



WORK HEALTH & SAFETY POLICY

Approved By: Council
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1. PURPOSE

Derwent Valley Council is committed to meeting its legal obligations under the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

The most efficient and effective way to reduce the human and financial costs associated with work related injury and illness is through a strategic focus on prevention and zero harm. This encompasses the prevention of illness, accidents and injuries, and provision of meaningful rehabilitation of injured employees; and a pro-active assessment and consideration of both mental and physical aspects of work.

Derwent Valley Council will provide the necessary resources (financial, human, material and office space) to develop, implement and review the Work Health and Safety Management System as per the principles of AS/NZS 4801 and AS/NZS 4804.

Derwent Valley Council will establish measurable objectives and targets to manage the performance of the Work Health and Safety Management System.

Derwent Valley Council is committed to creating and maintaining an environment where management and staff work cooperatively, consult and communicate to ensure a safe and healthy workplace is provided for all employees, contractors, volunteers, visitors and others. Continuously improving our Work Health and Safety Management System and its performance is a core objective, and provides benefits to all associated with Derwent Valley Council while minimising the risk of accidents, injuries and illness.

2. SCOPE

This policy applies across the organisation of Derwent Valley Council and across all workplaces under this organisations control, including contractors, volunteers, visitors and others to the workplace.

3. LEGISLATION

Age Discrimination Act 2004

Anti-Discrimination Act 1998

Australian Human Rights Commission Act 1986

Disability Discrimination Act 1992

Fair Work Act 2009

Local Government Act 1993

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Workers Rehabilitation and Compensation Act 1988

Workers Rehabilitation and Compensation Regulations 2001

Australian Standards

Codes of Practice



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4. RESPONSIBILITIES

Work Health and Safety is both an individual and a shared responsibility. Every Derwent Valley Council employee, contractor, volunteer or visitor is responsible for ensuring that work/activities are undertaken in a safe manner and in accordance with current safety procedures, standards and legislative requirements.

Senior Management will:

- Keep up to date with changes in Work Health and Safety legislation, codes and standards, update procedures accordingly and provide all workers with updates;
- In respect to each employee, contractor, volunteer or visitor employed, ensure so far as is reasonably practicable that the employee is, while at work, safe from injury and risks to health and, in particular, must:
 - a) Provide and maintain so far as is reasonably practicable:
 - I. A safe working environment; and
 - II. Safe systems of work; and
 - III. Plant and equipment in a safe condition; and
 - b) Provide any information, instruction, training and supervision reasonably necessary to ensure that all participants are safe from injury and risks to health.

Management and Supervisors will:

- Develop, implement & review Work Health and Safety procedures;
- Investigate reported hazards, near misses and injuries and make appropriate corrective action;
- Make sure equipment is safe and properly maintained;
- Identify hazards, assess risks and eliminate or control risks;
- Make sure work areas are kept safe and free from hazards;
- Provide the necessary information, instruction, training and supervision to all workers;
- Provide the necessary personal protective equipment (PPE) & safety equipment compliant with Australian Standards;
- Consult workers about Work Health and Safety matters so that workers can actively contribute to decisions effecting their health, safety and wellbeing;



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- Review Work Health and Safety Management System and procedures regularly and make appropriate changes.

All Council Workers will:

- Work in a safe manner to protect their own health and the health and safety of other persons in the workplace;
- Participate in Work Health and Safety consultation, procedures, training and wear appropriate personal protective equipment and clothing provided;
- Cooperate with Derwent Valley Council and other Persons Conducting a Business or Undertaking (PCBU) in their efforts to comply with work health and safety requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when necessary;
- Report all hazards, incidents, accidents, near misses, injuries and illness to their supervisor in a timely manner.
- Participate in rehabilitation and return to work on suitable duties

All Contractors and volunteers will:

- Undertake work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with work health and safety policies, procedures and programs;
- Observe directions from Supervisors or Health and Safety Representatives (HSR) appointed by Derwent Valley Council;
- Subcontractors must have a Work Health and Safety Management System in place to contract to Derwent Valley Council or will be required to operate under the Derwent Valley Councils' management systems and controls.

Failure to comply with or observe a direction regarding Work Health and Safety may be considered a breach of the terms of employment or contract and sufficient grounds for disciplinary action which could lead to termination of employment or the contract.

5. OBJECTIVES

Derwent Valley Council principles Work Health and Safety management objectives are to:

- Comply with relevant State and Federal legislations and regulations;



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- Minimise the risk of occurrence and impact of Work Health and Safety incidents by providing a safe and healthy workplace for all employees, contractors, volunteers & visitors;
- Eliminate injuries, by operating with a belief that all accidents are preventable and that a "zero accident" target is achievable;
- Maintain and regularly review the Work Health and Safety Management System in accordance with the principles of AS/NZS 4801, AS/NZS 4804 and continually improve in Work Health and Safety Management System and practices.

We will achieve this by:

- Implementing a comprehensive Work Health and Safety hazard assessment and rating system for application to all operations;
- Implementing Work Health and Safety awareness through induction and training programs for all employees, contractors, volunteers as required to proactively manage all workplace hazards and ensure risk minimisation;
- Ensuring that appropriate information, instruction and training is provided on all work sites and all for all employees, contractors, volunteers are aware of these resources;
- Ensuring adequate supervision and ensure open communication between all levels of Senior Management, employees, contractors, volunteers;
- Focussing on ongoing improvement in the areas of safety education, accident prevention, and hazard control and injury prevention.

Derwent Valley Council undertakes to ensure that this Policy is:

- Implemented, maintained and communicated to all Councillors, employees, contractors & volunteers;
- Available to interested parties;
- Reviewed via consultation between Councillors, Council employees and volunteers periodically to ensure it remains relevant and appropriate to the organisation.

6. RELATED DOCUMENTS

Derwent Valley Council Work Health and Safety Management System (WHSMS)