



Work Health and Safety Policy

Document Authorisation

RESPONSIBLE OFFICER:		WHS COORDINATOR			
REVIEWED BY:		MANEX, Work Health and Safety (WHS) Consultative Group			
REVIEW DUE DATE:		October 2026			
VERSION NUMBER:		8			
DOCUMENT NUMBER:		WHS:POL:001:8.0			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED / ADOPTED BY:
8	26/10/2023	11.10/23	New Council policy format. Additions to the policy are in line with StateCover requirements for a best practice WHS Policy.	WHS Coordinator	Council
7	20/6/2020	20.06/20	Update of policy variation and review wording. Update of legislation dates.	WHS Coordinator	Council
6	24/11/2016	16.11/16	Update of policy review timeframe to 3 yearly.	WHS Coordinator	Council

Note: Document Control continued at Appendix A


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General Manager

30/10/23
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Date

Acknowledgement of Country

Glen Innes Severn Council acknowledges and pays respect to the Ngorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

Purpose

The purpose of this policy is for:

- Glen Innes Severn Council (Council) to recognise its moral and legal responsibility to provide a safe and healthy work environment for workers (including volunteers and contractors), customers and visitors;
- This commitment extends to ensuring that the organisations operations are conducted in such a manner as to minimise the risk of injury or ill to all persons at the workplace.

Applicability

This policy applies to:

- Glen Innes Severn Council in all its operations and functions including those situations where workers are required to work off site.

Outcomes

Glen Innes Severn Council shall:

- Provide a safe place of work, including safe plant, equipment and systems of work;
- Ensure compliance with legislative requirements and current industry standards;
- Consult with workers on all safety matters;
- Provide written procedures and instructions to ensure safe systems of work;
- Provide information, instruction, training and supervision to employees, contractors, volunteers and customers to ensure their safety;
- Provide support and assistance and effective issue resolution processes to workers, including volunteers.

Roles and Responsibilities

All workers of the Council have a collective and individual responsibility to work safely and be engaged in activities to help prevent physical and psychological injuries and illness.

The following principle applies to all duties in the *Work Health and Safety Act 2011 (NSW) (WHS Act)*:

1. a duty is not transferable;
2. a person may have more than one duty;
3. more than one person can have the same duty;
4. risks are managed to ensure they are eliminated or minimised, so far as is reasonably practicable.

Section 252(1) of the *WHS Act* defines an **Officer** of a Public Authority (Council) as a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking of a public authority. An officer of a business or undertaking (Council) must exercise due diligence to ensure that the Council complies with their duties under the WHS legislation;

- If a person is responsible only for implementing those decisions, they are not considered an officer.

Officers of Council, as defined by the *WHS Act*, are therefore determined to be the General Manager, Director of Corporate and Community Services, Director of Infrastructure Services and Director of Place and Growth.

The **General Manager** is responsible for and is committed to the effective implementation of the overall Work Health and Safety of Glen Innes Severn Council.

The **Officers** are responsible for providing leadership, exercising due diligence within their respective areas of responsibility, including:

- Acquiring and keeping up to date with knowledge of WHS matters;
- Gaining an understanding of the Council's business operations and the associated hazards and risks;
- Ensuring the Council has available and uses the appropriate resources and processes to eliminate or minimise risks to health and safety;
- Ensuring the Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- Ensuring the Council implements processes for complying with any duty or obligation under the WHS Act;
- Verifying the provision and use of resources and processes required for compliance.

In addition, the **Officers** shall:

- Promote a culture at Council that supports the intended outcomes of Council's Work Health and Safety Policy and Work Health and Safety Management System;
- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, Work Health and Safety Management System and legislative requirements within their areas of responsibility;
- Monitor the effectiveness of the Work Health and Safety Management System within their areas of responsibility;
- Support line managers and supervisors to fulfil their health and safety responsibilities and accountabilities within their area of responsibility;
- Formally approve Work Health and Safety procedures;
- Review overall organisational health and safety performance;
- Participate where required in the resolution of safety issues;
- Review serious accidents/incidents and monitor corrective actions;
- Review the performance of line managers and supervisors to ensure the effective implementation of the Work Health and Safety Management System;
- Participate in the Work Health and Safety Consultative Group.

Line Managers and Supervisors shall:

- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, Work Health and Safety Management System and legislative requirements within their areas of responsibility;
- Consult on work health and safety matters with all workers, including volunteers and contractors who report to them, and their representatives;
- Monitor health and safety performance within their area of responsibility;
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc;
- Participate where required in the resolution of safety issues;
- Review all accidents/incidents and take action and/or prepare reports if appropriate;
- Participate in the Work Health and Safety Consultative Group where required;
- Initiate actions to improve health and safety;
- Regularly review the health and safety performance of their workers, including volunteers;
- Actively monitor the workplace to determine the presence of hazards and take appropriate actions to rectify any hazards found;
- Ensure all workers, including volunteers, are inducted and receive training as required to perform jobs safely;
- Assist with the rehabilitation of injured workers.

