

## 3.2 WORK HEALTH AND SAFETY

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### Document History

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		HR Manual Adopted by Council	05/08/03
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### INTRODUCTION

The Coomalie Community Government Council regards the promotion of sound and effective Work Health and Safety practices as a common objective for the Chief Executive Officer, managers, supervisors, employees, volunteers and contractors.

### POLICY STATEMENT

This policy of Coomalie Community Government Council is to ensure that every person works in an environment where direct efforts are made to prevent accidents, injury and disruption to their health from foreseeable work hazards.

Coomalie Community Government Council is committed to providing a safe and healthy workplace for employees, labour hire staff, contractors, sub contractors, visitors and all other persons whose health or safety could be at risk through our work.

We will do this by ensuring:

- **Compliance with relevant legislation**, including the OHS Act and supporting regulations.
- **The implementation of the OHS Management System**, and the plans, policies, procedures and programs necessary to support and implement this policy.
- Coomalie Community Government Council accepts responsibility for implementing and maintaining this OHS Policy and OHS Management System. It will ensure that:
  - We establish **measurable safety performance objectives and targets** and that **we review** these in order to **continuously improve** OHS performance. This shall include **regular workplace inspections** and the prompt **control of identified hazards**.

- Employees **are trained** on all health and safety matters relevant to their work and **contractors are to be fully aware** of the hazards associated with their work, and **implement appropriate hazard control measures**.
- **All** managers, supervisors, employees, contractors and other persons are **inducted** into the requirements of the OHS Management System, and will be **held accountable** for enacting their roles and responsibilities as defined in the OHS Management System.
- Effective **employee and contractor consultation** on health and safety matters shall include the two-way communication of relevant information, tool box meetings, reporting and feedback mechanisms.
- **Adequate resources** are provided to enable full implementation of this OHS Policy and OHS Management System. Where Coomalie Community Government Council does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, it will ensure that **advice and guidance are obtained** from competent occupational health and safety professionals.
- This OHS Policy and the OHS Management System are **reviewed annually** to ensure they remain relevant to the organisation.

Employees have a duty of co-operation in the attainment of these objectives by:

- working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions;
- reporting conditions which appear to be unsafe to their supervisor;
- co-operating in the fulfilment of the obligations placed on their employer; and
- assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

**All Council employees and contractors are required to comply** with this OHS Policy and the OHS Management System at all times.

Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control.

Employees must cooperate with the employer regarding OHS actions taken by the employer to maintain health and safety. In addition, employees shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace.

This OHS Policy shall be posted at all sites.

Council will provide the time and resources necessary to implement this policy and maintain regular reviews to ensure this policy remains relevant to all stakeholders.