

TEMORA SHIRE COUNCIL



WORKPLACE HEALTH & SAFETY POLICY

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Workplace Health & Safety Policy
CODE NUMBER: WHS-001
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: July 2019

REVIEW

Revision Date	Revision Description	Date approved by Council	General Managers Endorsement
July 2019	Rewritten – to replace Smarter Safety document	N/A	GCL
February 2022	Scheduled Review. No change	N/A	
October 2024	Reviewed for new Council term. Inclusion of Psychosocial Hazards, per changes to legislation.	N/A	MB

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
October 2027	Scheduled review	WHS

Workplace Health and Safety Policy

Temora Shire Council (TSC) embraces its responsibility to operate in a manner that prioritises work health and safety in order to support the Council's long-term development and reputation as a responsible corporate citizen.

TSC is committed to the provision of a safe and healthy work environment for all our workers and other persons that may be affected by works undertaken by Council. This includes all employees, councillors, contractors, volunteers, visitors and members of the public.

To demonstrate our commitment to health & safety, we will:

- Promote a culture where harm to our people through work is unacceptable.
- Engage in WHS consultation with workers, including contractors and volunteers to develop practices and methods of work with the health and safety of all workers and the public as first priority.
- Develop and continually improve WHS Management Systems based on the requirements of WHS legislation, codes of practice and AS/NZS ISO 45001:2018, where applicable.
- Identify and eliminate physical and psychological health and safety hazards and minimising risks with the aim of preventing work-related injury and illness.
- Ensure effective processes are followed in the event of a safety-related incident, to record, investigate, and implement corrective actions to prevent recurrence or a similar incident.
- Ensure workers understand their general responsibilities for WHS and the specific responsibilities for their job descriptions.
- Allocate necessary resources to meet our WHS commitments.

WHS Responsibilities

Council must ensure, as far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by Council, and
- Workers whose activities in carrying out work are influenced or directed by Council, while the workers are at work in the business or undertaking.

All workers have responsibility for:

- Taking reasonable care for their own health and safety.
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety or other persons.
- Following all WHS legislation, Council safety requirements and relevant codes of practice.
- Co-operating with management in the support of promotion of Health and Safety in the workplace.
- Not undertaking any task without the relevant induction, training or competency.
- Promptly reporting all hazards, injuries and safety incidents.
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

Person Conducting the Business or Undertaking (PCBU)

As the PCBU, the General Manager has ultimate responsibility for workplace health and safety at TSC, reviewing overall WHS performance, WHS performance review of executive management and review of this policy, in consultation with senior management, to ensure continued effectiveness and improvement of the WHS management systems.