

## 1 Purpose

The Northern Beaches Council's Work Health and Safety (WHS) Policy outlines Council's commitment to providing a healthy and safe environment for all workers including volunteers, contractors, students and visitors.

## 2 Scope

The WHS Policy applies to all workers (volunteers, contractors, students and visitors) of Northern Beaches Council.

## 3 Definitions

- Work Health and Safety (WHS) Charter

The WHS Charter is a public statement which confirms the Northern Beaches Council's endorsement of the WHS Policy and the WHS Management System and is displayed in Northern Beaches Council workplaces.

- Work Health and Safety (WHS) Policy

An outline of an organisation's commitment, responsibilities, and resources necessary to achieve a particular objective.

- Work Health and Safety (WHS) Management System

All content including framework, policies, procedures, supporting documents, applications and IT programs, to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.

- Worker

A worker includes;

An employee

A volunteer

A trainee apprentice or work experience student

A student

A consultant

A contractor or sub-contractor

An employee of a contractor or subcontractor company

An employee of a labour hire company

#### **4 Responsibilities**

Council as the employer has a duty of care as stated in the WHS Act 2011 to ensure the workers and others are not exposed to a risk to their health and safety.

The CEO is responsible for defining, documenting and implementing the WHS Policy in consultation with management and relevant stakeholders.

Managers must, within their areas of responsibility demonstrate active and visible leadership in work health and safety.

A worker has a responsibility to take reasonable care of their own health and safety, and that of others.

A worker must comply with any reasonable WHS instructions, policies and procedures given by Northern Beaches Council.

#### **5 Legislative Requirements**

The WHS Policy is developed in accordance with;

Northern Beaches Council WHS Management System; and

WHS Act 2011 and WHS Regulation 2017

We shall meet our legislative obligations by implementing the WHS Policy. Our WHS Management System will provide methods for ensuring implementation, governance, and continual improvement.

Northern Beaches Council's WHS Management System is designed to comply with legislative requirements and AS/NZS 4801 Occupational Health and Safety Management Systems.

#### **6 WHS Policy Requirements**

The objective of Northern Beaches Council and the number one strategic objective of our People Plan 2017-2020 is to foster the development of attitudes and beliefs that support a safety first culture and enable our people to be work safe.

The Executive, Managers, workers and contractors must observe and work within the requirements of the WHS Management System and the policy as follows:

Northern Beaches Council;

- Shall provide effective systems of work and resources to ensure the systematic maintenance and continual improvement of a healthy and safe working environment;
- Shall consult and communicate with workers to make the right decisions on issues that directly affect their health and safety;
- Is committed to making WHS management an integral part of every managerial and supervisory position. Managers and supervisors are responsible for ensuring that effective systems are implemented which allow staff to safely perform their work with minimal risk to health and safety;

- Shall comply with WHS legislation, statutory and other legislative requirements;
- Shall ensure plant and equipment is systematically maintained and operated in a safe manner. Workplace operations shall be monitored to identify and control potential hazards, and minimise the risk of incidents occurring;
- Shall ensure workers receive information, instruction and training on their tasks to enable them to perform their work safely and efficiently;
- Shall ensure workers and contractors carry out their duties in a safe and responsible manner by following relevant safety instructions and report any potential hazards;
- Shall ensure WHS incidents are reported and investigated to identify the root cause, ensuring effective corrective actions are implemented to prevent a recurrence;
- Shall ensure health and rehabilitation services are made available to any employee with a workplace injury who requires such services;
- Shall implement and review WHS objectives and targets to assist Northern Beaches Council in meeting the commitments of its WHS Policy;
- The WHS Policy and WHS Charter shall be available to interested parties, the public, and shall be reviewed periodically to ensure it remains current and continuing suitability to the organisation.

## **7 WHS Charter**

The Northern Beaches Council's WHS Charter is a public statement of its commitment to WHS. The WHS Charter states;

We are committed to providing a healthy and safe environment for all our people including volunteers, contractors, students and visitors.

Our aim is for everyone to return home safely each day.

Our Work Health and Safety Management System (WHSMS) is developed to comply with legislation, providing us all with important health and safety responsibilities. This allows us to foster the development of attitudes and beliefs that support a safety first culture and enable our people to be work safe.

Our responsibilities include:

Leading by example

Managing our own risks

Engaging in meaningful communication and consultation

Performing due diligence

Owning our individual legal requirements

Seeking compliance with our WHS Management System

Contributing to the continual improvement of our safe systems of work

Our Work Health and Safety Policy outlines our commitment to governance and continual improvement of our WHS Management System. We perform regular review of systems, objectives and targets, to ensure we perform our work with minimal risk.

## 8 Consultation and Training

**Council is committed to providing information, training and supervision to keep all people safe from risks that might arise in the workplace.**

The WHS Policy and WHS Charter will be accessible on the intranet and record management system.

The WHS Charter will be displayed in all workplaces and communicated through the organisational WHS Committees.

The WHS Policy and WHS Charter is included in the induction process.

## 9 Governance

Compliance with the WHS Policy will be audited through internal and external audit programs at least every two years by the WHS team and relevant stakeholders.

The WHS Policy and WHS Charter will be reviewed in accordance with the 3 yearly review of the strategic People Plan.

Following completion of any review the WHS Policy and WHS Charter will be revised and updated. Any changes to the WHS Policy will be consulted through the Chief Executive Team.

## 10 Document History

Date	Approved By	Notes
31 Jan 2018	CET	Document Approved

## 11 Document Owner

Executive Manager – Human Resources