



# **Blackall-Tambo**

## **Regional Council**

# **Work, Health & Safety Policy**

## **Purpose**

This policy demonstrates the Blackall-Tambo Regional Council's commitment to ensuring the health, safety, and wellbeing of all workers, making sure they feel safe, supported, and encouraged to raise concerns at work.

## **Policy Statement**

### **Our commitment:**

1. The health, safety and wellbeing of our workers is our number one priority.
2. We value the health and wellness of our workers prioritising both their physical and psychological safety in our workplace.
3. We will collaborate with our workers to ensure that our workplaces are as safe and healthy as possible for everyone.
4. Our aim is to be recognised as a leading organisation where it is safe and healthy to come to work.
5. We will enhance the health and safety capabilities of our workers and focus on minimising harm.
6. We will improve our health and safety outcomes practically and remove unnecessary red tape to achieve this.
7. We will improve health and safety outcomes by building our workers' capabilities, through learning and training, and we will focus on minimising or eliminating harm in our workplaces.

### **To achieve this, we will:**

8. Not prioritise any work activities over safe work practices.
9. Ensure that all our workplaces, and work conducted at all sites and locations are carried out safely.
10. Maintain a positive mindset for health and safety and foster a culture where leaders and workers work collaboratively and proactively to ensure the safety of our people.
11. Protect our workers from harm by assessing and eliminating hazards and risks and empowering them to refrain from starting or cease work until it is safe to do so.

Document #: Admin 44	Date Effective: 16.10.2024 Review Date: 16.10.2026	Version: 2.0	Page 1 of 4
----------------------	---	--------------	-------------



12. Support our workers in prioritising their physical and mental health, with a focus on prevention, education and training.
13. Ensure all workers know and understand their health and safety responsibilities enabling them to implement safe and healthy behaviours and practices.
14. Comply with all health and safety legislation and align processes and procedures with relevant industry standards.
15. Implement systems to enable the immediate or timely reporting of health and safety injuries, incidents and hazards.
16. Thoroughly investigate incidents and report on recommendations for learning and improving health and safety practices.
17. Commit to establishing and maintaining a consistent and effective work health and safety management system to eliminate or minimize risks and foster a culture of continuous improvement.
18. Commit to thoroughly implement this, Our Safety Policy, to ensure it is effectively integrated into all aspects of our operations.
19. Ensure incident investigations are undertaken to facilitate organisational learning and improvement in managing health, safety and wellbeing risks.
20. Eliminate all workplace hazards and risks wherever possible and where not feasible, minimise them as far as is reasonably practicable.
21. Provide timely health and safety information, instruction, and training to all workers and visitors to the workplace.
22. Supervise workers to ensure work activities are performed safely.
23. Promote a positive and proactive culture by consulting and involving workers in matters relating to health, safety and wellbeing.
24. Provide appropriate safety equipment and personal protective equipment and ensure all plant, equipment and materials are maintained and fit for use.
25. Safely maintain any accommodation that is owned, managed or under the control of council.
26. Implement a best practice injury management and return to work program.
27. Establish and utilise measurable objectives and targets to monitor worker health and workplace conditions, aiming to control and prevent workplace illness and injury and to ensure continuous improvement.
28. Foster a culture of continuous improvement to health and safety that aims to eliminate work related illness and injury.



29. Ensure compliance with all health and safety legislation while aligning processes and procedures to relevant industry standards.
30. Establish a consistent and effective work health and safety management system that enables the elimination or minimisation of work health and safety risks.

**As part of a safe and healthy work environment all workers must:**

31. Take reasonable care for their own health and safety.
32. Follow safe work legislation, policies, systems, procedures, instructions, and rules.
33. Participate in safety training.
34. Start work only once they believe it is safe to do so.
35. Stop work if they see unsafe working conditions, behaviours, practices, missing safety procedures, or incorrect safety methods being used.
36. Report health and safety hazards to their line leader promptly.
37. Report all injuries and incidents as soon as practicable.
38. Use safety equipment and personal protective equipment as instructed.
39. Ensure relevant qualifications, training, or licensing requirements remain up to date.
40. Use approved risk management methods to ensure activities do not compromise the health and safety of themselves or others.

**Actions to Ensure Compliance**

- The WHS Policy Statement will be included in induction material, be displayed on noticeboards at permanent workplaces and 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, contractors, apprentices, trainees, work experience, volunteers and visitors.
- Managers/supervisors will ensure workers, contractors, apprentices, trainees, work experience, volunteers and visitors undertake action in accordance with Council's Work Health and Safety 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.

## **Maintenance and review of the Health, Safety and Wellbeing Policy**

41. This health and safety policy will be maintained and reviewed periodically to ensure it remains relevant and appropriate to the organisation's health and safety risks.

## **Definitions**

Nil

## **Legislative references**

*Local Government Act 2009*

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

## **Supporting documents**

Code of Conduct for Employees Policy

Work Health and Safety Strategic Plan 2023-2026

Associated Codes of Practice and Standards