



## Policy

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### WORK HEALTH AND SAFETY POLICY

Strategic Outcome:	Good government	
Policy type	Administrative	
Date of Adoption:	16 November 2022	Minute Number: 392/22
Date for Review:	18 November 2026	
Responsible Officer:	Enterprise and Risk Manager	
Document Control:	Replaces Work Health and Safety Policy adopted 15/03/2017	
Delivery Program Link:	2.1.3 Council operations and financial management support ethical, transparent, and accountable corporate governance	

#### 1. POLICY STATEMENT

Berrigan Shire Council is committed to providing a safe and healthy workplace for all its employees, volunteers, contractors and the public. The Council recognises its obligations under the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2017* and associated legislation.

#### 2. PURPOSE

The purpose of this policy is to inform all workers of Council's responsibilities and commitment to providing a safe and healthy workplace for all workers.

#### 3. SCOPE

This policy applies to all workplaces and workers of Berrigan Shire Council including councillors, volunteers, contractors and members of the public.

#### 4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:

*2.1.3 Council operations and financial management support ethical, transparent and accountable corporate governance.*



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### 5. DEFINITIONS

<b>Hierarchy of control</b>	Is a list of control measures, in priority order, that can be used to eliminate or minimise exposure to the hazard. Elimination of the hazard must be considered before all other options.
<b>Officers</b>	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, excluding elected members, and who have the capacity to significantly affect the financial standing of the business.
<b>PCBU</b>	Person Conducting a Business or Undertaking (PCBU) is the legal term under Work Health and Safety legislation for individuals, businesses or organisations that are conducting business.
<b>Workers</b>	As per the <i>Work Health and Safety Act 2011</i> , the term “workers” includes paid employees, volunteers, contractors, labour-hire and work experience students.

### 6. POLICY IMPLEMENTATION

#### 6.1 Council commitment

Council is committed to providing a safe and healthy workplace, and so far as reasonably practicable, will:

- provide a safe and healthy work environment for all workers;
- provide safe and health methods of work;
- implement safe and healthy systems of work which includes programs and procedures which are continually reviewed and updated;
- identify and eliminate or reduce hazards and risks to health and safety;
- collate and utilise information to continually monitor and improve work health and safety;
- provide advice and information, education and training resources;
- comply with relevant legislation;



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- provide for fair and effective workplace representation, consultation, co-operation and issue resolution to work health and safety matters; and
- co-ordinate effective management of injured workers and return to work programs

### 6.2 Responsibilities

#### 6.2.1 Officers

Under the guidance of Work Health and Safety legislation, Officers are identified as:

- Chief Executive Officer (CEO)
- Deputy CEO/Director Corporate Services
- Director Infrastructure
- Director Strategic Planning and Development

Officers have the responsibility for exercising due diligence including taking reasonable steps to:

- acquire and keep up-to-date knowledge of work health and safety matters;
- gain an understanding of Council operations and the hazards and risks associated with those operations;
- ensure Council, within resource capability and availability, provides appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of Council's operations.
- ensure Council has appropriate processes for receiving and considering information regarding incidents, hazards and risks, and responds in a timely way to that information; and
- ensure Council has, and implements, processes for complying with duties and obligations under Work Health and Safety legislation.

#### 6.2.2 Management

Management is defined as those with decision making responsibilities, and those who are responsible for workers (in accordance with the definition of workers). This includes department managers, overseers, and those responsible for appointing contractors and utilising the services of volunteers.

Each manager is required to ensure this policy and the processes designed to support a safe and healthy workplace are effectively implemented in their areas of control, and to support

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workers and hold them accountable for their specific responsibilities. Management must ensure:

- workers are supervised and trained to meet their job requirements;
- workers are consulted on issues which affect their health and safety; and
- hazardous situations are identified, and measures adopted to eliminate risk, or manage it in accordance with the hierarchy of control

### 6.2.3 Workers

Whilst at work, a worker must:

- take reasonable care for his/her own health and safety;
- take reasonable care his/her acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the work is reasonably able, with any reasonable instructions; and
- abide by this policy, other Council workplace policies and procedures that relate to health and safety at the workplace.

### 6.2.4 Other persons

This applies to those people who visit the workplace, and also extends to councillors.

Whilst at a Council workplace, a person must:

- take reasonable care for his/her own safety;
- take reasonable care his/her acts or omissions do not adversely affect the health and safety of other persons; and
- comply so far as the person is reasonably able, with any reasonable instructions.

## 6.3 Processes

Council will implement the following processes to support our commitment to a safe and healthy workplace:

- regularly inspect workplaces to identify hazards, and address as soon as reasonably practicable
- develop procedures to support safe work methods
- identify training needs and provide access to training
- provide regular health surveillance commensurate with activities undertaken
- regularly report to officers on health and safety results
- appoint Health and Safety Representatives for work groups



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- establish a Work Health and Safety Committee, and regularly meet
- regularly disseminate information and keep abreast of changes in legislation
- investigate and respond to incidents
- co-ordinate return to work programs

### 7. RELATED LEGISLATION, POLICIES AND STRATEGIES

#### 7.1 Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2017*
- *Workplace Injury Management and Workers Compensation Act 1998*
- AS ISO 31000:2018 Risk management - Guidelines

#### 7.2 Council policies and guidelines

- Code of Conduct
- Local Government (State) Award 2020
- Clothing and Protective Equipment Policy
- Workforce Development Plan
- Discrimination, Workplace Bullying and Harassment Policy
- Drug and Alcohol-Free Workplace Policy
- Employee Assistance Program Policy
- Heat Stress Policy
- Pre-employment Medical Policy
- Risk Management Policy and Framework
- Workplace Rehabilitation Policy

### 8. RECORDS MANAGEMENT

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

### 9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.



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### 10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18(c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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### 11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	15 March 2017	New Policy document	Enterprise Risk Manager
1.1	17 August 2022	Minor review - new template	Deputy Chief Executive Officer

### APPENDICES

Nil