

1. BACKGROUND

The Work, Health and Safety of all persons employed at the Coonamble Shire Council, including volunteers and visitors are considered to be of the utmost importance and an integral part of all operations within Council. To this effect Council has developed Work Health and Safety policies, procedures, and systems to meet this goal as well addressing compliance requirements under the *Work Health and Safety Act 2011 (NSW)*.

2. PURPOSE

Coonamble Shire Council is committed to the health, safety, and welfare of all workers by providing safe and healthy working conditions for the prevention of work-related injury and ill health. Council's purpose in the development of this policy, as part of its safety management systems, is to support a workplace that minimises the risk of physical and/or psychological injury and which is as free as practicably possible from occupational illness.

3. POLICY OBJECTIVE

Council is committed to maintaining a WHS management system compliant with the requirements of applicable WHS legislation and the associated regulations, as well as ISO 45001:2018 Safety Management System Standards.

The objectives of this policy are that Council must ensure, so far as is reasonably practicable:

- The provision and maintenance of a work environment without risks to health and safety.
- 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 of workers in carrying out duties for the business or undertaking, including ensuring access to those facilities.

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- 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 by council.
- The monitoring of the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

4. LEGISLATION

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2017 (NSW)

WHS (Mines and Petroleum Sites) Act 2013

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014

Code of Practice: Work health and safety consultation, cooperation, and coordination

5. APPLICATION/SCOPE

This policy applies to all Coonamble Shire Council operations, premises, and workplaces. The policy applies to all employees, contractors, work experience placements, volunteers, and visitors.

6. POLICY

Work Health and Safety Management System

Council will maintain a WHS Management System which will be continuously improved to meet our legislative obligations, and to fulfil our duty to maintain a safe and healthy workplace. The system will relate to all aspects of work health & safety and include:

- Ensuring that WHS risks are properly identified, assessed, and controlled in consultation with workers and in line with the hierarchy of controls.
- Providing WHS induction, on-going WHS and job specific training.
- Ensuring that workplace changes with WHS implications, will be risk assessed and controlled in consultation with workers.
- The dissemination of Work Health and Safety information to all workers and other persons to the workplace.
- Setting, monitoring, and communicating progress against measurable WHS objectives and targets to ensure continued improvement.

- WHS processes such as recording incidents, injuries and near misses, emergency procedures and drills, worksite inspections, safe working procedures and provision of WHS equipment, services and facilities are supported.
- Review of changes to work methods and practice, including those associated with technological change to ensure risk management controls are appropriate.
- Continual improvement and monitoring of the WHS Management System by conducting regular reviews.

Responsibilities

Work Health & Safety is both an individual and shared responsibility of all workers. Management at all levels is required to monitor the health and safety of all persons in the workplace, and ensure compliance with relevant Acts and Regulations, SafeWork NSW approved Codes of Practice and where applicable internal WH&S policies and procedures.

Specific Responsibilities

General Manager, Executive Leaders, Managers and Officers: have a duty to exercise due diligence to ensure that Council complies with the WHS Act and Regulations. This includes taking reasonable steps to provide and maintain as far as reasonably practical to:

- Keep up to date knowledge of WHS matters.
- Have an understanding of Council business and the hazards and risk associated with it.
- Ensure that this policy and the work health and safety management system is effectively implemented in their areas of control.
- Support of staff in meeting their WH&S responsibilities and ensuring their accountability for their specific responsibilities.
- Ensure that adequate resources, including forecasting financial resources into budget requirements, are made available.
- Ensure compliance with Council's WHS Management Systems and process, including investigating and responding to hazards and risk in a timely manner.
- That the behaviour of all persons in council workplaces, including contractors, volunteers and visitors, is safe and without risks to health.
- Ensure that Council complies with any duty or obligation under WHS legislation.

Workers while at work must:

- 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 others.

- Cooperate and participate with work health and safety procedures, risk identification, instructions and initiatives given in the workplace.
- Report all workplace injuries or incidents at the time of the incident, including any unsafe acts or conditions that come to their attention.
- Use and maintain appropriate personal protective equipment as may be required.
- Attend all work health & safety inductions, site specific inductions, toolbox meetings and training as required.

Contractors, Sub-contractors and other PCBUs

All contractors, sub-contractors and PCBUs (Persons Conducting a Business or Undertaking) engaged to perform work on Council premises or locations will be required, as part of their contracted services, to provide evidence of safe systems of work, including as a minimum, a risk assessment tool identifying potential safety hazards, controls implemented, safe working procedures and be appropriately licenced / qualified to undertake the work if applicable.

Other PCBUs (Persons Conducting a Business or Undertaking) that do not fall into one of the categories already mentioned will be required to participate in Council's Work Health and Safety consultation programs. Council will consult with other PCBUs where Council is an interested party and is under the *Work Health Safety Act 2011 (NSW)* and *Work Health Safety Regulation 2017 (NSW)*.

An elected member of the Council does not, in that capacity conduct a business or undertaking.

Work Health & Safety Consultation

Council has established workgroups with employee nominated Health and Safety Representatives. The Health & Safety Committee is a consultative mechanism, that involves both employee HSRs and Management who consider all aspects of the organisation's Work Health & Safety policies, systems, and programs. It is Coonamble Shire Council's policy to encourage all workers to participate in the effective use of the established WH&S consultation and participation mechanisms. All WH&S consultation arrangements enacted within Coonamble Shire Council will be subject to the requirements of the *Work Health and Safety Act 2011 (NSW)* and the *Work Health & Safety Regulation 2017*.

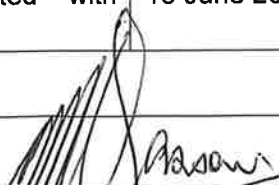
Injury Management and Rehabilitation

Council will ensure that the injury management process is commenced as soon as possible after an injury in a manner consistent with medical judgement. It is expected that an early return to work by an injured worker is normal practice.

7. DEFINITIONS

Definitions are as per the Work, Health and Safety Act 2011

Health and Safety Representative	in relation to a worker, means the health and safety representative elected under Part 5 for the work group of which the worker is a member.
Officer	(a) an officer within the meaning of section 9 of the <i>Corporations Act 2001</i> of the Commonwealth other than a partner in a partnership, or (b) an officer of the Crown within the meaning of section 247, or (c) an officer of a public authority within the meaning of section 252, other than an elected member of a local authority acting in that capacity.
PCBU	Person Conducting a Business or Undertaking
WHS	Work Health and Safety
Worker	(1) A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as— (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class. (3) The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

Title: Work, Health and Safety Policy		
Department: People, Risk & Improvement		
Version	Date	Author
1	11 Feb 2005	Council: Resolution #3869
2	6 Aug 2008	Council: Resolution #7113
3	16 June 2014	General Manager
4	9 June 2021	Manager – People, Risk & Improvement
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Manager – People, Risk & Improvement will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.</p>		
Review Date: June 2024		
Amendments in the release:		
Amendment History	Date	Details
Policy updated	2 Sept 2003	Occupational Health & Safety Committee
Adopted by Council	11 Feb 2005	Council: Resolution #3869
Reviewed by OHS Committee	8 July 2008	Occupational Health & Safety Committee
Adopted by Council	6 Aug 2008	Council: Resolution #7113
Policy updated and changes endorsed subject to display	5 Dec 2013	Endorsed by Health and Safety Committee
Approved and signed for adoption	16 June 2014	General Manager
Reviewed with no changes	23 June 2016	N/A
Reviewed, policy updated with current best practice	16 June 2021	Resolution 2021/118
Annexure Attached:		
Hein Basson General Manager		22-6-2021.