

Policy 6.05 Work Health and Safety

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

Table of Contents

1.1	Introduction	2
1.1.1	Scope	2
1.1.2	Purpose	2
1.2	Definitions	2
1.3	Legislation	3
1.4	Implementation	3
1.4.1	Policy Statement	3
1.4.2	Responsibilities	3
1.5	Supporting documents	5
1.5.1	BVSC Procedures that relate to this Policy	5
1.5.2	BVSC Policies that Relate to this Policy	6

Under Review

1.1 Introduction

1.1.1 Scope

This policy prescribes the workplace health and safety (WHS) requirements of Bega Valley Shire Council (BVSC) in delivering services and undertaking operations. This policy is relevant to all officers (staff), contractors, volunteers, and visitors of BVSC.

1.1.2 Purpose

To provide a safe and healthy workplace and fully comply with all related legislative requirements.

1.2 Definitions

Word or Terminology	Description
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work.
Worker	A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor or volunteer.
PCBU	A person conducting a business or undertaking.
Reasonably practicable	<p>Doing what is reasonably able to be done to ensure the health and safety of workers and others, considering:</p> <ul style="list-style-type: none"> • The likelihood of the hazard or risk occurring • The degree of harm that might result from exposure to the hazard or risk • What the person concerned knows, or ought to reasonably know about the hazard or risk and the ways of eliminating or minimising the risk • The availability and suitability of controls and the cost associated with controls <p>After assessing the risk and available means to eliminate or minimise the risk, whether the cost is grossly disproportionate to the risk.</p>
Risk	A combination of the likelihood of occurrence of a work-related hazardous event or exposure, and the severity of injury or ill health that could be caused by the event or exposure.
Risk Control Measures	Measures that eliminate or minimise a risk so far as is reasonably practicable, using the 'hierarchy of control'.
Due diligence	Taking reasonable steps and precautions to ensure that the work health and safety of all workers and others, as far as reasonably practicable is protected from harm because of the business or undertaking.

1.3 Legislation

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2017

Workers Compensation Act 1987

Workers Compensation Regulation 2016

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council will provide a workplace that adheres to health and safety requirements under the Work Health and Safety Act 2011 and regulations by:

- Promoting risk management and legislative compliance as a prime focus of Council's approach to WHS.
- Implementing its WHS procedures based on the ISO45001, as well as SafeWork NSW risk management and consultation practices
- Ensuring the Mayor, Chief Executive Officer, Directors, Managers, Supervisors, and employees are responsible for the implementation of and compliance with this policy.
- Coordinating an annual self-audit through StateCover to ascertain compliance and implementation of this policy.
- Coordinate a 3-yearly independent audit to assess compliance and implementation capacity of this policy.
- Enabling workers to be responsible and accountable for their cooperation and compliance with this policy and WHS programs to ensure risk minimisation in the workplace.
- Ensuring all contractors and sub-contractors are engaged to perform work on BVSC premises or locations and observe all terms of their contract on health and safety and any related directions from designated officers of council as part of their contract. Non-compliance will be considered grounds for termination under the terms of all contracts.
- Involve workers in the decision-making processes through regular communication and consultation.
- Ensuring volunteers of council are engaged to perform tasks on council premises or locations in accordance with adopted safety procedures and protocols and follow the direction of council staff when doing these tasks.
- Conducting its activities and providing a work environment which protects the health, safety and welfare of all people affected by our workplace activities
- Enhance workers WHS knowledge through WHS training and education programs.

1.4.2 Responsibilities

1.4.2.1 Elected Council

Councillors have the responsibility of carrying out their civic duties in accordance with the code of conduct, code of meeting practice, as well as this policy and associated WHS procedures associated with the policy.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The Chief Executive Officer and Leadership Executive Group shall have the following responsibilities relating to work health and safety:

-
- Ensure as far as reasonably practicable that the health and safety of employees, contractors and others are not put at risk from work carried out as part of the conduct of the business or undertaking.
 - Ensure that the PCBU meets its primary duty of care in accordance with the *Work Health and Safety Act 2011 (the Act)* and *Work Health and Safety Regulation 2017*.
 - Ensure that due diligence is exercised and the PCBU is compliant with its duties and obligations under the Act.
 - Ensure Council has appropriate processes and resources in place to comply with the Act, including; effective risk management practices, incident reporting, effective consultation methods, health monitoring, safe and adequate facilities and provision of training and instruction about WHS.
 - Ensure that performance indicators are set and measured to enable continuous improvement of the overall work health and safety management system.

