



## Work Health & Safety Policy Statement

# Work Health and Safety Policy

McKinlay Shire Council is committed to providing a safe and healthy workplace. We want to ensure work health and safety (WHS) obligations are met and hazards eliminated or, where this is not practicable, managed so that incidents and injury are prevented. This WHS Policy confirms the Organisation's obligations, commitments, and expectations.

WHS management is the responsibility of all who work for the Council. All personnel, including contractors and visitors, are expected to comply with the spirit and letter of WHS legislation and Council's WHS Policy, procedures and standards for all matters relating to health and safety at work.

Officers of McKinlay Shire Council must exercise due diligence in relation to WHS management within Council. Through this, McKinlay Shire Council will ensure its WHS legal duties as the person conducting the business or undertaking (PCBU) and other requirements are met by:

- Defining and documenting the Council's WHS Policy and commitment to WHS in consultation with employees and/or their representatives
- Ensuring Council's WHS Policy is consistent with relevant legislation requirements and endorsed and supported by the Council's executive and senior management
- Establishing measurable objectives and targets to ensure Council's WHS legal and other requirements are met to eliminate work-related illness and injury
- Establishing, implementing, and maintaining a WHS risk management process in order to eliminate hazards and reduce risks consistent with Council's activities and scale of risks
- Ensuring compliance with WHS legislation and other requirements placed on the Council or to which the organisation subscribes, including workers' compensation self-insurance requirements
- Maintaining consultation processes that ensure all employees are included in decision making where there are WHS impacts
- Disseminating WHS information to employees, contractors, labour hire employees and visitors to the workplace
- Monitoring outcomes and enabling continuous improvement in Council's WHS system

Managers, supervisors and workers, including contractors, are expected to fulfil their WHS duties by:

- Working in a way that ensures the health and safety of themselves and others
- Following safe work practices, procedures, instructions, and rules
- Participating in training, WHS meetings and other WHS activities
- Identifying and rectifying unsafe conditions or reporting these and incidents that occur

This WHS Policy will be communicated across Council and available to interested parties.

The Policy will be reviewed to ensure it remains relevant, appropriate, and aligned with Council's values, commitments and goals.

Trevor Williams, CEO, McKinlay Shire Council

Issued: 01/07/2023 Review:30/06/2025



## Work Health & Safety Policy Statement

# Document History and Tracking

[Remove this page prior to issue if not required]

### Document Tracking

<b>Document Name</b>	Work Health & Safety Policy Statement
<b>Prepared by</b>	Di Mattingley
<b>Reviewed by</b>	Taleah Rafter
<b>Approved by</b>	Trevor Williams
<b>Date Approved</b>	10/07/2023
<b>Status</b>	Final
<b>Document Number</b>	1.1.2
<b>Version Number</b>	1.0
<b>Review Date</b>	30/06/2025

### Document History

Version	Section/s Modified	Brief Description of Amendment	Author	Approver	Issue Date

## 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 and 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

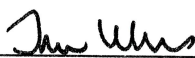
Work Health & Safety Regulations 2011

### 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

