

# WORKPLACE HEALTH AND SAFETY POLICY

## 1. Scope

The Workplace Health and Safety Policy (this 'Policy') applies to all Livingstone Shire Council workers, contractors, and volunteers of Council including consultants, trainers and visitors to the workplace.

## 2. Purpose

The purpose of this Policy is to provide direction to effectively develop and communicate a Workplace Health and Safety (WH&S) Statement as well as outline the actions required to comply with associated WH&S legislation.

## 3. References (legislation/related documents)

### Legislative documents

*Local Government Act 2009*, and associated Regulations

*Work Health and Safety Act 2011*, and associated Regulations and Codes of Practice

### Related documents

Any documents associated with the safety management system (e.g. procedural documents, forms, workplace health and safety management plans, etc.)

Code of Conduct

Discipline Procedure

Managing Unsatisfactory Performance Procedure

Performance Management and Development Directive

Performance Management and Development Procedure

## 4. Definitions

To assist in interpretation, the following definitions shall apply:

CEO	Chief Executive Officer Means a person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> .
Council	Livingstone Shire Council.
Workers	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking.
Supervisor	A supervisor is anyone who instructs and directs workers as they carry out their work tasks. (e.g. supervisor, team leader, or leading hand).
WH&S	Workplace Health and Safety.
WH&S Statement	A general statement of management's intent and expectation on the importance of WH&S for the business.

## 5. Policy Statement

Council is committed to ensuring the health and safety of all workers. All workers must adhere to the minimum standards contained within this Policy.

Through the successful implementation of Council's safety management system, Council's objective is:

- The provision and maintenance of a work environment without risks to the health and safety of workers;
- The provision and maintenance of safe plant and structures;
- The provision and maintenance of 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 or undertaking, including ensuring access to those facilities;
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- 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 the conduct of the business or undertaking.

### 5.1 Developing or Reviewing the WHS Statement

Developing and issuing a Workplace Health and Safety (WHS) Statement by management is an integral component of an effective WHS Management System. The WHS Statement is designed to convey Council's commitment to being an organisation that prioritises the safety of its workers and outlines management's goals, and the responsibilities of management and workers.

### 5.2 Content of the WHS Statement

The key content items for Council's WHS Statement are:

- The communication of senior management's intentions, objectives and goals in relation to the health and safety of workers;
- Senior management's commitment to the provision and maintenance of a work environment without risks to health and safety;
- To communicate the importance of consultation and cooperation between management and workers for effective transformation of objectives into actions;
- To prescribe the primary duty of care responsibilities of all workers; and
- To provide inclusion of a method to regularly monitor and review the effectiveness of the WHS Statement.

### 5.3 Action to Ensure Compliance

To ensure compliance with this Policy, the following actions are required:

- The CEO is to review, sign-off and date the WHS Statement;
- The WHS Statement is included in the corporate induction material;
- The WHS Statement is displayed on the WHS noticeboard at all permanent workplaces;
- The WHS Statement is available to all employees on Council's internet and intranet sites;

- Hazard inspection checklists are used to ensure that the WHS Statement is displayed in all relevant workplaces;
- The WHS Statement is communicated to all employees through Toolbox Talks or team meetings;
- The WHS Statement is attached to relevant contracts, and purchasing and leasing documentation (e.g. tender / contract documents);
- The WHS Statement is reviewed bi-annually;
- Development of corporate and team specific policies, directives and procedures to support Council's WHS system;
- Council will provide training and communication of WHS systems and procedures to all workers; and
- Workers will undertake actions in accordance with Council's WH&S policies, directives, systems and procedures.

#### 5.4 Breaches of Policy

Disciplinary action may be taken, in accordance with the Performance Management and Development Directive and the Performance Management and Development Procedure, against a worker who does not:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other workers;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given; and
- Co-operate with any reasonable policy, directives, or procedure of Council relating to health or safety at the workplace that has been notified to employees.

#### 6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by the CEO.

#### 7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Workplace Health and Safety Policy (v2.1)'.

Version	Date	Action
1.0	08/04/2014	Adopted
2.0	13/12/2016	Amended Policy Adopted
2.1	23/10/2018	Administrative Amendments – reflect organisational restructure
3.0	17/09/2024	Amended Policy Adopted - full review undertaken

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