



## WORK, HEALTH & SAFETY

### Summary:

The purpose of this policy is to provide clear direction as to the principles underpinning Tenterfield Shire Council's commitment to ensuring a safe and healthy workplace for all employees, contractors, service providers/service partners, volunteers and visitors.

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<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
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<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	August 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Manager HR, Workforce Development & Safety
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	WHS Act WHS Regulation Workers Compensation Act Workers Compensation Regulation
<b>Delegations of Authority</b>	Manager HR, Workforce Development & Safety

### 1. Overview

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.

## **2. Policy Principles**

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 rehabilitation programs following workplace illness and injury; and
- Allocate resources to meet the commitments of the policy.

## **3. Policy Objectives**

The objectives of Tenterfield Shire Council's (TSC) Work, Health and Safety Policy are to:

- Create and maintain a safety culture whereby all workers are aware of, enact and champion the principles of work place health and safety.
- Ensure as far as reasonably practicable that the workplace is safe and hazard free.
- Ensure early reporting of accidents, incidents, near misses and hazards.
- Act proactively in relation to investigating, managing and controlling risks.
- Enable access for all workers to relevant workplace health and safety training/education.
- Encourage reporting of behaviours which breach TSC's Workplace Health and Safety Policy.
- Ensure there are processes in place as far as reasonably practicable to consult, co-operate and coordinate activities in regard to workplace health and safety.

## **4. Policy Statement**

Tenterfield Shire Council is committed to providing a safe and healthy workplace through the management of and/or elimination of conditions/hazards that could result in personal injury or ill health. TSC will do all that is reasonably practicable to ensure safe and healthy work practices.

## **5. Scope**

TSC considers that workplace health and safety is a joint responsibility between TSC, its employees and all other people deemed as workers as indicated in section 7 of the Work Health and Safety Act 2011.

## **6. Accountability, Roles & Responsibility**

- The Chief Executive has overall organisational responsibility for meeting Council's Health and Safety obligations and responsibilities, and is to support Chief Officer/Director and hold them accountable for their specific responsibilities.
- CHIEF OFFICER/DIRECTOR – (Officer) Each Chief Officer/Director 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.
- SUPERVISORS – (Officer depending on level of responsibility) Each Manager, Superintendent, Ganger and Leading Hand is responsible for taking all practical measures to ensure:
  - A) 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;
  - B) That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management; and
  - C) Hold employees accountable for their specific responsibilities.

### **Elected Council**

Have a duty to help provide the environment that ensures their Council complies with its own duties and obligations under the Act, including Council's primary duty to ensure, so far as reasonably practicable, the health and safety of workers and other persons.

### **Management Oversight Group**

- CONTRACTORS AND SUB-CONTRACTORS – (Worker or could be PCBU) 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.

### **Individual Managers**

- EMPLOYEES / VOLUNTEER – (Worker) All employees are required to co-operate with the WHS Policy and WHS Management System to ensure their own health and safety and the health and safety of others in the workplace.

## **7. Definitions**

TSC	Tenterfield Shire Council
WHS	Work Health & Safety
PCBU	Person conducting Business or undertaking
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business as per section 9 of the Corporations Act 2001 of the Commonwealth (WHS Act 2011 – definitions)
WHS Management System	WHS management system is a guide that assists MCC to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedures required to effectively mitigate the risks associated with the TSC's operations.

## **8. Related Documents, Standards & Guidelines**

- WHS Act 2011
- WHS Regulation 2019
- Safe Work NSW Codes of Practice
- Workers Compensation Act 1987

## **9. 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 elimination/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.



Terry Dodds  
**Chief Executive**

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### **ACKNOWLEDGEMENT OF UNDERSTANDING**

I have read, understand and acknowledge the need to comply with this Policy.

\_\_\_\_\_  
Name (Print)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### **10. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	27/09/02	Council	Adoption of Original Policy (Res No. 683/02)
V2.0	22/08/12	Council	Review/Amended (Res No. 326/12)
V3.0	26/08/15	Council	Review/Amended (Res No. 268/15)
V4.0	23/08/17	Council	Review/Amended (Res No. 168/17)
V5.0	26/08/20	Council	Review/Amended (Res No. 169/20)