

OUR COMMITMENT

We are committed to the health, safety and wellbeing of our workers, visitors, and community.

OUR GOAL

We aim to eliminate our accidents, injuries, and workplace illnesses, and to improve the health and wellbeing of our people.

OUR PLAN

We are committed to:

- reviewing this policy to ensure it helps Council deliver our Work Health and Safety (WHS) commitments
- promoting a culture of continuous improvement in WHS and wellbeing
- working within the WHS risk appetites in our Enterprise Risk Framework
- the risk management process as it relates to our diverse functions and services
- complying with relevant WHS legislation and other requirements applicable to our activities
- setting measurable objectives and targets for WHS to take us towards eliminating work-related illness and injury
- providing appropriate WHS training to all of our workers
- the consultation process to ensure all workers and affected Persons Conducting Business or Undertaking (PCBU) are included in the decision-making processes where there are shared WHS risks
- sharing WHS information to all workers, PCBUs and others at the workplace
- implementing this policy consistently in all areas of our business.

RESPONSIBILITIES**Persons Conducting Business or Undertaking (PCBU)**

As the PCBU, Council has the responsibility, so far as is reasonably practicable, to eliminate risks to the health and safety of its workers, and when elimination is not possible, to minimise those risks.

Council will ensure, so far as is reasonably practicable, that others are not put at risk from works being undertaken on Council's behalf.

Officers

As Council's 'Officers' for the purposes of the *WHS Act 2011*, the Chief Executive Officer, Deputy Chief Executive Officer and each Director are committed to exercising due diligence, ensuring Council complies with its WHS duties and obligations. This is achieved by keeping up to date with WHS matters, understanding the hazards and risks associated with Council's operations, and providing adequate resources and processes to eliminate and reduce workplace risks to their workers. Council's Officers consider information regarding incidents, hazards and risks, and commit to responding in a timely way to that information.

- **The Chief Executive Officer:**

The Chief Executive Officer is involved in the development of this policy and supports the implementation of the policy and the associated WHS programs.

The Chief Executive Officer is committed to exercising due diligence in accordance with Council's WHS Management System, ensuring the appropriate resources to establish and maintain a consultative and systematic approach to WHS and injury management under this policy.

- **Deputy Chief Executive Officer and Directors:**

The Deputy Chief Executive Officer and each Director are responsible and accountable for implementing this policy and WHS programs in their areas of control and will support workers in meeting their WHS obligations and responsibilities. Each Director will consult with their staff on issues that affect their health and safety and refer any concerns to the Chief Executive Officer.

Workers

Workers are everyone who conducts work for, or with, Council at Council's workplaces. This includes the Executive, Managers, Coordinators/Supervisors, employees, volunteers, contractors, and labour hire staff.

Each worker must demonstrate safe working behaviours consistent with Council's values, take reasonable care for their own health and safety, and make sure their acts or omissions do not place others at risk.

Workers must also comply, so far as the worker is reasonably able, with any reasonable instruction given by Council regarding WHS, and follow the policies and procedures of Council relating to health or safety.

- **Health and Safety Committee:**

The Health and Safety Committee and Health and Safety Representative Network ensure a consultative approach is maintained and that employees are advised and involved in changes that affect WHS.

Others at Work

All visitors entering Council's workplaces are required to comply with this policy, the procedures and programs of Council and to observe directions on WHS from Council officers. Failure to comply or observe a direction will result in expulsion from the workplace.

The WHS Management System used by Council provides the framework for setting and reviewing measurable objectives and targets to take us towards eliminating all workplace injury and illness. Individual commitment and a team effort are essential to ensuring safety is everyone's responsibility. Regular reviews of the WHS Management System will ensure it remains relevant and effective for all of Council's operations.

Controlled Document Information

Authorisation Details

Folder No:	F2005/02178	TRIM Record No:	D11283089
Audience:	Council Wide - All workers		
Department:	People & Culture	Officer:	Coordinator Work, Health and Safety - Kate McIntosh
Key focus area(s):	WHS - Shared Decision Making		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	19 September 2028
Authorisation:	Adopted at OLT Meeting - 19 September 2024		
Authorisation – Executive Team adoption date:	19 September 2024		

Related Document Information, Standards & References

Related Legislation	WHS Act 2011	
Other references	Safety and Injury Management Strategy	

Definitions

Term / Abbreviation	Definition
PCBU	Person's conducting business or undertaking
WHS	Work Health and Safety

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	OLT and HSC
---	-------------

Version History

Version No	Date Changed	Modified By	Details and Comments
12	April 2024	K McIntosh	Created on new template. Added the word 'health' to safety and wellbeing Removed physical signatures