1.4.2.3 Managers and supervisors

Managers, superintendents and coordinators shall have the following responsibilities relating to work health and safety:

- Ensure workers are informed of WHS risks and are provided with sufficient information, instruction, training and supervision to ensure their health and safety.
- Ensure that risk management processes and procedures are followed and compliant with WHS Procedures.
- Ensure that injuries, incidents, hazards and risks are reported and satisfactorily responded to.
- Ensure that effective consultation is conducted with workers to enable the effective management of risk and risk control measures.

1.4.2.4 Work health and safety team

The WHS Team shall have the following responsibilities relating to work health and safety:

- Consult with key stakeholders in the implementation of the work health and safety management system
- Provide assistance and support to directors, managers, coordinators and workers in the effective management of WHS risks
- Support the provision of training and education to employees to develop WHS knowledge

1.4.2.5 Health and safety representatives (HSRs) and safety and wellness committee (SAW)

The Health and Safety Representatives and Safety and Wellness Committee shall have the following responsibilities in relation to work health and safety:

- Assist with consultation relating to the continuous improvement and implementation of the Work Health and Safety Management System.

1.4.2.6 Staff, contractors and volunteers

All other staff, contractors and volunteers shall have the following responsibilities in relation to work health and safety:

- Take reasonable care for the safety of themselves and others.

- Carry out tasks in accordance with any information, instruction and training provided, use agreed risk controls and follow any reasonable safety request from management.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.05.01	Work Health and Safety Management System Framework	External
6.05.02	Emergency management and first aid	Internal
6.05.03	Immunisation	Internal
6.05.04	Positive Workplace	External
6.05.05	Smoke Free Workplace	External
6.05.06	Initial issue of personal, protective clothing and equipment	Internal
6.05.07	Sun protection	Internal
6.05.08	Hazardous Substances	Internal
6.05.09	Fitness for Work - Alcohol and other drugs	External
6.05.10	Domestic and Family Violence	External
6.05.11	Lone or remote worker	Internal
6.05.12	Isolation, Lock-out and Tag-out	Internal
6.05.13	Lifting equipment	Internal
6.05.14	Contractor Safety Management	Internal
6.05.15	Manual handling and Workplace Ergonomics	External
6.05.16	Inspection and Testing of Electrical Equipment	Internal
6.05.17	Work Health Safety WHS Incident Reporting and Investigation	Internal
6.05.18	Regional Pandemic Management	Internal
6.05.19	Managing Work Health Safety WHS Risk	Internal
6.05.20	Confined Spaces	Internal
6.05.21	Asbestos Management Procedure	Internal
6.05.22	Construction Safety Procedure	Internal
6.05.23	WHS Consultation and Communication Procedure	Internal
6.05.24	Excavation Procedure	Internal
6.05.25	Health Monitoring Procedure	Internal

Procedure No.:	Procedure Name	External or Internal Procedure
6.05.26	Noise Procedure	Internal
6.05.27	Outdoor Work Environment Procedure	Internal
6.05.28	Plant and Equipment Procedure	Internal
6.05.29	WHS Purchasing Procedure	Internal
6.05.30	Traffic Management Procedure	Internal
6.05.31	WHS Training and Competency Procedure	Internal
6.05.32	Volunteer Risk management	Internal
6.05.33	Work Environment and Facilities Procedure	Internal
6.05.34	Managing the Risk of Falls	Internal
6.05.35	Rapid Antigen Testing (RAT)	Internal

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.01	Governance
6.02	Behaviour of Councillors and Staff
6.03	Risk management
6.04	Conditions of Employment

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.