Workers (including paid employees, labour hire staff, volunteers and work experience students) shall:

- Comply with the Work Health and Safety Management System and adhere to all safe working procedures in accordance with any reasonable instructions;
- Cooperate with any reasonable policies and procedures of the Council including reporting of hazards or incidents via the Council reporting process;
- Participate in consultation with Council on matters that affect work health and safety;
- Take reasonable care of themselves and others who may be affected by their actions;
- Ensure visitors sign in and out of worksites and abide by inductions at construction sites.

Contractors and subcontractors shall:

- Demonstrate a high awareness of and implement a safe system of work at all times;
- Comply with all relevant WHS legislation, standards and codes of practice applicable to their scope of work;
- Adhere to all safe working procedures in accordance with instructions;
- Participate in consultation with Council on matters that affect work health and safety;
- Take reasonable care of themselves and others who may be affected by their actions.

Councillors shall:

- Be familiar with the key provisions of the *WHS Act*;
- Take reasonable care for their own health and safety;
- Take reasonable care that their acts, omissions or decisions do not adversely affect the health and safety of other persons;
- Comply, so far as they are reasonably able, with any reasonable instruction that is given to them to ensure compliance with the *WHS Act*;
- Comply with Councils WHS arrangements and participate in a WHS induction.

Definitions

PCBU: A person conducting a business or undertaking has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.

Public Authority: is defined in section 3 of the *Independent Commission Against Corruption Act 1988 (ICAC Act)* and can include: a government agency, administrative office or teaching service, a statutory body representing the Crown, a local government authority (Council).

Visitor: As defined by the WHS Act any person who visits the Council and is not classified as a worker of the Council. Visitors to the Council may include, but are not limited to: function attendees, commercial clients or customers, family and friends of workers, community visitors including prospective residents, and collaborators.

Work Health and Safety (WHS): Multidisciplinary field concerned with the safety, health, and welfare of people at work.

Work Health and Safety Act 2011 (NSW): regulates WHS in NSW. It specifically aims to protect people at workplaces from risk to their health or safety and to promote safe and healthy work environments.

Work Health and Safety Consultative Group: forms a key element of Council's WHS system and WHS consultative arrangements by providing a vital information conduit between Council's workplace(s) and management, enabling management to remain informed about WHS matters and facilitating the exchange of information and ideas.

Work Health and Safety Management System: An integrated and comprehensive suite of plans, policies, procedures and resources to systematically manage work health and safety in the workplace that is actively endorsed by Council as the employer.

Worker: as defined by the WHS Act, is a person that carries out work in any capacity for a person conducting a business or undertaking, including but not limited to work as: an employee, contractor, sub-contractor, apprentice, work experience student or volunteer.

Workplace: a place (including vehicle, vessel aircraft or other mobile structure) where work is carried out for a business or undertaking and includes any place a worker goes or is likely to go while at work.

Policy Statement

Glen Innes Severn Council is committed to providing and ensuring a physically and mentally safe and healthy work environment for all workers, Contractors, Volunteers, Customers & Visitors to Councils premises and workplace.

The policy defines the principles of this commitment and the Council's approach to the continuous improvement of health and safety in the workplace.

This is achieved by ensuring the *WHS Act* and *Work Health and Safety Regulations 2017 (NSW)* are adhered to along with codes of practice and guidelines published by SafeWork NSW.

Council is committed to ensuring all reasonable measures are in place to eliminate work practices, behaviours, risks, and hazards which have the potential to cause harm to our workers, contractors, volunteers, customers and visitors.

Council exercises and demonstrates due diligence, compliance with legislation and continuous improvement of the safety management system and culture to provide a safer environment.

Council is committed to including workers and their representatives in consultation and participation in safe work practices, identification of hazards and risks.

Council provides a framework for setting measurable WHS objectives and targets to ensure continuous improvement and regularly reviewing performance against these objectives.

This Policy gives effect to the Council's WHS Management System, and the accompanying WHS Management plans, policies, procedures and guidelines.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- Work Health and Safety Act 2011 (NSW);
- Work Health and Safety Regulation 2017 (NSW);
- Independent Commission Against Corruption Act 1988 (*ICAC Act*);
- SafeWork NSW: Codes of Practice.

Relevant Council Policies and Procedures include:

- WHS:PLN:001 Work Health and Safety (WHS) Management Plan;
- WHS:PROC:016 WHS Planning and Reporting Procedure;
- Glen Innes Severn Council Officer's Due Diligence Framework;
- Glen Innes Aggregates - Mine Safety Management System;
- Glen Innes Severn Council - Legislative Compliance Policy.

Variation And Review

The Work Health and Safety Policy will be reviewed every three of years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	27/11/2014	12.11/14	Minor update legislation dates.	WHS Coordinator	Council
4	20/12/2012	12.12/12	Update of legislation title OHS to WHS.	WHS Coordinator	Council
3	23/09/2010	15.09/10	Minor review.	WHS Coordinator	Council
2	24/07/2008	13.7/08	Minor review.	WHS Coordinator	Council
1	16/02/2006	3.02/06	New policy.	WHS Coordinator	Council

