



**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL**

# **Work Health and Safety Policy**

## **Document Control**

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## **1. Origin / Authority**

Wujal Wujal Aboriginal Shire Council

## **2. Purpose and Scope**

The Wujal Wujal Aboriginal Shire Council (Council) is committed to providing a workplace that protects workers and other person against harm to their health, safety and welfare through elimination or minimisation of risks arising from work. This will be achieved by management and employees working together, adherence to the Work Health and Safety (WHS) System which will be monitored and reviewed ensure compliance with applicable legislation, rules, standards and codes of practice.

This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

## **3. Policy Statements**

The WHS system relates to all aspects of health and safety in the workplace, including (without limitation):

- WHS Strategy Plan
- Defined WHS Responsibilities
- Exercising due diligence
- Health and safety training and education
- Adopting a risk management approach to manage health and safety risks
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety
- Emergency procedures and drills
- Workplace inspections
- Hazard/incident/accident reporting
- Management of injured employees.

### **3.1 Responsibilities**

#### **3.1.1 Management Responsibilities**

All Officers, Managers and Coordinators/Supervisors are responsible and accountable for eliminating or minimising all workplace hazards and risks, so far as is reasonably practicable, in the workplace.

They are responsible for ensuring all policies, procedures, legislation and safe workplace practices are followed, that workers are adequately trained and for managing breaches of the procedures and policies as appropriate. Similarly, that these policies, procedures and safe work practices and procedures are regularly reviewed in accordance with legislation, rules, standards and code of practise.

Management is required to comply with their responsibilities under work health and safety legislation, including regulations and codes of practice. This includes, but not limited to, consulting with workers on matters relating to health, safety and wellbeing, as well as providing information, instruction and training to enable all workers to work safely.

### 3.1.2 Worker Responsibilities

All workers are required to comply with work health and safety legislation and Council's WHS system and reasonable and lawful directions relating to health and safety.

They must take reasonable care that their acts or omissions do not adversely affect their own health or safety and that of other persons.

Workers must report all hazards, injuries and incidents, as well as breaches, to their supervisors as soon as practically possible. Reasonable steps must be taken to ensure the workplace is made safe, in circumstances where hazards, injuries and incidents occur. Workers must use safety equipment and personal protective equipment as directed and participate in safety training and consultation processes.

Where a worker does not comply with their obligations or directions in regard to work health and safety, disciplinary action may apply, up to and including termination of employment for employees, and termination of contract may apply for contractors and other third parties.

## 3.2 Definitions

In this policy:

**'Person Carrying on a Business or Undertaking'** means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

**'Officer'** is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking of the State, Commonwealth or another State is taken to be an officer of the State, Commonwealth or other State for the purposes of this Act.

## 4. Application

This policy applies to all employees of Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Council (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as "workers"); and all of Council's workplaces and to other places where workers may be working or representing Council for example, when visiting a customer, client or supplier or working from home (collectively referred to as "workplace").

This policy does not form part of any employee's contract of employment. It is not intended to override the terms of any Award or contract that applies to an employee.

## 5. Associated Policies

- Code of Conduct for Employees and Councillors

## 6. Relevant Legislation

- Industrial Relations Act 2016
- Work Health and Safety Act 2011
- Local Government Act 2009
- Local Government Regulations 2012

## **7. Review**

Council will formally review this policy every two years.



Kiley Hanslow

**Chief Executive Officer**

Wujal Wujal Aboriginal Shire Council