



# **Blackall-Tambo**

## **Regional Council**

# **Workplace Health & Safety Policy**

Version Number: One	Effective Date: 15/1/2020
Procedure Compiled by: Chief Executive Officer	Review Date:
Procedure Approved by: Chief Executive Officer	

### **Purpose**

To provide guidelines to effectively develop and communicate a Workplace Health and Safety Policy Statement as well as outline the actions required to comply with associated WHS legislation.

### **Scope**

This policy applies to Blackall-Tambo Regional Council employees, contractors, visitors, suppliers, volunteers, general public and others who visit the workplace.

### **Related Documents:**

#### **Primary**

Nil

#### **Secondary**

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Associated Codes of Practice and Standards

Code of Conduct (Employees)

SafePlan System Documents (e.g. procedural documents and forms etc)

### **Definitions**

To assist in interpretation, the following definitions apply:

Apprentice	A person who has entered into a contractual agreement with Council, to be trained to the level of skill necessary for them to be deemed competent as a qualified tradesperson in a particular vocational calling.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the Local Government Act 2009. This includes a person acting in this position.
Contractor	A person, organization or entity that performs a specific act or acts including the provision of services and/or materials to another person organization or entity under an agreement enforceable by law.
Council	Blackall-Tambo Regional Council
Employees	Local government employee: (a) the chief executive officer: or (b) a person holding an appointment under section 196 of the Local Government Act 2009.
Supervisor	A person in control of a workplace.

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Trainee	A person who has entered into a contractual agreement with Council, to be trained to the level of skill necessary for them to be awarded a nationally accredited qualification relevant to a particular industry or line of work.
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his delegates.
Visitor	A person who visits the workplace for a friendly, business, official or other purpose.
WHS	Workplace Health and Safety
WHS Policy Statement	A general statement of management's intent and expectation on the importance of WHS for the business.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Blackall-Tambo Regional Council, an apprentice or trainee, work experience student or volunteer.
Work Experience Student	A formal arrangement entered into between the Principal of a student's educational institution and Council, whereby Council agrees to provide the student with on-the-job experience in performing work as part of the student's acquirement of life skills in the course of their normal education program.

**Policy Statement**

Council is committed to ensuring the health and safety of all workers and visitors. Council workers and visitors must adhere to the minimum standards contained within this policy.

Through the successful implementation of the SafePlan system, Council's objective is to develop proactive hazard and risk management strategies, focus on continuous improvement, and develop a suite of documents that will eliminate or reduce risks to workers and visitors to the workplace.

**Developing or Reviewing the "WHS Policy Statement"**

Developing and issuing a WHS Policy Statement by the CEO is an important component of a WHS Management System. The WHS Policy Statement is designed to express Council's commitment to be a responsible organization that takes safety for its workers and visitors seriously and articulated managements goals, responsibility, accountability and participation in WHS.

**Content of the "WHS Policy Statement"**

The key content items for Council's WHS Policy Statement are:

- An expression of management intention, objectives and goals;
- Senior management commitment to providing and maintaining a safe working environment free from risk;
- A set of general guidelines to the WHS function of the business;
- A statement outlining the importance of consultation and cooperation between management and employees for effective communication of objectives into actions;



- An outline of authorities, responsibilities and accountabilities for all employees, contractors, volunteers, work experience students, trainees, apprentices and visitors;
- Training and communication commitment to WHS procedures and practices; and
- Inclusion of a system to regularly monitor and review the Policy Statement for effectiveness.

**Actions to Ensure Compliance**

To ensure compliance with this policy, the following actions are required:

- The CEO will review, sign-off and date the WHS Policy Statement.
- The WHS Policy Statement will be included in induction material.
- The WHS Policy Statement will be displayed on noticeboards at permanent workplaces.
- The WHS Policy Statement will be available to employees.
- Managers/supervisors will communicate the WHS Policy Statement to employees through toolbox talks or team meetings.
- Attach the WHS Policy Statement to relevant contract, purchasing and leasing documentation (e.g. tender/contract documents).
- Manager/supervisors will deliver training of WHS processes to employees, work experience students, apprentices and trainees.
- Managers/supervisors will provide information and processes to communicate WHS procedures to workers and visitors.
- Managers/supervisors will ensure workers and visitors undertake action in accordance with Council’s WHS policies, procedures and processes.

**Breaches of Policy**

**Employees**

Disciplinary action may be taken, in accordance with the discipline process, against an employee who does not:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the employee is reasonably able, with any reasonable instruction that is given; or
- Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to employees.

**Contractors, Work Experience Students, Apprentices and Trainees**

Breaches of this policy will be addressed in accordance with the conditions of their contract.



**Volunteers and Visitors**

Volunteers and visitors who breach this policy may be directed to leave the Council workplace.

**Review Timelines**

This policy will be reviewed when any of the following occur:

- The related information is amended or replaced.
- Other circumstances as determined from time to time by the CEO.