**2021 Work Health and Safety**

**General Policy**

# Purpose

The North Burnett Regional Council acknowledges its duties under the Work Health and Safety Act 2011 and associated legislation. It is committed to ensuring so far as is reasonably practicable, the health and safety of its workers and ensuring that the health and safety of other persons is not put at risk from any council undertaking.

This Policy has been developed in accordance with the National Self Insurer Safety Audit tool.

# SCOPE

This policy applies to Council’s operations, including administration, maintenance and construction. This policy also applies to all Council workers, including employees, contractors, labour hire employees, volunteers and visitors. (including councillors).

# Definitions

| **Term** | **Definition** |
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| Council | means North Burnett Regional Council |
| Worker | means a worker as defined in accordance with s7 of the Work Health and Safety Act 2011 who is directly or indirectly engaged by Council. |

# Policy

## OBJECTIVES

This Policy will support Council’s corporate objectives of continuous improvement in health, safety and risk management practices, and confirms Council’s commitment to work health, safety and wellbeing in providing an injury and illness free workplace.

## PRINCIPLES

The following principles apply under this policy:

1. Council is committed to providing a safe and healthy working environment for all workers, contractors and visitors to our workplaces. Council is also dedicated to achieving a high standard of health and safety performance and will strive to continuously improve the safety performance results in all of our operations through the implementation of a Safety Management System aligned with best practice Australian Standards;
2. Council will apply its best endeavours to comply with all relevant work health and safety legislation and related standards, codes of practice and industry guidelines;
3. Council firmly believe that all incidents can, and should be prevented;
4. Council firmly believe that no task is so important that risk of injury to people is ever justified, and
5. Council will establish clear objectives with measureable targets, and report on performance against those targets at pre-determined intervals.

# POLICY STATEMENT

Council will embrace this policy by:

1. having our leaders lead by example and demonstrate a visible commitment to health and safety, to motivate, educate and support all persons involved in council activities;
2. proactively identifying and managing health and safety risks;
3. ensuring that there is participative consultation to support and enhance our decision making processes;
4. emphasising in all communications and interactions that people, safety and systems are our priority, including the dissemination of important Work Health and Safety information;
5. ensuring all accidents, incidents, near misses and hazardous events are fully investigated and corrective measures taken to prevent reoccurrence;
6. ensuring our employees and contractors receive the appropriate health and safety training to enable them to conduct their work safely;
7. continuing to develop a continuous program of education and training including tool box talks and Take 5s to enhance skills and increase safety awareness
8. the ongoing regular monitoring and review of our health and safety performance to support the effectiveness of work health safety actions and ensure our health and safety objectives and targets are being met;
9. providing an effective system of injury management and rehabilitation
10. providing adequate resources to manage and maintain health and safety together with regular training on work health and safety, that all employees are expected to attend
11. ensuring all levels of management and staff fulfil their health and safety responsibilities and that responsible persons are held accountable for those health and safety matters within their control.

**ROLES AND RESPONSIBILITIES**

All Workers, Management, Councillors and the safety committee have a role in health and safety management.

# applicable legislation and regulation

Applicable legislation and regulation:

* 1. Work Health and Safety Act 2011
  2. Work Health and Safety Regulation 2011

# Related documents

Related documents are:

* 1. Code of Conduct

# Responsible Officer

People and Performance Partner (WHS)

# Approval Date Review Date

3 February 2021 February 2025

# revision history

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| 1 | General Manager Community and Culture | 3 February 2021 | Revised Policy |
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