



OCCUPATIONAL HEALTH AND SAFETY POLICY 5.67

OCCUPATIONAL HEALTH AND SAFETY

DIVISION: GOVERNANCE

PILLAR: GOVERNANCE

FILE / BINDER:

1. OBJECTIVE

The objectives of this policy are:

- To promote and encourage awareness of Occupational Health and Safety in the workplace.
- To demonstrate commitment to a proactive approach to Occupational Health and Safety in the workplace.
- To continually improve Occupational Health and Safety Management Systems, processes and procedures.
- To assist in establishing and driving a safety culture in the workplace.
- To ensure every effort to prevent injuries and illnesses related to potential or existing hazards in the workplace.
- To ensure that Camden Council meets legislative requirements

2. BACKGROUND

Camden Council is committed to ensuring the health, safety and welfare of all employees, contractors, visitors, volunteers and others who may be involved in the delivery of our services.

Providing a safe workplace is both a legal and moral obligation of all employers. Consequently, Camden Council will ensure compliance with the *Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001*.

Camden Council will develop, implement and maintain a comprehensive Occupational Health and Safety Management System (OHSMS) in consultation with the OHS Committee, the Senior Management Team (SMT) and all employees. The System will encourage the development of a safety culture and a proactive approach to Occupational Health and Safety and Risk Management.

The OHSMS supports the notion that Occupational Health and Safety (OHS) is the responsibility of every individual at Camden Council.

Development, implementation and continuous improvement of the OHSMS will be conducted in accordance with the Australian/New Zealand Standards 4804 and 4801.

3. POLICY STATEMENT

Camden Council is committed to providing a healthy and safe working environment for all employees, volunteers, contractors, visitors and the wider community.

To enable us to fulfil this commitment we will: -

- Set measurable objectives to ensure continuous improvement.
- Comply with all applicable OHS Legislation, Regulations, Codes of Practice and Australian Standards.
- Consult wherever possible on changes that may affect the health, safety and welfare of employees and other interested parties.
- Make this Policy available to all employees and other interested parties.
- Ensure all employees are aware of their obligations to comply with health and safety policies, procedures and legislation, to ensure their own health and safety and the health and safety of others.
- Ensure all employees are trained to do their job effectively and safely.

A range of documented policies and procedures supports our commitment to health and safety. This policy is supported by an OHS management system, which is subject to ongoing review and continuous improvement.

This policy will be reviewed every two years, or when necessary, to ensure it remains relevant and current.

4. DEFINITIONS

Employee

Any person who is engaged either for wages, salary, contract or other reward or is acting as an agent on behalf of Council, including, but not limited to, the following:-

- Councillors
- Employees of Council
- Contractors/sub-contractors and any of their employees whilst engaged on work for Council;
- People on work experience
- Volunteers;
- Council's consultants or their employees whilst on Council work.

5. SCOPE

This policy applies to all Councillors, employees, volunteers and contractors within any Council facility, including buildings; parks; reserves, or operating vehicles; plant; or any physical asset, owned or controlled by Council. Additionally, this policy applies to council staff working at external locations to those owned and operated by Council.

6. RESPONSIBILITIES

6.1 The General Manager will:

- a) Ensure the implementation of this Policy
- b) Ensure Council adherence to relevant legislation throughout Council workplaces and operations.
- c) Allocate resources, including finance, to ensure that OHS responsibilities are met.
- d) Review the health and safety performance of Council
- e) Review serious accidents and incidents
- f) Review the health and safety performance of Managers

6.2 Directors and Managers will:

- a) Ensure appropriate systems are established to satisfy legislative requirements and continuous improvement for health and safety
- b) Ensure regular monitoring of health and safety performance in their area of responsibility
- c) Review accident and incident reports for their area
- d) Review health and safety reports eg: statistics, inspections, audits
- e) Participate in health and safety activities
- f) Ensure ongoing consultation with employees and Health and Safety Committee representatives
- g) Assign health and safety functions to Managers, Supervisors and other nominated representatives to ensure health and safety tasks are carried out
- h) Provide training for all employees so that health and safety responsibilities can be carried out
- i) Identify information and training needs for contractors coming on site
- j) Monitor and review contractor health and safety performance
- k) Record health and safety information
- l) Benchmark health and safety performance
- m) Maintain knowledge of health and safety related legislation

6.3 Team Leaders and Supervisors will:

- a) Ensure appropriate actions are taken to implement health and safety in the workplace to satisfy legislative requirements
- b) Ensure regular monitoring of health and safety performance in their area of responsibility
- c) Undertake accident /incident investigations
- d) Provide resource to health and safety initiatives
- e) Undertake regular health and safety inspections and participate in audits.
- f) Provide new employees with health and safety induction training and specific job training where required
- g) Facilitate the rehabilitation of injured workers
- h) Ensure employee awareness of health and safety Management Systems and specific workplace safety hazards
- i) Provide clear direction to employees, in writing, of work procedures and practices
- j) Maintain knowledge of health and safety related practices
- k) Support management in their efforts to make all employees aware of, and understand the OHS Policy and the procedures of the OHS system.
- l) Address concerns or issues relating to the OHS policy promptly and proactively to ensure the health and safety of all employees;

6.4 Employees (including contractors, sub-contractors, consultants, volunteers) will:

- a) Ensure all work is performed in accordance with Occupational Health and safety Policy, Procedure and legislation.
- b) Take reasonable care of their own health and safety as well as that of others
- c) Develop an understanding of the health and safety requirements of their position
- d) Report all identified hazards, accidents/incidents and near misses to their Manager/Supervisor
- e) Use and maintain all safety equipment and personal protective equipment in accordance with the relevant standards
- f) Maintain knowledge of OHS and related legislation within the scope of their job description
- g) Not deliberately endanger themselves or others by their action or inaction at work
- h) Prevent others from putting themselves at risk

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RELEVANT LEGISLATION:

Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001
AS/NZS 4801:2001 Occupational Health and Safety Management Systems
AS/NZS 4804:2001 Occupational Health and Safety Management Systems

RELATED POLICIES

Smoke-free workplace Policy
Injury Management Policy
5.29 Fit-for-Work (Drug & alcohol) Policy
5.21 Sun Protection Policy

DELEGATIONS:

Y

SUSTAINABILITY ELEMENT:

Y

STAFF TRAINING REQUIRED?

Y

NEXT REVIEW DATE: October 2011

PREVIOUS POLICY

ADOPTED:

MINUTE: