

OCCUPATIONAL HEALTH AND SAFETY POLICY

Policy Number:	2.1.2
Approved by:	Chief Executive Officer
Date Approved:	December 2023
Date of Next Review:	December 2024
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	General Manager Corporate Services
Related Policies:	Child Safe Policy Equal Opportunity and Anti-discrimination Policy Health and Wellbeing in the Workplace Policy Human Rights Policy Risk Management Policy
Related Documents:	Internal Occupational Health and Safety Management System Human Rights Charter Child Safe Standards ISO 45001:2018 Occupational Health and Safety Management Systems Occupational Health & Safety Strategic Action Plan Wellington Shire Council Plan 2021-2025
Statutory Reference:	<i>Occupational Health and Safety Act 2004</i> <i>Occupational Health and Safety Regulations 2017</i>

OVERVIEW

Wellington Shire Council is committed to providing and maintaining a safe work environment, and protecting the health, safety and welfare of staff, labour hire personnel, volunteers, contractors, customers, associated authorities and visitors and all other persons whose health or safety could be at risk through our work.

We will do this by ensuring:

- Compliance with relevant Victorian OHS legislation, including supporting regulations; and
- The implementation of the OHS management system, and the plans, policies, procedures, and programs necessary to support and implement this policy.

THE POLICY

Wellington Shire Council will implement and maintain this policy, through our OHS management system by ensuring that:

- We establish measurable safety performance objectives and targets and that we review these to continuously improve OHS performance. This shall include regular workplace inspections and the prompt control of identified hazards.
- Integrate risk management principles into our everyday operations, ensuring the elimination or minimisation of hazards.

- Commit to ensuring continuous improvement of safety systems, and reducing work related injuries, risks, and hazards.
- Provide and maintain safe vehicles, plant, and systems of work.
- Allocate appropriate resources to facilitate responsibilities and accountabilities.
- Provide mechanisms for employees to consult and participate in OHS matters and improvement initiatives.
- Manage workplace incidents to minimise harm and prevent recurrences.
- Provide adequate facilities and amenities.
- Monitor the health of employees and the conditions at the workplace, to prevent illness or injury.
- All managers, supervisors, employees, contractors, and other persons are inducted into the requirements of the OHS Management System and are held accountable for enacting their roles and responsibilities as defined in the OHS Management System.
- Effective employee and contractor consultation on health and safety matters include the two-way communication of relevant information, toolbox meetings, reporting and feedback mechanisms.
- Adequate resources are provided to enable full implementation of this OHS Policy and OHS Management System.
- Where Council does not have the necessary in-house knowledge or expertise to enable it to meet its health and safety objectives, it will ensure that advice and guidance are obtained from competent health and safety professionals.
- This OHS Policy will be reviewed every year period to ensure it is relevant and appropriate to the organisation operations.
- The OHS Management System will be systematically reviewed internally on a regular basis or when required to ensure sections are reviewed and appropriate to the organisation operations.
- Provide information, instruction, training, and supervision to ensure staff, labour hire personnel, volunteers and contractors can perform their work safely and without risk to health.
- Develop and implement supporting OHS guidelines and safe work procedures.
- Management and staff are expected to work co-operatively to effectively implement this policy.
- All employees and contractors engaged by Council will always comply with relevant sections of the OHS Management System.

Management is responsible within their area of responsibility for:

- Senior managers and supervisors being responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control.
- Development, promotion and implementation of OHS policies and procedures.
- Ensuring the provision and maintenance of a healthy and safe workplace, including identifying, assessing, and mitigating hazards.
- Providing adequate and competent supervision for their staff.
- Providing resources to ensure OHS requirements are maintained.
- Providing relevant information, instruction, training to maintain a healthy and safe workplace.
- Ensure the safe use, handling, storage, and transport of substances.

- Provide support, assistance and consult with staff on OHS issues.
- Ensure contractors are fully aware of the hazards associated with their work and implement appropriate hazard control measures.

Staff/Labour Hire Personnel and Contractors are to:

- Comply with all OHS policies and procedures.
- Accept responsibility and take reasonable care of their own safety and not adversely affect the safety of others at the workplace.
- Co-operate with management regarding OHS actions taken by the employer to maintain health and safety.
- Immediately report all incidents, near misses, and hazards to their supervisor.
- Not willfully interfere with or misuse items provided in the interests of occupational health and safety.

Consultation and Application

This policy has been developed and implemented through the workplace by management and Health and Safety Representatives (HSR's) in consultation with staff. In accordance with the duty of employers to consult with employees (section 35 of the *Occupational Health and Safety Act 2004*), management will be responsible to consult or communicate with HSR's (with or without other affected stakeholders) regarding any workplace change that impacts occupational health and safety.

This policy is applicable to Wellington Shire Council in all its operations and functions including those situations where staff /labour hire personnel and contractors are required to work at various Council locations.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

This policy is approved by the Chief Executive Officer on 18 December 2023.



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DAVID MORCOM
Chief Executive Officer

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	December 2022	Not applicable	No changes applicable at this review
1.1	December 2023	Minor Update	Date of Next Review updated to: December 2024. Minor changes to reflect current Council practices. Removed responsible Officer: <i>Manager People and Capability</i> and added <i>General Manager Corporate Services</i> .