
- d) **EMPLOYEES / VOLUNTEER – (Worker)**
All employees are required to co-operate with the HS Policy and WHS Management System to ensure their own health and safety and the health and safety of others in the workplace.
- e) **CONTRACTORS AND SUB-CONTRACTORS – (Worker or could be PCUB)**
All Contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the health and safety policies, procedures and WHS Management Plan of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract.

Work Health and Safety Management System:

In order to implement the general provisions of this policy, a WHS Management System and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of health and safety including;

- WHS Training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of WHS equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses;
- Provision of information to employees, contractors and sub-contractors;
- Hazard identification and Risk Assessment; and
- Risk Minimisation.

This signed statement policy confirms our personal commitment to making Tenterfield Shire Council workplaces safe and healthy for all its workers.

This Policy Statement is to be displayed at all work locations and on the Tenterfield Shire Council Website.

Kylie Smith
Acting Chief Executive

