

Occupational Health and Safety

COUNCIL POLICY NO. 033

1. POLICY

Gannawarra Shire Council employees, volunteers, contractors and visitors have a right to a safe and healthy work environment.

Gannawarra Shire Council and its managers are committed to providing employees, volunteers, contractors and visitors with such an environment.

Objectives:

- To prevent work related accidents and illness
- To safeguard all employees, volunteers, contractors and visitors against injury
- To promote welfare and preservation of health
- To provide written procedures and instructions to ensure safe systems of work
- To ensure compliance with legislative requirements and current industry standards
- To provide information, instruction, training and supervision to employees, volunteers, contractors and visitors to ensure their own safety.

Commitment:

Gannawarra Shire Council recognises its corporate accountability under the Victorian *Occupational Health and Safety Act 2004* and other relevant legislation. Management and supervisors have a key responsibility with regard to ensuring the health, safety and welfare of staff, volunteers, contractors and visitors. In fulfilling this responsibility managers and supervisors have a duty to provide and maintain so far as practicable, a working environment that is safe and without risks to health. Gannawarra Shire Council is therefore committed to:

Undertaking, documenting and actioning risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;

Compliance with all relevant legislation, standards, and other requirements to which Gannawarra Shire Council is subject;

Ensuring that plant, vehicles, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;

Providing, monitoring and maintaining systems for the safe use, handling, storage and transportation of plant, vehicles, equipment and substances;

Maintaining safe systems of work, the work sites and the work environment, including systems to adequately manage emergency response;

Providing adequate facilities to protect the welfare of all employees, volunteers, contractors and visitors;

Providing appropriate Occupational Health and Safety and Risk Management training to all employees, volunteers, contractors and visitors;

Providing information and supervision for all employees, volunteers, contractors and visitors enabling them to work in a safe and healthy manner;

Consulting with employees, volunteers, contractors and visitors to enhance the effectiveness of the Occupational Health and Safety Management System;

Providing adequate resources, including finances, to facilitate the fulfilment of Gannawarra Shire Council Occupational Health and Safety responsibilities;

Regularly reviewing and evaluating Council's Occupational Health and Safety Management Systems including audits and workplace inspections; and

The establishment of reasonable objectives and targets to ensure continued improvement aimed at elimination of work related injury and illness.

Responsibilities:

The Chief Executive Officer has ultimate responsibility for the implementation and review of the Gannawarra Shire Council Occupational Health and Safety Management System.

Managers and Supervisors

Are responsible for the effective implementation and regular review of the Occupational Health and Safety Management System and Policy;

Must observe, implement and fulfil responsibilities under the Acts and Regulations which apply to Occupational Health and Safety, and endeavour to comply with Australian Standards and approved Codes of Practice;

Must ensure that the agreed procedures for regular consultation between management and those designated and elected Occupational Health and Safety responsibilities are followed;

Are responsible for ensuring that the Gannawarra Shire Council Occupational Health and Safety Management System is implemented, effective and consistent with Gannawarra Shire Council objectives;

Must ensure that all significant risks associated with hazards in their operation are identified, controlled, registered and reviewed in consultation with employees and any others that may be effected; and

Must ensure all incidents within their area of control are reported, investigated and causes and control strategies implemented.

Employees and Volunteers

Are required to take reasonable care of themselves and others in the workplace;

Are responsible for their allocated Personal Protective Equipment (PPE);

Have a responsibility to actively participate in Occupational Health and Safety related programs;

Have a responsibility to comply with relevant Gannawarra Shire Council Occupational Health and Safety Management Systems, policies, procedures and programs as appropriate;

Must not bypass or misuse systems, plant, vehicles, equipment and substances provided for Occupational Health and Safety purposes; and

Must report incidents and any unsafe conditions that come to their attention.

Occupational Health and Safety Committee

To be consulted regarding Gannawarra Shire Council Occupational Health and Safety Management System, including policy, procedure and program review and implementation.

Contractors

- Are required to complete and submit all required pre-qualification documentation via the Rapid contractor System;
- Must observe direction on health and safety from designated officers of the Gannawarra Shire Council;
- Must ensure any place of work under the Contractor's control is maintained in a condition that is safe and without risk to health;
- Must provide and maintain a working environment for employees and sub-contractors that is safe and without risks to health, and adequate in relation to facilities and arrangements for their welfare at work;
- Must ensure that persons not in the Contractor's employment who may be affected by their work are not exposed to risks to their health and safety; and
- Must, in addition to carrying out all work in accordance with the requirements of the Occupational Health and Safety Act, meet the requirements of all other relevant Acts, Regulations, Codes of Practice and relevant Council policies.

General

All Gannawarra Shire employees, volunteers, contractors and visitors have a responsibility to themselves and their work colleagues to work in a safe manner and in a safe environment. Employees, volunteers, contractors and visitors are to:

- Observe safe working practices and procedures;
- Report any suspected health or safety risk to the Safety Representatives, Manager and/or Supervisor;
- Wear all protective clothing, safety glasses and ear muffs where required to do so;
- Report all accidents/injuries and advise their Safety Representatives, Managers and/or Supervisors of incidents within twelve hours; and
- Report any incident that is serious and/or involves the need for medical attention for an employee, volunteer, contractor and others to the Chief Executive Officer within one hour.

2. POLICY REVIEW

Council will review the Occupational Health and Safety policy as required but always within twelve months after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act* 2006.

3. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Manager Governance on (03) 5450 9333.

Records – Document Profile No. 14/00433

Originally adopted:1995

Reviewed: 23/03/2005

Reviewed: 27/06/2007

Reviewed: 23/09/2009

Reviewed: 17/04/2013

Reviewed: 24/10/2017

To be reviewed

Minute Book Reference: 4105

Minute Book Reference: 5894

Minute Book Reference: 7712

Minute Book Reference: 9849

Minute Book Reference: 12593

2021