

Policy Title: **Work Health and Safety**

Policy No: 226

Directorate: Work Health and Safety

Responsible Officer: Chief Executive Officer

Adopted Date: Policy and Planning Meeting – 04/08/2015

Review Date: 04/08/2017

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy and Strategy	07/06/2013	New Policy
2	Policy and Planning	04/08/2015	Biennial Review

Authorities: Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

INTRODUCTION:

North Burnett Regional Council is committed to promoting and improving standards for Work Health and Safety to ensure a safe and healthy working environment for all our workers, contractors and their employees, subcontractors and their employees, labour hire employees, volunteers, work experience students, customer/clients and the public in general.

OBJECTIVES:

The primary Workplace Health and Safety objective of North Burnett Regional Council to eliminate or reduce Risk by developing proactive strategies and adopting a Risk Management approach to Work Health and Safety. By creating and maintain a safe and healthy working environment to provide an injury and illness free workplace.

The success of health and safety management depends on ongoing commitment and diligence combined with a joint effort between management and workers with all having duties and responsibilities in assisting to achieve our objectives.

PRINCIPLES:

1. 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, will achieve our Work Healthy and Safety.

2. Creating and maintain a safe and healthy working environment is a major part of our overall duties and responsibilities, and all employees with management or supervisory responsibilities are accountable for the health and safety of employees, our workers, contractors and their employees, subcontractors and their employees, labour hire employees, volunteers, work experience students, customer/clients, visitors and the public in general in their respective work areas.
3. In conjunction with this policy, individual Safe Work procedures, guidelines and standards will be prepared in consultation with relevant employees and issued.
4. All employees, our workers, contractors and their employees, subcontractors and their employees, labour hire employees, volunteers, work experience students, customer/clients and visitors to our workplaces are 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.
5. Provide adequate resources to manage and maintain health and safety together with regular training on work health and safety, and expect employees to attend.

SCOPE:

To achieve the objective, the North Burnett Regional Council will:

- Give due consideration to issues of health and safety in all stages of planning, design and construction to incorporate systems to eliminate or control hazards.
- Commit reasonable and sufficient resources for the effective implantation of safety management systems in all areas of our operation and undertakings.
- Ensure all personnel are competent and suitably skilled to undertake the duties for which they are employed in a safe and productive manner.
- Continue to develop a continuous program of education and training including tool box talks and Take 5s to enhance skills and increase safety awareness.
- Promptly and completely investigate, correct and report all accidents, incidents, near misses and hazardous conditions.
- Collectively support and participate in the promotion of pro-active safety management systems and strive for continual improvement through internal and external audits and evaluation programs.
- Ensure all management levels and the workforce understand and accept their health and safety duties and responsibilities by including a health and safety statement in every employee's Position Description.
- Ensure all managers and employees are held accountable for those health and safety matters within their control.
- Provide and effective system of injury management and rehabilitation in which all personnel shall participate.
- Ensure specific work health and safety requirements are acknowledged and implemented.