

POLICY	WORK HEALTH AND SAFETY	
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1.0 INTRODUCTION

Under the Work Health and Safety Act 2011 Moree Plains Shire Council (Council) is defined as a “person conducting a business or undertaking” (PCBU). Council has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers engaged or caused to be engaged at work in the business or undertaking.

Council must also ensure, so far as is reasonably practicable, that the health and safety of other persons including clients, customers and visitors is not put at risk from work carried out as part of the business or undertaking

2.0 PURPOSE

2.1 To actively manage and implement a comprehensive Work Health and Safety (WHS) Management System and ensure the system remains at an effective level of operation to eliminate or control work related injury and illness to a level that is reasonably practicable.

3.0 SCOPE

3.1 The policy applies to all Council Councillors, officers and workers and visitors.

4.0 POLICY STATEMENT

4.1 Statement

Council is committed to achieving the highest performance in health and safety. Adopting and promoting the provisions of the Work Health and Safety Act and its associated Regulations, Codes and Standards, together with significant importance placed in the areas of hazard/risk management and injury prevention strategies, will achieve WHS objectives.

4.2 Principles

- 4.2.1 Provide WHS training, instruction, education equipment, clothing and information to ensure the development of workers skills and expertise for safe work practices and conditions.
- 4.2.2 Ensure stakeholder involvement through consulting, cooperating and coordinating activities between Council workers and other “persons conducting a business or undertaking” (PCBUs).
- 4.2.3 Ensure hazards likely to pose a risk to Council workers and others are identified, assessed and eliminated or adequate control measures put in place as far as reasonably practicable.
- 4.2.4 Strive for continuous improvement in WHS performance.

5.0 RESPONSIBILITIES

Health and safety at work is both an individual and shared responsibility.

5.1 Councillors


Councillors are required to take reasonable care of their own health and safety and that their acts or omissions do not adversely affect the health and safety of others.

Councillors are to comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health or safety at the workplace.

5.2 Officers

Officers are to exercise ‘due diligence’ to ensure that Council complies with any duties or obligations imposed on Council. Officers are required to take reasonable steps that will support a health and safety culture, accountability, the allocation of resources and development of appropriate resources. This includes but is not limited to the following:-

- Provide leadership, information, resources, training/education and instruction to ensure workplaces are safe and without risk to health.

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- Ensure Council Work Health and Safety (WHS) policies and procedures and administrative controls are implemented and reviewed on a regular and systematic basis in consultation with workers as part of continuous improvement of the systems.
- Ensure prompt remedial action is undertaken to eliminate any unsafe or unhealthy conditions or behaviour and will encourage the rehabilitation of injured staff through post-injury management procedures.
- Conduct inspections of worksites, in consultation with the relevant workers, to identify, assess and control hazards.

5.3 Workers and Visitors

Council requires all Workers and Visitors to take reasonable care of their own health and safety and that their acts or omissions do not adversely affect the health and safety of others.

Workers and Visitors are to comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health or safety at the workplace.

- A person is a worker if the person carries out work in any capacity for a PCBU (Council), including work as:
An employee; a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work for Council; an outworker; an apprentice or trainee; a student gaining work experience or a volunteer.

6.0 CONSULTATION

Council is committed to encouraging consultation, cooperation and coordination between Council and workers. For this purpose, it will establish a Health and Safety Committee.

6.1 Health & Safety Committee (HSC)

The HSC is the Council's consultation body in regard to development of WHS standards, rules and procedures at the workplace. As well as facilitate cooperation between Council and workers on issues that present a risk to health and safety

The HSC through consultation will try to reach consensus on all aspects of Councils WHS Management System.

The HSC shall consider the issues that would normally be dealt with by a Health and Safety Representative.

The HSC will have agreed or prescribed additional functions as per the HSC Constitution.

6.2 Health and Safety Representative (HSR)

Workers are able to elect Health and Safety Representatives who assist with the resolution of issues affecting the health and safety of Council workers. They:

- Represent workers in relation to work health and safety
- Monitor the measures taken by Council to meet their duties
- Investigate complaints from members of the workgroup
- Inquire into the risk of the health and safety of relevant workers

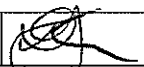
When appropriately trained to do so, HSRs have additional powers and functions:

- Directing unsafe work to cease when necessary
- Issuing of provisional improvement notices after reasonable consultation to resolve the issue has occurred.

7.0 POLICY REVIEW

7.1 Council will review existing policies if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.

7.2 Council will review the policy biennially from the date of adoption.

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