

KATHERINE TOWN COUNCIL

WORKPLACE HEALTH & SAFETY POLICY



TITLE: WORKPLACE HEALTH & SAFETY POLICY
ADOPTED BY: COUNCIL
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER
NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

1. WORKPLACE HEALTH AND SAFETY POLICY

The Workplace Health & Safety Policy (Policy) relates to Katherine Town Council (Council).

2. COMMENCEMENT OF POLICY

The Policy will commence from 01/03/2017; it replaces all other policies, if any, relating to workplace health and safety in the workplace (whether written or not).

3. SCOPE

This policy relates to:

- All Council workers and any person who is engaged by, or performing work at the direction of Council, including contractors, sub-contractors, volunteers, work experience, consultants, agents and temporary staff.
- All of Council's workplaces, including vehicles, plant, machinery, and any place where workers may be representing Council, for example, when visiting a customer, client or supplier.
- All work related functions, for example work lunches, conferences, workshops, Christmas parties and client functions.

4. PURPOSE

To provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers' health, safety, mental and social wellbeing.

To engage and consult with all workers and others affected by Council's business and activities to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.

To create a workplace environment where workers and others affected by our business and activities are encouraged and supported to raise health and safety issues and help reduce and manage them.

5. COMMITMENT

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove, or at least reduce, risks to the health, safety and welfare of workers, contractors, visitors, and anyone else that may be affected by our business activities.

Council is committed to ensuring we comply with the Work Health and Safety (National Uniform Legislation) Act, Regulations and all relevant Codes of Practice, Australian Standards and WorkSafe Guidelines.

Council seeks continuous improvement in WHS performance through monitoring and evaluating activities and practices and implementing initiatives to promote best practice for health and safety.

6. RESPONSIBILITIES

6.1 Management

Management will ensure, as far as is reasonably practicable, the health, safety and wellbeing of:

- all workers engaged, or caused to be engaged by Council
- all workers whose activities are influenced or directed by Council
- the public, by ensuring they are not put at risk from work carried out as part of our business undertakings.

We will also:

- provide and maintain a work environment free from risks to health and safety
- provide and maintain safe plant, equipment, structures and safe systems of work
- ensure the safe use, handling and storage of plant, equipment, structures and substances
- provide adequate facilities for the welfare of workers in carrying out work
- conduct incident investigations to prevent the recurrence of incidents and near misses and to monitor control measures to ensure objectives are achieved
- provide any information, training, instruction or supervision that is necessary to protect all people from risks to their health and safety arising from work activities
- ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from our business
- consult with workers on all matters relating to health and safety.

6.2 Workers

While at work, Council workers must:

- take reasonable care for their own health, safety and wellbeing and that of other people
- take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- comply, so far as reasonably practicable, with any reasonable instruction given by management, including wearing PPE where and when required
- cooperate with any reasonable policy or procedure for work health or safety that has been communicated to them
- not misuse or interfere with anything provided for work health and safety
- report all incidents and near misses immediately, no matter how minor
- report and tag out as required, as soon as possible, any damage to facilities, plant, equipment or property
- engage in consultation with Health and Safety Representatives and management to identify, assess and control hazards and the effectiveness of such controls
- report all known or observed hazards to their supervisor or manager as soon as possible
- at all times be respectful of work colleagues, supervisors and management.

7. APPLYING THIS POLICY

We seek the co-operation of all workers, contractors, visitors and others whom may be affected by our business or undertakings.

We encourage and support suggestions to create a safe working environment as a result of all possible preventative measures being taken.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

8. REVIEWING THIS POLICY

Management will review this policy annually, in consultation with workers:

- to assess the effectiveness of the policy;
- by reviewing our overall health and safety performance; and,
- by monitoring the effectiveness of policies and procedures.

9. COMMUNICATING THIS POLICY

This policy (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with access to this policy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

10. ACKNOWLEDGEMENT

I acknowledge:

- *receiving the Policy;*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name:

Signed:

Date:
