

Work Health & Safety Policy

December 2024



Liverpool
Plains
Shire Council

INFORMATION ABOUT THIS DOCUMENT

Document Record Number	D22/32018
Document Owner	Human Resources Manager
Document Development Officer	HR Officer – Safety and Wellbeing
Review Timeframe	2 Years
Last Review Date	December 2024
Next Review Date	December 2026

Document History		
Doc No.	Date Amended	Details/Comments
1	September 2017	New policy document
2	February 2023	Policy revised
3	December 2024	Policy reviewed and updated

Further Document Information and Relationships	
Related Legislation*	WHS Act 2011 WHS Regulation 2017
Related Policies	
Related Documents	First Aid Procedure WHS Planning and Reporting Procedure Contractor Management Procedure Psychosocial Hazard Procedure

**Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.*

Table of Contents

Purpose	4
Demonstration of Commitment	4
Objectives.....	5
Responsibility	5
General Manager & Executive Leadership Team	5
Councillors.....	5
Managers, Coordinators, Team Leaders and Work Health & Safety Representatives	5
All Staff and Workers.....	6
Contractors.....	6
Related WHS Procedures and Commitments.....	6
Contractor Management:.....	6
First Aid:	6
Psychosocial Hazards:	6
WHS Planning and Reporting:.....	6
Policy Statement.....	7

Purpose

Liverpool Plains Shire Council (Council) is committed to the prevention of work-related injury and ill health, as far as reasonably practicable, through the provision of safe and healthy work environments, facilities, equipment and systems of work for our workers, contractors, volunteers and visitors to Council's workplaces.

Demonstration of Commitment

Council, led by the General Manager and Directors, will demonstrate this commitment by:

- Identifying and eliminating physical and psychological health and safety hazards and minimising risks with the aim of preventing work-related injury and illness
- Ensuring Council has available and uses appropriate resources and processes to eliminate or minimise risks to safety, especially for higher risk activities.
- Establishing measurable health and safety objectives, targets and regularly review our performance.
- Continuously improving our Work Health and Safety Management Framework.
- Should an incident occur, then ensuring there are effective processes in place to record, investigate and carry out remedial actions to prevent reoccurrence.
- Consulting and communicating with workers to ensure they are empowered to actively participate in WHS risk management in the workplace.
- Ensuring staff and workers understand their general responsibilities in accordance with the Work Health and Safety Act 2011 and specific responsibilities for health and safety relating to their position descriptions.

Objectives

The purpose of this policy is to provide an outline of Council's commitment to Work Health and Safety (WHS). Council will comply with the Legislative requirements of the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017. It will implement these requirements together with Codes of Practice, Australian Standards and relevant guides throughout its operations with the aim of providing:

- a safe place of work, including safe plant, equipment and systems for work;
- written procedures and instructions to ensure safe systems of work;
- information, training and supervision to employees, contractors, volunteers and customers to ensure their safety;
- support and assistance to all employees.

Responsibility

Council has a health and safety duty, where reasonably practicable, to ensure the health, safety, and welfare of all its workers including contractors and visitors. In meeting this obligation, the following responsibilities have been identified.

General Manager & Executive Leadership Team

- Ensure the policy framework promotes a safe and healthy place to work, for all persons described in the scope of this policy
- Set expectations of appropriate workplace health and safety behaviours
- Ensure appropriate Work Health and Safety consultation mechanisms are available and effectively applied
- Establish a due diligence framework that includes periodic reviews of WHS objectives and targets.

Councillors

Councillors must be aware of Council's WHS Policy and its contents to ensure their acts or omissions to act do not adversely affect the health and safety of themselves or others.

Managers, Coordinators, Team Leaders and Work Health & Safety Representatives

- Model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are adhered to
- Ensure workers are aware of and understand Council's Workplace Health and Safety Policy and associated plans, protocols, and procedures
- Take action to ensure due diligence in providing and maintaining safe and healthy working conditions
- Participate in workplace inspections to ensure workers are working in a safe environment and in accordance with Council's safety management plans, procedures, and practices
- Aid and support to Council's health and safety consultative processes

All Staff and Workers

- Ensure individual behaviour complies with Council's Workplace Health and Safety Policy, established safe work practices, rules and hazard controls
- Where identified, take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure own acts or omissions do not endanger or put at risk the health, safety, or well-being of the individual or any other person
- Ensure that individual actions or behaviours do not interfere with or damage Council's property or equipment
- Ensure the prompt notification of accidents, incident, or hazards
- Ensure the appropriate use and maintenance of personal protective clothing and equipment.

Contractors

- Ensure established procedures are in place for Contractors to comply with our Work Health and Safety Obligations.
- Ensure systems are in place to monitor Contractors licence qualifications
- Ensure systems are in place for Contractors to report risks, hazards or incidents

Related WHS Procedures and Commitments

Contractor Management:

We are committed to ensuring that all contractors comply with our WHS standards. Our contractor management procedures include thorough prequalification checks, clear communication of safety expectations, and ongoing monitoring to ensure a safe work environment for everyone.

First Aid:

Adequate first aid arrangements are in place to ensure timely and effective responses to workplace injuries or illnesses. This includes maintaining trained first aid personnel, readily accessible first aid kits, and clear procedures for managing incidents.

Psychosocial Hazards:

We recognize the importance of addressing psychosocial hazards, such as workplace stress, bullying, and harassment. Our procedures aim to identify, assess, and mitigate these risks by fostering a supportive work culture, providing training, and encouraging open communication to promote mental health and wellbeing.

WHS Planning and Reporting:

We embed safety into our organizational operations through structured WHS planning and reporting. This includes setting measurable safety objectives, monitoring performance, and reporting on WHS outcomes to ensure continuous improvement. Regular reviews and stakeholder input are integral to maintaining an effective WHS management system.

Work Health and Safety

Policy Statement

At the Liverpool Plains Shire Council, we will meet this objective by –

1. Promoting a positive culture based on passionate WHS leadership and effective consultation with workers and relevant external stakeholders
2. Promoting environmental sustainability as part of our culture
3. Ensuring all personnel have clearly defined and understood responsibilities and accountabilities for the effective implementation of our WHS policy and Management System
4. Engaging with contractors, industry bodies, equivalent organisations and stakeholders to achieve and improve WHS standards
5. Applying risk management principles to the identification, assessment and control of hazards, work practices and behaviours that could cause incidents, injuries, illness or environmental harm
6. Complying with all relevant WHS legal and regulatory requirements, company policies, standards and procedures
7. Providing appropriate information, training, supervision and resources that assists all personnel to implement and maintain our WHS Management Systems
8. Managing WHS incidents, close calls and hazardous conditions consistently through early identification, notification, methodical investigation and the sharing of learnings across the organization
9. Encouraging personnel to maintain a healthy balance between work, family and friends.
10. Informing and educating all personnel on the potential impacts of medication, illicit drugs, alcohol, fatigue, stress and other issues relating to their wellbeing and fitness for work
11. Providing confidential employee assistance and counselling services for the benefit of all employees
12. Measuring and monitoring for continual improvement the effectiveness of our WHS Management Systems
13. Reporting on WHS performance, measured against objectives and targets

This Policy applies to all Liverpool Plains Shire Council operations and covers all our activities and services.

Signed:

Gary Murphy
General Manager

Date: