



# KENTISH COUNCIL POLICY

## WORKPLACE HEALTH AND SAFETY

### Policy Number 02:32:2013

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| <b>POLICY NUMBER</b>       | 02:32:2013  |
| <b>STATUTORY AUTHORITY</b> | Work Health and Safety Act 2012   |
| <b>POLICY</b>              | Adopted 19 March 2013      Minute No: 11.1.2<br>Reviewed 20 October 2015      Minute No: 11.4.2 |
| <b>REVIEW</b>              | The effectiveness of this Policy will be reviewed annually.                                     |

#### 1. OBLIGATIONS:

Kentish Council is committed to its responsibility of providing a safe working environment for all employees, contractors, volunteers and the general community.

In accordance with the Work Health and Safety Act 2012 (Tas) [the Act] Council's primary duty is to ensure that as far as is reasonably practicable, the health and safety of workers and other persons is not put at risk in the workplace and that hazards are actively identified and controlled or eliminated.

Council expects that all employees, contractors and volunteers (workers) to Council's premises and worksites demonstrate both an individual and shared responsibility with regard to the prevention of workplace injuries and illness. It is recognised that health and safety at work is a team effort involving everyone including management, employees and contractors.

#### 2. OBJECTIVES:

Council are committed to the work health and safety of our workers, visitors and the communities associated with our business.



Kentish Council will:

- comply with all legislative work health and safety requirements, and develop processes that have regard for other relevant industry standards or codes of practice;
- promote a positive and proactive health and safety culture that encourages open discussion on work health and safety issues and a commitment to improving safety performance;
- protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of work health and safety risks;
- ensure open communication on health and safety matters by active consultation, cooperation and representation with fair and just issue resolution;
- provide education, instruction, information and competent supervision to workers as required, for them to work safely and without risks to their health;
- ensure that all plant, equipment and materials are fit for use and maintained in a safe condition;
- report and investigate incidents and manage recommendation to improve safety policies and procedures;
- set health and safety targets, monitor health and safety performance and drive continual improvement;
- monitor the health of workers and the conditions of the workplaces under Council management to control and prevent injury and illness.

### **3. SCOPE**

This policy is applicable to all Council operations and functions and covers all Council workers, Councillors and visitors to Council premises and worksites.

### **4. RESPONSIBILITY**

#### **4.1 Senior Management**

The General Manager and senior managers have responsibility for promoting and maintaining a safe work environment.

In accordance with Section 27 of the Act, senior managers must demonstrate due diligence by taking reasonable steps to:

- acquire and keep up-to-date knowledge of work health and safety matters;
- gain an understanding of the operations of the Council and the hazards and risk associated with its operations;
- ensure that workers have appropriate resources and processes to eliminate or minimise risk to workers;
- ensure that there are appropriate processes to receive and consider information regarding incidents, hazards and risks and that they are responded to in a timely way; and
- ensure that appropriate processes are implemented to comply with the specific duties and obligations under the Act, e.g. consultation with workers and ensuring provision of training to workers.



#### **4.2 Managers and Supervisors**

Council managers and supervisors are responsible for the effective implementation of Council's work health and safety system, policies and procedures within their area of responsibility.

Managers and supervisors must:

- observe, implement and fulfil the responsibilities under the Act and associated regulations and codes of practice that apply to work at Council;
- provide supervision appropriate to the level of risk that the task or job entails;
- actively identify, assess, register, control and review hazards in the workplace;
- ensure that all incidents within their area of responsibility are reported, investigated and controlled; and
- manage contractors and authorised visitors to the Council and Council work sites in a systematic and safe manner.

#### **4.3 Workers, Councillors and Visitors**

All workers, Councillors and visitors must:

- take reasonable care of themselves and others in the workplace and ensure that their conduct does not adversely affect the health and safety of others;
- co-operate in relation to Council's health and safety policies, systems and procedures.
- comply with Council's instructions in relation to work health and safety;
- identify and report any unsafe conditions or acts that come to their attention; and
- ensure maintenance of licences and competencies for the equipment and tasks they are assigned.

#### **4.4 Contractors and Sub-contractors**

Contractors and sub-contractors;

- are considered to be workers within the Council environment as defined in the Act;
- are required to comply with Council's work, health and safety policies, procedures and systems of work;
- are to take reasonable care of themselves and others in the workplace;
- must observe directions on health and safety from designated officers of Council;
- must not bypass or misuse systems or equipment provided for health and safety purposes and must ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace; and
- must identify and report any unsafe conditions or acts that come to their attention to their Council contact person.

#### **4.5 Health and Safety Committee**

Council's health and safety committee is established under Section 75 of the Act is responsible for:

- facilitating co-operation between Council and workers in instigating, developing and carrying out measures designed to ensure worker's health and safety at work; and
- assisting in developing standards, rules and procedures relating to health and safety in the workplace.

The Committee will operate in accordance with the provisions of the Act.



## 5. PROCEDURE (POLICY DETAIL)

### 5.1 Compliance

Council will comply with the relevant work health and safety legislation which applies in Tasmania.

### 5.2 Work Health and Safety System

Council will implement a work health and safety management system, comprising a framework of policies, procedures, plans and resources to prevent injuries and to systematically manage work health and safety at workplaces owned, controlled or managed by the Council.

### 5.3 Resourcing

Council will provide adequate resources to meet its work health and safety responsibilities.

### 5.4 Training and Supervision

Council will identify, develop and provide appropriate information, instruction and control risks to persons in the working environment including regular review of changes to work methods and practices.

### 5.5 Management of Safety Hazards and Risks

Council will use a risk based approach to identify hazards, assess risks and implement appropriate risk control strategies.

### 5.6 Safe Systems of Work

Council will provide, monitor and maintain safe systems of work for the use, handling, storage and transportation of infrastructure, plant, equipment and substances.

Council will ensure that plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures.

Council will maintain safe systems of work, safe work premises and a safe work environment.

### 5.7 Consultation

Council will consult with workers to enhance the effectiveness of its health and safety management system and others matters related to health and safety in the workplace. A formal Health and Safety Committee is established to facilitate formal consultation on work health and safety matters.

### 5.8 Issue Resolution

Council is committed to ensuring that work health and safety issues raised are resolved through a formal resolution procedure.

### 5.9 Review

Council will regularly review its health and safety management system to monitor its performance and progress. The effectiveness of this policy will be reviewed every two years.



## 6. COMMUNICATION

All workers will be briefed on this policy as part of their induction program and on an on-going basis.

## 7. LEGISLATION

The following legislation should be considered in conjunction with this policy:

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Workers Rehabilitation and Compensation Act 1988
- Codes of Practice in place for work health and safety which may apply to the operations and work practices of the Council
- Australian Standards.

## 8. DEFINITIONS

The Council is considered to be the Person Conducting a Business of Undertaking (PCBU) as defined in the **Work Health and Safety Act 2012**.

Senior Management means the General Manager, Engineering and Services Manager, Corporate Services & Finance Manager and Economic and Community Development Manager, with duties as Officers as defined in the **Work Health and Safety Act 2012**.

Managers/supervisors means staff members with direct supervisory responsibilities for other workers within the workplace.

Workers are defined in the **Work Health and Safety Act 2012** as an employee, contractor, sub-contractor, employee of a labour hire company, apprentice, student on work experience or a volunteer.

## 9. RELATED DOCUMENTS

There are a suite of administrative policies, procedures and Codes of Practice which support this Work Health and Safety Policy.