

WORK HEALTH & SAFETY POLICY

1. Objectives

- 1.1 McKinlay Shire Council is committed to providing a safe and healthy working environment for employees, contractors and visitors to the workplace.
- 1.2 By adopting and promoting the provisions of the Work Health and Safety Act 2011 and its associated Regulation, Codes and Standards, together with significant importance placed in the areas of hazard/risk management and injury prevention strategies, we will achieve our Work Health and Safety objectives.
- 1.3 Council understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees with management or supervisory responsibilities are accountable for the health and safety of employees, visitors and others who may be affected by Council business or undertakings in their respective work areas.
- 1.4 In conjunction with this policy, the development of a safety management system (Sky Trust), which includes individual safe work procedures, guidelines and standards will be prepared in consultation with relevant employees and issued by request and during the induction process and will be prominently displayed for all to read.

2. Scope

- 2.1 All employees, contractors and visitors to our workplace are required to follow safe work practices as prescribed under the legislation and in our policies and safe work procedures, and that they make every effort to reduce the risk of injury to themselves and others whether it is while working in town or off site within the boundaries of the Shire.

3. Responsibilities

- 3.1 The Chief Executive Officer, Directors and Work Health & Safety Coordinator are responsible for ensuring the policy is understood and adhered to.

4. Policy

- 4.1 Council will provide adequate resources to manage and maintain health and safety together with regular training on workplace health and safety and expect our employees to attend. Employee training is considered to be mandatory;
- 4.2 Work Health and safety is important, and Council will encourage you to actively participate so that we may achieve this goal and any feedback will be used to improve the Council's vision for the workforce;
- 4.3 Council will endeavour to ensure that persons are free from:
 - (a) Death, injury or illness caused by the workplace, relevant workplace area, work activities, or Plant or substances for use at work; and

(b) The risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work. As an employee you have the following obligations at the workplace:

- Be committed to zero harm in the way we conduct our business and council activities;
- Take reasonable steps to ensure your own safety, health and welfare in the workplace;
- Have a duty of care to both fellow employees and members of the public;
- Comply with the instructions given for workplace health and safety at the workplace by Council;
- To use personal protective equipment provided by Council for your use if you have been properly instructed in its use;
- Not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- Not to wilfully place at risk the workplace health and safety of any person at the workplace; and
- Not to wilfully injure yourself.

4.4 As an employee you have a duty to:

- Identify hazards and manage risks to health and safety;
- Perform all work safety and follow safe work practices;
- Report incidents or hazards immediately and support investigations;
- Take corrective action to 'make safe' the workplace, relevant workplace area or work activities and implement improvements; and
- Participate in rehabilitation and return to work programs if required.

4.5 Workplace drug and alcohol free:

Employees must keep the workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on-the-job safety.

As such you must not:

- Use, possess or be impaired by the effect of illegal drugs whilst on duty;
- Come to work impaired by the effect of alcohol or drugs;
- Consume alcohol while on duty or in the workplace other than strictly in accordance with Council Drug and Alcohol Policy; or
- Smoke anywhere within Council's buildings, council vehicles, in any enclosed spaces whilst on site or within 4m of any part of an entrance to an enclosed place.



ABN 46 448 426394

5. Accountability and Reporting

5.1 Management will review this policy annually, in consultation with workers:

- To assess the effectiveness of the policy;
- By reviewing Council's overall health and safety performance;
- By monitoring the effectiveness of policies and procedures.

References and Related Documents:

Work Health & Safety Act 2011


Work Health & Safety Regulations 2011

Adopted by Council Resolution

Policy Version and Revision Information

Version No.	Date Approved	Review Date
1.1	28/04/2022	28/04/2024

Name: Trevor Williams, CEO McKinlay Shire Council

Signature:  Date: 31/5/2022

