



Policies, Procedures and Guidelines

WORK HEALTH AND SAFETY POLICY

CSG004

Lachlan Shire Council is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

Lachlan Shire Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

OBJECTIVE

Council's aim is to achieve the highest possible level of Work Health and Safety (WHS) for all workers and visitors. Council is committed to ensure all hazards and risks are eliminated or minimised to ensure that workers, visitors and the members of the general public are not exposed to injury, illness or property damage.

SCOPE

This policy applies to:

- all employees of Lachlan Shire Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Lachlan Shire Council (for example councillors, contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as "workers"); and
- all of Lachlan Shire Council's workplaces and to other places where workers may be working or representing Lachlan Shire Council for example, when visiting a customer, client or supplier (collectively referred to as "workplace").

DEFINITION

In this policy:

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

Lachlan Shire Council Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including (without limitation):

- WHS Management Plan;
- Defined WHS Responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;

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- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employees.

Lachlan Shire Council Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources;
- To comply with all relevant laws, rules, standards and codes of practice.

Management Responsibilities

All Officers, Managers and Team leaders/Supervisors are responsible and accountable for the safety of employees, contractors and Council property under their control so far as reasonably practicable. Managers and Team leaders/Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

Employee Responsibilities

All employees are required to comply with health and safety legislation and Lachlan Shire Council's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

Contractors

All contractors engaged to perform work for Lachlan Shire Council are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of Lachlan Shire Council as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Consultation

It has been agreed at Council to have a Work Health & Safety Committee; a separate Consultation Statement has been developed setting out how employees will be consulted about Work Health & Safety in the workplace.

GENERAL MANAGER

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