



**CORANGAMITE
SHIRE**

Occupational Health and Safety Policy

Corangamite Shire Council
2019

Council Policy



Occupational Health & Safety

Introduction

Proactive management of the health and safety of all workers employed by Corangamite Shire Council is a key objective of the Council Health and Safety Management System. This policy provides the guidance for health and safety management across Council.

Purpose

The purpose of this policy is to ensure:

- that health and safety is an integral part of managing the Council and that management plans address health and safety;
- compliance with all health and safety legislative requirements;
- ‘As far as reasonably practical’¹ eliminate hazards to workers in workplaces under the control of the Council or performing Council work (including sites away from usual workplaces);
- continuous improvement of health and safety is actively encouraged and supported through consultation with all workers, information, instruction, training and supervision; and
- the condition of the workplace and the health of workers is monitored and controlled.

Scope

This policy applies to Council:

- employees;
- volunteers;
- contractors or subcontractors;
- employees of a contractor or subcontractor;
- employees of a labour hire company who has been assigned to work within workplaces;
- apprentices or trainees; and
- students gaining work experience

when they are in a workplace under Council’s control and management and/or using or handling any plant or substances and/or performing work in the conduct of Council’s business.

Definitions

- **Workplace** – “means a place, whether or not in a building or structure, where employees or self-employed persons work”.²
- **Due diligence** – to take every reasonably practicable precaution to protect the health, safety and welfare of those in the workplace.³

¹ Refer to “How Worksafe applies the law in relation to reasonably practical”, a guideline made under section 12 of the OHS Act 2004

² Occupational Health and Safety Act 2004

³ Adapted from *Due Diligence at Work, Workcover NSW Health and Safety Guide, 1997*

- **Hazard** - A source or situation with a potential to cause injury or illness, damage to property or the environment or a combination of these.
- **Health & Safety Management System** - "that part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the OHS policy and so managing the risks associated with the business of the organisation." ⁴

References

- *Occupational Health and Safety Act 2004*
- *Accident Compensation Amendment Act 2010*
- OHS Regulations 2017
- Australian Standard AS/NZS 4801:2001

Policy Detail

Corangamite Shire Council is committed to providing and continuously improving a safe and healthy workplace through:

- A proactive, embedded culture of safety where all workers have an active, ongoing role;
- Safety leadership - where senior and middle management lead from the front and 'walk the walk';
- Safety planning, including the ability to 'Report, Monitor and Control' the effectiveness of safety management throughout the organisation;
- Ongoing compliance with legislative requirements;
- Communication and Consultation on all health and safety matters;
- Everyone having the ability to readily identify and report workplace hazards and effectively and efficiently control them; and
- Effective and efficient return to work following injury.

This will be achieved through the Health and Safety Management System (HSMS) which incorporates:

- Management accountability;
- Strategic planning;
- Consultation;
- Hazard management;
- Reporting and recording;
- Supervision and training; and
- Injury management.

Responsibilities

Councillors are responsible for:

- Approval of the Health and Safety Policy; and
- Complying with Corangamite Shire health and safety policy when performing in their role as Councillor at all Council workplaces.

CEO and Directors are responsible for:

- Leading the organisation to continuously improve safety awareness and culture;
- Exercising due diligence to ensure compliance with Council's duty of care;

⁴ *Australian Standard AS/NZS 4801:2001*

- Monitoring the overall effectiveness and implementation of the Health and Safety Management System (HSMS); and
- Providing resources to ensure that health and safety requirements are addressed in an efficient and effective manner.

Managers and Supervisors are responsible for:

- Maintaining a working environment that is safe and where all hazards are efficiently and effectively controlled through the implementation of health and safety procedures.
- Exercising due diligence to ensure compliance with Council's duty of care.
- Provision of adequate facilities for the welfare of workers.
- Provision of information, instruction, training and supervision to workers as required for the safe conduct of tasks in the workplace.
- Ensuring that persons other than workers are not exposed to health or safety hazards arising from tasks being carried out.
- Reporting, monitoring and controlling workplace conditions.

All Workers are responsible for:

- Exercising due diligence to ensure compliance with Council's duty of care.
- Taking reasonable care for their own health and safety and for those who may be affected by their actions.
- Complying with Health and safety policies, procedures and instructions.
- Taking action to identify, assess, control and review hazards.
- Reporting potential and actual hazards.
- Immediately reporting any work related injury or near miss incidents to their Manager/Supervisor and the Human Resources/Risk Management Department.

The Human Resources/Risk Management Department is responsible for:

- Developing and maintaining the Health and Safety Management System inclusive of policies and procedures which support continuous improvement of health and safety and compliance with legislation.
- Coordinating the effective operation of the Health and Safety Management System.
- Providing advice and information across Council to ensure Health and Safety requirements are met.
- Providing information and training required for workers to meet their health and safety responsibilities.
- Providing coordination of the Occupational Health and Safety Committee.

Related Policies and Procedures

This policy should be read in conjunction with Corangamite Shire Council health, safety and risk related policies and procedures.

Human Rights

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Review Date

This policy will be reviewed in 2022, or earlier as required by changed circumstances, including changes to legislation and policies.