



George Town Council

Work Health & Safety Policy

Policy No. 6 - Version 2

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Introduction

George Town Council is committed to providing a safe and healthy work environment for all Council workers, Councillors, and others including visitors to the workplace. This will be supported through the adoption and promotion of the provisions of the “*Work Health and Safety Act 2012*”.

Policy Statement

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

Council requires that all Council workers, Councillors and others including visitors to Council's premises and worksites, also demonstrate a collective responsibility with regard to the prevention of workplace injuries and illness. Everyone has an important contribution towards working safely.

Scope of Policy

This policy applies to all Council workers, Councillors and others including visitors to Council premises and work sites

Link to Strategic Plan

This Policy aligns with the George Town Strategic Plan in that it promotes responsibility within the organisational culture.

George Town Council Strategic Plan 2012-2017

Goal 1: To be a responsible, accountable local government

Strategy: Implement continuous improvement plans and appropriate staff development and training programs

Objective: Ensure the organisation enhances and promotes employee satisfaction, health, safety and wellbeing

Legislation

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

- Workplace Health and Safety Act 2012;
- Workplace Health and Safety Regulations 2012;
- Workers Rehabilitation and Compensation Act 1988 (Tasmania);
- National Compliance and Endorsement Policy;
- Any Codes of Practice in place for Work Health and Safety which may apply to the operation and work practices of the Council; and
- Local Government Act 1993

Related Documents

- George Town Council Risk Management Policy No. 33
- George Town Council Risk Management Framework
- George Town – Fitness for Work (Alcohol & Drugs)

Procedure (Policy Detail)

Council is responsible for providing and maintaining:

- **Compliance:**
Council will comply with the relevant work health and safety legislation as applicable to the State of Tasmania
- **Work Health and Safety Management System**
Council will implement a work health and safety management system, based on policies, procedures and provide resources to prevent injuries and to systematically manage work health and safety at workplaces owned, controlled or managed by the Council
- **Resourcing:**
Council will provide adequate resources and finances, to meet its work health and safety responsibilities
- **Training and Supervision:**
Council will identify, develop and provide appropriate information, instructions, training and supervision to equip workers with the knowledge and skills to meet their work health and safety responsibilities
- **Management of Safety Hazards and Risks:**
Council will undertake risk management activities to identify, assess and control risks to persons in the work environment, including regular reviews of changes to work methods and practices where practicable
- **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 strive to maintain safe systems of work, safe premises and work environment.
- **Safe Facilities at Work:**
Council will resource and provide adequate facilities to protect the welfare of workers
- **Consultation**
Council will consult with workers to enhance the effectiveness of the health and safety management system and on any other matter directly related to health and safety in the workplace. The Council will maintain a Work Health and Safety Committee to regularly facilitate formal consultation on work health and safety matters
- **Review of Management Systems**
Council will work to eliminate work related injury and illness and will regularly monitor its safety performance and positive progress towards this objective

Definitions

Council is defined as a person Conducting Business or Undertaking (PCBU) as defined in the *Work Health and Safety Act 2012 (TAS)*

Officers are persons within Council who make or participate in making decisions that affect the whole or significant part of the organisation

Workers are anyone carrying out work, in any capacity for or on behalf of Council. This includes employees, contractors and their employees, sub contractors and their employees, labour hire employees engaged to work for Council, outworkers, apprentices, trainees, work experience students and volunteers

Other persons at the workplace are any person present at a place where Council carries out business or undertakings

Duties - principles applicable to duties are:

- Duties are not transferable; and
- Duties cannot be delegated to another person; and
- A person can have more than one duty (i.e. Officers also have duties as Workers); and
- More than one person can have the same duty

Application of Policy - Roles and Responsibilities – Council

Council is responsible for:

- Providing and maintaining a safe work environment without risk to safety
- Providing and maintaining safe plant and structures
- Providing and maintaining safe systems of work
- Ensuring the safe use, handling and storage of plant, structures and substances
- Providing adequate facilities for the welfare of workers and ensuring access to these facilities is maintained
- Providing adequate instructions, training, information and supervision
- Monitor the health of workers and conditions at Council workplaces to prevent illness or injury
- Consult with and inform workers in accordance with WHS legislation on matters that impact on their health, safety and welfare at work including the development of Council's policies, procedures and safe work practices.

Application of Policy - Roles and Responsibilities - Officers

An Officer having a duty or obligation under the Act must exercise due diligence to ensure the person conducting the business or undertaking complies with that duty or obligation by:

- Acquiring and keeping up-to-date knowledge of work health and safety matters
- Understanding the nature of Councils' operations or undertakings, and generally of the hazards and risks involved
- Ensuring Council has available and uses appropriate resources to eliminate or minimise risks to health and safety
- Ensuring there are appropriate processes for receiving and considering and responding in a timely manner to information regarding incidents, hazards and risks
- Ensuring Council implements processes for complying with its duties and obligations including consultation, training, instructions and reporting of notifiable incidents
- Ensuring adequate supervision of contractors

- Correcting any unsafe behaviour displayed by Workers, Councillors and others including visitors as soon as possible.

Application of Policy - Roles and Responsibilities - Workers

Workers must:

- Take reasonable care for their own health and safety
- Take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of others
- Comply, so far as reasonably able, with any reasonable instruction from Council to enable compliance with the WHS Act
- Cooperate with any reasonable policy or procedure of Council relating to health and safety that the workers have been notified of.

Application of Policy - Roles and Responsibilities - Others in Workplace

A person at a workplace (whether or not the person has another duty) must:

- Take reasonable care for their own health and safety
- Take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of others
- Comply, so far as reasonably able, with any reasonable instruction from Council to enable compliance with the WHS Act

Application of Policy – Functions of Health & Safety Committee

The Health and Safety Committee shall be supported by management and employees. The functions of the Health and Safety Committee are:

- to facilitate cooperation between the Person Conducting Business or Undertaking (PCBU) and workers in instigating, developing and carrying out measures designed to ensure worker's health and safety at work; and
- to assist in developing standards, rules and procedures relating to health and safety that are to be followed at the workplace; and
- any other functions prescribed by the regulations or agreed between the Person Conducting Business or Undertaking (PCBU) and the Health and Safety Committee

Meetings of Committee

The Health and Safety Committee will meet at least every 3 months at a time nominated and agreed by at least half of the members of the committee

Minutes of the meetings of the Health and Safety Committee will be made available to all employees via Council's records management system, internal e-mail or staff notice boards

Application of Policy - Reporting Requirements

Council is responsible for the keeping of records of any injuries in the workplace that result in any person in the workplace losing one day of work or more. These records are indicators of risks to health and safety.

Under the Act, all serious bodily injuries or illnesses must be notified by the employer to Workplace Standards Tasmania (The Regulator) by the quickest available means as soon as is reasonably practicable. Management must also provide written notification of the details within 48 hours.

Accountability

Council, Council's Officers and Workers may be held liable under the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012* for any breaches of the Act and the Regulations.

Implementation of Policy

This policy will become effective upon approval by Council.

This policy shall be reviewed every three (3) years, or sooner if any information, incident, injury, illness, legislative or organisational change warrants a review of this policy.

Responsibility

The General Manager and Senior Management have responsibility for the operation of the policy and to raise an organisational wide safety culture and for developing and reviewing Councils work health and safety management systems, policies and procedures.