



Workplace Health and Safety (WHS)

1. Intent of Policy

Council believes that during the delivery of services and facilities to the Oberon Community, and the public in general, there is no job or task that is so important as to warrant the performance of an unsafe act.

2. Scope of Policy

Council will conduct its activities and provide a work environment which:

- a) Protects the health, safety and welfare of all people affected by our workplace activities;
- b) Actively encourages employee consultation in all matters affecting health and safety;
- c) Promotes employee participation in minimizing risk in work practices by providing the necessary resources and training;
- d) Strives for continuous improvement in our health & safety performance to comply with the legislative requirements of the WHS Act 2011 and relevant Regulations to achieve appropriate standards.

Relevant Statutory Requirements relating to this Policy:

Workplace Health and Safety Act 2011
Workplace Health and Safety Regulations
NSW Local Government (State) Award 2010

Oberon Council policies and procedures relevant to this policy:

Risk Management
Smoke free Workplace Policy
Drug and Alcohol Policy
Procurement and Disposal Policy
Contractor Management

3. Policy

To achieve a safe, healthy, low risk work environment, it is essential to have the commitment and cooperation of all our elected members, staff, contractors, volunteers and visitors. The General Manager and Directors are responsible for the implementation of this Policy and the associated WHS Program.

Each Manager and Supervisor is responsible and accountable for the implementation of, and compliance with this Policy and the WHS Program in their respective work areas.

Each employee, contractor and volunteer is responsible and accountable for their cooperation and compliance with this Policy and the WHS Program to ensure risk minimisation in the workplace.

In support of this Policy, Council will:

- a) Comply with or exceed the spirit or intent of all relevant legislation and subsidiary codes, and provide the resources necessary to meet these requirements;
- b) Involve staff in workplace health & safety matters and consult with them in ways of eliminating or controlling risks in the workplace;
- c) Provide information, training, education and instruction to enable staff and volunteers to perform their duties in a safe and healthy environment;
- d) Adopt a risk management approach, in consultation with staff, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks;
- e) Encourage the rehabilitation of injured staff through post-injury management procedures;
- f) Promote workplace health & safety awareness by the development and implementation of safe work practices;
- g) Conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards;
- h) Require all staff, contractors, volunteers and visitors to comply with all relevant WHS legislation and subordinate documents and to report all injuries and incidents, and participate and assist in accident investigations to prevent reoccurrence;
- i) Regularly review the Council WHS performance as part of a continuous improvement plan and report to the Safety Committee.

Approving Authority	Oberon Council
Contact	OHS/Risk Manager
Approval	20 March 2012 - Staff Report Item No: 12.02.02 - Minute No: 38200312
Revision Date	February 2014
Issue date to staff	