

WORKPLACE HEALTH AND SAFETY POLICY

OBJECTIVE

Tamworth Regional Council (Council) is committed to providing a workplace that protects both the physical and psychological safety and wellbeing of all people involved in our operations. Council strives to provide an environment where every individual takes personal responsibility for their safety and the safety of those around them.

We aim to eliminate or minimize risks to health and safety, so far as is reasonably practicable through open communication, hazard identification and proactive risk management practices that empower our workforce to actively maintain a safe and healthy workplace. Health and safety are not just a priority but an integral element of Council's "Wellbeing" value that guides our actions and decisions every day.

COMMENCEMENT OF THE POLICY

This Policy commenced in 2012 and is to be revised annually.

SCOPE

All Council workers, contractors and volunteers have a responsibility for implementing and complying with this Policy.

POLICY

To demonstrate our commitment, Council will:

- Comply with all relevant and current legislative and regulatory requirements, standards and codes of practice relating to workplace health and safety.
- Implement and maintain WHS programs and initiatives that protect and promote health, safety and wellbeing, such as Health Monitoring and Recover at work.
- Demonstrate commitment, cooperation, leadership and management of WHS through the implementation, reviews and continuous improvement of the Integrated Management System and ISO 45001 OHS Management accreditation.
- Clearly define health and safety responsibilities for executive, managers, supervisors, workers, contractors and volunteers.
- Proactively identify, assess, manage and control WHS hazards and risks that could cause physical or psychosocial incidents, injuries and illnesses.
- Set SMART* WHS Objectives and Targets that are monitored and reviewed regularly and promote continuous improvement aimed at reducing work-related incidents, illnesses and injuries.
- Provide training, education and awareness programs to develop the capability and competency of our people, uplifting their skills and knowledge to work safely and contribute to ongoing improvements in safety performance.
- Facilitate timely consultation processes with all workers and other relevant Council stakeholders in all matters relating to WHS.
- Monitor and audit business activities for compliance with the Integrated Management System.

Responsibilities

Role	Responsibilities
General Manager and Executive Leadership Team	<ul style="list-style-type: none"> • Comply with the obligations of and “Officer” within a person conducting a business or undertaking (PCBU) on behalf of Council • Demonstrate due diligence in accordance with Section 27 of the WHS Act 2011 through visible safety leadership, and appropriately allocate resources and responsibilities, • Establish and maintain workplace health and safety legislation and standards requirements that are applicable and incorporated into corporate governance structures, policies, systems, training and procedures to support the objectives of this policy and ensure the health, safety and wellbeing of workers
Managers / Supervisors	<ul style="list-style-type: none"> • Responsible for the day-to-day WHS management of sites, activities and/or project works • Demonstrate visible safety leadership and appropriately allocate resources and responsibilities, • Ensure that all workers carry out their duties in a work health and safety responsible manner in line with the Integrated Management system (safe systems of work).
Risk and Safety Function	<ul style="list-style-type: none"> • Support management and workers in implementing safe systems of work in line with the Integrated Management System • Provide workplace health and safety advice and guidance in accordance with legislation, regulation, standards and codes of practice • Monitor compliance with Council’s safe systems of work.
Workers inc. Volunteers, Contractors	<ul style="list-style-type: none"> • Carry out their duties in a work health and safety responsible manner ensuring minimal impact to work health and safety, and that all activities are in line with the Integrated Management system safe systems of work.

ASSOCIATED COUNCIL DOCUMENTS

- Operational Policy Register
- Integrated Management System
- Recover at Work Program
- Health Monitoring Program
- Fatigue Management Procedure
- Various uniform and PPE policies

REFERENCES AND LEGISLATION

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Model Codes of Practice (Safe Work Australia)
- Local Government Act 1993
- Local Government (General) Regulation 2021 (NSW)

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Paul Bennett Title: General Manager [REDACTED]	Original issue: 2012 Revision Period: Annually
Policy Maintained by: Manager Risk & Safety	Current Version: 12

◆

◆ HISTORY – (MAINTAINED BY GOVERNANCE)