

# BREWARRINA SHIRE COUNCIL

Agenda Submission for Ordinary Meeting held on 28<sup>th</sup> October 2011

<b>TITLE:</b>	<b>OH&amp;S Policy Statement</b>	<b>DOC REF:</b> Item 8 O3-1
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<b>REPORT BY:</b>	Lionel Leigo Risk Officer	<b>DATE:</b> 17 <sup>th</sup> Oct 2011
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**ATTACHMENTS:**

- OH&S Policy Statement
- OH&S Policy

**EXECUTIVE SUMMARY:**

Council adopted the current Occupational Health and Safety Policy on the 26<sup>th</sup> October 2001.

Under the OH&S Act and the Workers Compensation insurance audit, employers are required to display a copy of the OH&S Policy Statement at all permanent workplaces.

Council is advised to review the attached OH&S Policy Statement with the view to adopt this document to be displayed at all permanent council worksites.

**FINANCIAL IMPLICATIONS:**

Non-compliance fines from WorkCover NSW

**LEGAL IMPLICATIONS:**

Nil

**RECOMMENDATION:**

**That:**

1. Council Adopt the OH&S Policy Statement to be displayed at all permanent Council work locations.

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Rod Shaw  
General Manager

## **Brewarrina Shire Council**

### **Policy**

The health and safety of all persons employed within the organisation and those that visit the organisation is considered to be of the utmost importance. Resources commensurate with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risks to health.

### **Policy Objective**

To ensure the health, safety and welfare of employees and others in the workplace.

### **Responsibility:**

Health and Safety at work is both an individual and shared responsibility of employees and management, as set out below.

### **Management:**

The promotion and maintenance of occupational health & safety is both a legal and moral responsibility of management.

Management is to:

- Recognise the safety, health and welfare of all employees as being an important area of function.
- Regard all statutes, codes, regulations of both federal and state legislatures, together with those applicable codes and standards of the Standards Association of Australia to be the minimum applicable for purchasing, design, and operation.
- Ensure that this policy and OH&S program is effectively implemented.
- Ensure that the behaviour of all persons in the workplace is safe and without risk to health.
- Insist on safe work practices at all times.
- Be accountable for detecting any unsafe or unhealthy condition, behaviour or work practice.
- Be accountable for the prompt reporting of any matter relating to unsafe or unhealthy conditions, behaviour or work practice with recommendations for remedial action.
- Carry out inspections to ensure that safe working practices and conditions are being met and maintained.
- Be aware of the level of training received by all employees under their control. To carry out on-site training where applicable. To report areas where training is required for employees to carry out the safe performance of their duties.

## **Policy Statement Occupational Health & Safety**

### **Employees**

Employees are to:

- Be responsible for their own health and safety and for the health, safety and safe working environment of fellow employees.
- Adopt safe working practices at all times.
- Cooperate with all occupational health and safety initiatives taken by Council.
- Report any accidents, unsafe acts and conditions immediately to their supervisor.
- Take immediate action where practicable to ensure that a hazard is reduced to a minimum.
- Follow all work procedures and use approved protective equipment and devices provided by Council.

Council has an obligation to ensure that contractors and employees of contractors follow Council's health and safety requirements when working on Council premises. Contracts put in place by Council will require contractors and their employees to comply with Council's health and safety requirements.

### **Occupational Health & Safety Committee**

The Occupational Health & Safety Committee will endeavour to reach consensus on Council's OH&S policy and programs. To this end each committee meeting will be attended, as often as possible, by the Council's Employer representatives who have the necessary power to authorise within budgetary constraints the implementation of recommendations.

### **Occupational Health & safety Program**

In order to implement the general provisions of this policy, a continuous program of activities and procedures relating to all aspects of occupational health and safety will be implemented. This will include:

- OH&S training.
- Work design, workplace design and standard work methods.
- Provision of OH&S equipment, services and facilities.
- Workplace inspections and evaluations.
- Reporting, recording and evaluation of incidents, accidents, injuries and illnesses.
- Provision of information to employees
- Developing procedures, programs and job instructions.



# Council Policy Manual

## OCCUPATIONAL HEALTH AND SAFETY POLICY

<b>Policy, procedure protocol</b>	POLICY
<b>Document version</b>	1
<b>Policy number</b>	HR1/13
<b>Obsolete Number</b>	2/2.13/14
<b>Keyword classification</b>	OH&S
<b>Adoption date</b>	26.10.2001
<b>Resolution</b>	568/01
<b>Review due date</b>	
<b>Date revoked</b>	
<b>Documents superseded</b>	
<b>Related Documents</b>	
<b>Relevant delegations</b>	
<b>Responsible officer</b>	Risk Officer



# Council Policy Manual

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## Occupational Health & Safety

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### Policy

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1. Recognise the safety, health and welfare of all employees as being an important area of function.
2. Regard all statutes, codes, regulations of both federal and state legislatures, together with those applicable codes and standards of the Standards Association of Australia to be the minimum applicable for purchasing, design, and operation.
3. Ensure that this policy and OH&S program is effectively implemented.

### Supervisors

Supervisors are to:

1. Ensure that the behaviour of all persons in the workplace is safe and without risk to health.
2. Insist on safe work practices at all times.
3. Be accountable for detecting any unsafe or unhealthy condition, behaviour or work practice.
4. Be accountable for the prompt reporting of any matter relating to unsafe or unhealthy conditions, behaviour or work practice with recommendations for remedial action.
5. Carry out inspections to ensure that safe working practices and conditions are being met and maintained.
6. Be aware of the level of training received by all employees under their control. To carry out on-site training where applicable. To report areas where training is required for employees to carry out the safe performance of their duties.



# Council Policy Manual

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6. Follow all work procedures and use approved protective equipment and devices provided by Council.

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