



Murrumbidgee COUNCIL

Work Health and Safety Policy

	Name	Position	Signature	Date
Responsible Officer	Raylene Slade	WHS Risk Advisor	<i>Raylene P Slade</i>	<i>27 Aug 2019</i>
Authorised By	John Scarce	General Manager	<i>J Scarce</i>	27 August 2019

Document Revision History	
Revision Number:	1
Previous Reviews:	Murrumbidgee Shire Council 15/10/2014
Next Review Date:	1 September 2022
Date adopted by Council:	
Minute No:	
Review Date:	
Minute Number:	
Review Date:	
Minute Number:	

August 2019

Policy Scope

This policy applies to all Council activities

Policy Objective

- Manage Work Health and Safety to a standard that meets legislative and regulatory requirements
- Ensure that all staff have an awareness of and commitment to safe work practices in carrying out the activities and functions of the Council
- Foster a culture and commitment to ensuring the safety of people in the workplace as well as others external to the organisation that may be impacted by Council activities
- Provide guidelines, systems and processes to ensure Council in carrying out its operational and regulatory functions meet best practice of legislative requirements in respect to Work Health and Safety
- Provide for consultation, cooperation and coordination between and Persons Conducting a Business or Undertaking (PCBU's) and works and others at the workplace
- Ensure that any workplace under Council management or control is, as far as is reasonably practicable, without risk to the health and safety of any person.

Policy Statement

The Murrumbidgee Council as a Person Conducting a Business or Undertaking (PCBU), has a goal of achieving the highest level of Work Health and Safety (WHS) for all workers and visitors. At Murrumbidgee Council Work Health and Safety performance is a core value and is integral to the management of our business.

Murrumbidgee Council is committed to safe operations. If any activity carries an unacceptable level or risk, the activity does not proceed until the risk is reduced to an acceptable level.

Council recognises that it has a legal obligation to ensure the health and safety of workers, and other persons affected by Council activities. In meeting this obligation Council shall comply, so far as it is reasonably practicable, with all work health and safety laws including (but not limited to) the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.

2. Responsibility

Responsibilities of the Council, Officers, and Workers are as described below:

- 2.1.1 Council shall demonstrate continued commitment in meeting its moral and legal obligation by ensuring that adequate human and financial resources are made available so that the objectives of this policy are met.
- 2.1.2 Councillors (elected members), while conducting business for Council, have a responsibility to ensure that reasonable care is taken for their own safety and that their general interaction with Council workers and others does not adversely affect the health, safety or wellbeing of these people. They must comply with reasonable instructions to assist Council in complying with the WHS legislation.

2.1.3 The General Manager (and/or delegate) is responsible, and accountable to the Council, for ensuring that the objectives of this policy are met. The General Manager is responsible for ensuring that a Work Health and Safety Management System (WHSMS), including return to work provisions is developed, implemented, reviewed and maintained.

The General Manager shall:

- consult, coordinate and cooperate with other PCBU's working for or on behalf of Council
- approve all work health and safety policies
- regularly review and document organisational WHS performance
- actively support the integration of WHS as part of normal management practices
- consult with workers when making decisions on issues, which may affect their health, safety and wellbeing

2.1.4 Managers are responsible for ensuring that the requirements of the WHSMS are communicated to employees and are implemented at all workplaces within areas of their responsibility.

Managers shall:

- actively support the integration of WHS as part of normal management
- regularly report to the General Manager on WHS initiatives implemented and the WHS performance of their Division
- consult with workers when making decisions on issues, which may affect worker health and safety and well being
- actively maintain current WHS knowledge as applicable to area of responsibility

2.1.5 Workers have a responsibility to take reasonably practicable care for their own safety and that of other people at the workplace, who may be affected by the work being done.

Workers shall:

- co-operate with other workers and management to ensure that legal WHS requirements are met
- actively participate in WHS consultation
- immediately report all accidents, injuries, incidents, hazards, dangerous occurrences, unsafe conditions and near misses to management
- carry out their work activities in accordance with all policies, procedures and approved work methods
- comply with any lawful WHS directive

Definitions

Council means Murrumbidgee Council.

Staff means all person employed by Council.

Council official means Councillors, Council staff, volunteers or delegated persons as defined in the Local Government Act 1993.

Related Documents and Legislation

Council's Adopted Code of Conduct
Local Government Act 1993
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
WHS Codes of Practice (Safe Work Australia)
AS/NZS 45001:2018 OHSMS

Review

This policy should be reviewed every three years. The policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).