



## Policy No 2014 - 24

### Work Health & Safety Policy

Responsible Officers: All Managers


For Review By: General Manager

Review Date: 30/6/2019

Signed By: .....  ..... 

Mayor

Date

.....  .....

.....  .....

General Manager

Date

Adopted at Council Meeting 15 April, 2014

Reviewed & Adopted Council Meeting 19 July 2016

## **1. OBJECTIVE OF POLICY**

Central Highlands Council is committed to ensuring a safe and healthy work environment and work activities in accordance with the Work Health and Safety Act 2012 (the Act), its amendments, regulations, related Codes of Practices and Australian Standards. It is designed primarily to ensure that all parties understand their responsibilities and duties under the Act.

## **2. SCOPE**

This Policy applies to all paid workers, volunteers, councillors, contractors and visitors while visiting or conducting business or any other activities that are under the management , control, influence of, or in participation with Council.

## **3. POLICY STATEMENT**

Workers will be consulted and encouraged to assist in the provision of a safe and healthy work environment and to comply with the Work Health and Safety Act 2012. Council aims to develop and maintain a culture that supports the highest standard of health and safety within all Council work areas and activities.

Bullying, Harassment and Discrimination will be contained in a separate policy.

## **4. RESPONSIBILITIES**

In accordance with the Work Health and Safety Act 2012, s19, s28, and s29 the duties are outlined as follows:

### **4.1 DUTIES OF COUNCIL**

Council must ensure so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged by Council and workers whose activities in carrying out work are influenced by Council while the workers are at work.

Council must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business.

Furthermore, Council must as far as is reasonably practicable:

- provide and maintain a work environment without risks to health and safety
- provide and maintain safe plant and structures
- provide and maintain safe systems of work
- the safe use, handling and storage of plant, structures and substances
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business, including ensuring access to those facilities
- the provision of any information, training, instruction or supervision that is necessary to protect all person from risks to their health and safety arising from work carried out as part of the conduct of the Council
- that the health of workers and the conditions of the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business

#### **4.2. DUTIES OF WORKERS**

While at work, a worker must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Council to allow the person to comply with the Work Health and Safety Act 2012
- cooperate with any reasonable policy or procedure of Council relating to health and safety at the workplace that has been notified to workers
- wear personal protective equipment and clothing where necessary
- report all accidents and incidents on the job immediately, no matter how trivial; and
- report all known or observed hazards to their supervisor or manager.

#### **4.3. DUTIES OF OTHER PERSONS AT THE WORKPLACE**

A person (e.g. contractor, visitor, volunteer) at the workplace must:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as reasonably able, with any reasonable instruction that is given by Council to allow Council to comply with the Work Health and Safety Act 2012

## **5. RELATED LEGISLATION AND DOCUMENTS**

- Workplace Health & Safety Act 2012
- Workplace Health & Safety Regulations 2012
- Workers Rehabilitation & Compensation Act 1988 (Tasmania)
- Any Codes of Practice in place for Work Health & Safety which may apply to the operation and work practices of Council
- Local Government Act 1993
- Central Highlands Council Risk Management Policy & Strategy
- Central Highlands Council Manual Handling Policy
- Central Highlands Council Asbestos Policy
- Central Highlands Council Drug and Alcohol Policy
- Central Highlands Council Occupational Exposure to Blood and Body Fluids Policy