



1. BACKGROUND

This Policy supports the Weddin Shire Council Work, Health and Safety Management System (2023). Work, health and safety applies to all work activities undertaken by workers, contractors, volunteers and visitors to Council workplaces.

2. PURPOSE

The purpose of this Policy is to provide a framework for the management of the health, safety and wellbeing of Weddin Shire Council workers, contractors, volunteers and visitors to Council workplaces.

3. POLICY OBJECTIVES

The objective of this Policy is to set out Council's approach to Work Health and Safety (WHS) and to ensure that adequate resources are made available to comply with Council's legal obligations. This policy also sets out responsibilities and accountabilities in relation to the management of WHS.

4. LEGISLATION

The Policy relates to the following legislation:

- *Work Health & Safety ACT 2011*
- *Work Health & Safety Regulation 2017*
- *Local Government ACT 1993*
- *Local Government (General) Regulation 2021*

5. APPLICATION/SCOPE

This Policy applies at all times to Weddin Shire Council workers, contractors, volunteers and visitors. The Policy is to be read in conjunction with the Weddin Shire Council's Work, Health and Safety Management System (WHSMS).

6. POLICY

6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.



Roles	Responsibility
General Manager	Responsible for the overall control and implementation of the Policy. The General Manager's are more distinctively defined in the WHSMS
Councillors	<p>Section 8A(1)(i) of the <i>Local Government Act 1993</i> (LG Act) provides as a guiding principle that Councils '<i>should be responsible employers and provide a consultative and supporting work environment for staff.</i>' This reflects the importance of obtaining robust advice from staff to support collective decision making by Councillors, as well as the legal duty of care under other legislation. Councillors should be mindful of the duties they have under Section 4 of the <i>Work Health and Safety Act 2011</i> (WHS Act), to '<i>take reasonable care that his or her act or omissions do not adversely affect the health and safety of other persons.</i>'</p> <p>This duty is reflected in the <i>Model Code of Conduct for Local Councils in NSW</i> (Model Code), and by extension, the Council's own adopted code of conduct. The Model Code also places obligations on Councillors not to engage in conduct that causes, comprises or involves intimidation or verbal abuse, or that constitutes harassment or bullying behaviour, or is unlawfully discriminatory.</p>
Directors	<ul style="list-style-type: none"> • Allocate appropriate resources for the implementation and maintenance of this policy and the WHS Management System. Understand the hazards and risks associated within their divisions of operations and verify that risks are effectively managed. • Review the Policy, WHSMS safe systems of work and WHS program activities at scheduled intervals.
Managers	<ul style="list-style-type: none"> • Ensure that this policy and the WHS Management System procedures are effectively implemented in areas under their control. • Support supervisors and workers to implement their WHS requirements and hold them accountable for their specific WHS responsibilities. • Identify and rectify unsafe work practices or unhealthy conditions or behaviour in their work areas.
Supervisors	<ul style="list-style-type: none"> • Take all practical measures to ensure that the workplace under their control is safe and without risks to health and safety. • Identify and rectify unsafe work practices or unhealthy conditions or behaviour. • If they do not have the authority to fix a problem they will report the matter to their manager together with any recommendations for remedial action.



Roles	Responsibility
	<ul style="list-style-type: none"> Implement their responsibilities as documented in the WHS Management System.
Contractors	<ul style="list-style-type: none"> Take reasonable care to ensure the health and safety of themselves and others in the workplace. Comply with WHS legislation and the WHS Management System. Promptly report hazards and incidents.
Worker	<ul style="list-style-type: none"> Take reasonable care to ensure the health and safety of themselves and others in the workplace. Follow reasonable health and safety instructions from Weddin Shire Council employees and representatives. Comply with safe work procedures and use appropriate PPE as required. Undertake training if required.
Volunteers/Visitors	<ul style="list-style-type: none"> Take reasonable care to ensure the health and safety of themselves and others in the workplace. Follow reasonable health and safety instructions from Weddin Shire Council employees and representatives. Comply with safe work procedures and use appropriate PPE as required. Undertake training if required.
WHS Consultative Committee	<ul style="list-style-type: none"> The WHS Consultative Committee ensure a consultative approach is maintained and that employees are advised and involved in changes that affect WHS.
General Public	<ul style="list-style-type: none"> The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

6.2. OUR COMMITMENT

Weddin Shire council is committed to the prevention of work-related injury and ill health, to its workers, volunteers, contractors, visitors and members of the public through the provision of safe and healthy work environments, facilities, equipment and safe systems of work.

6.3. OUR GOAL

We aim to eliminate accidents, injuries and workplace illnesses, and improve the health and wellbeing of our people.



6.4. OUR PLAN

Weddin Shire council, led by the Council, General Manager and Directors, will demonstrate this commitment, by:

- Identifying, eliminating and/or minimising health and safety risks to reduce work related injury and illness.
- Ensuring Weddin Shire Council has available and uses appropriate resources and processes to eliminate or minimise risks to safety, especially for higher risk activities.
- Establishing measurable health and safety objectives and targets and regularly reviewing our performance.
- Fulfilling all legal requirements and meeting the AS/NZS ISO 45001 Standard for safety.
- Continuously improving our Health and Safety Management System;
- Should an incident occur, then ensuring there are effective processes in place to record, investigate and carry out remedial actions to prevent a recurrence.
- Consulting and communicating with workers and the public (where relevant) to ensure they are empowered to actively participate in WHS risk management in the workplace and their community.

7. DEFINITIONS

Key Terms	Meaning
Safe Systems of Work	Safety documents such as Safe work method statements (SWMS) procedures, safe work instructions and safe operating procedures and there associated forms.
Worker	A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, contractor, trainee and outworker



Title: Work Health and Safety (WHS) Policy		
Department: General Manager		
Version	Date	Author
16.8.2	20 December 2012	
Draft 16.08.03	30 April 2024	WHS Advisor
16.08.03	16 May 2024	ADOPTED Resolution 092/24
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The General Manager will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
Review Date: 2027		
Amendments in the release		
Amendment History	Date	Detail
Annexure Attached:		
<p>Noreen Vu General Manager</p>		