Council Policy – Workplace Health and Safety

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Organisational Development
Responsible Officer	Manager Organisational Development
Affected Business Unit/s	All

Objective

The purpose of this policy is to recognise the Shire of Ashburton's (the Shire) commitment to providing a safe and healthy work environment for all workers and visitors to the Shire. This policy aligns with the Shire's organisational values in being proactive in the continual improvement of workplace health and safety (WHS), embedding a positive safety culture.

Scope

This policy applies to all Shire workers including individuals performing (paid and unpaid) work for the Shire as well as visitors and elected members.

Policy Statement

The Shire is committed to:

- Maintaining a WHS management system that complies with relevant WHS legislation as well as any Shire approved Safety Management System Standard.
- Creating a safe, healthy, and positive workplace culture taking into consideration physical, emotional, psychological, and social wellbeing.
- Consulting and cooperating with employees and their representatives on safety and health issues as well as WHS policies, procedures, and continual improvement of the system.
- Providing adequate resources both physical and financial to achieve and sustain workplace health and safety outcomes.
- Developing key performance indicators that demonstrate we meet workplace health and safety legislative requirements.
- Commitment to a process of continuous improvement through the setting of measurable targets and objectives, monitoring and review of outputs, and improvements in health and safety management systems and initiatives.

- Building a pro-active reporting culture where hazards and incidents are consistently reported, so that risks are actively identified, assessed, and effectively controlled and mitigated.
- Conducting investigations to identify root causes, which will allow the Shire to take appropriate action in preventing reoccurrences.
- Development of policies and procedures which are communicated to all staff and interested parties where appropriate.
- Supporting and encouraging employees to participate in a range of health and wellbeing initiatives and activities.
- Outlining clear accountabilities for workplace health and safety at all employee levels (which cannot be delegated).
- The maintenance of any Shire owned and operated accommodation or under their management and control, to ensure the health and safety of workers occupying these premises.

Breaches of this policy

The Shire promotes a culture of work, health and safety and encourage all workers to perform their duties in a safe manner. Employees breaching this policy may be performance managed up to and including termination of employment. Workers may also expose themselves to criminal or civil action.

Definitions

Hazard means anything which has the potential to cause injury or illness.

Health includes the physical, emotional, psychological, and social wellbeing of an individual.

Psychological means the mental health harm because of psychosocial hazards.

WHS risk is the chance of someone becoming injured or ill because of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

Worker is as defined in section 7 of the *Work Health and Safety Act 2020* and include all paid and unpaid Shire workers, including employees, contractors, consultants, volunteers, and visitors.

Relevant policies/documents

Shire of Ashburton Safety Plan
Employee Code of Conduct
Code of Conduct for Council Members, Committee Members and Candidates
Directive – Discrimination, Bullying and Harassment
Directive – Fitness for Work
Directive – Grievance and Resolution
Directive – Performance Management
Directive – Personal Protective Equipment

Directive – Prescription Safety Glasses
Directive – Smoking
Directive – Work Health and Safety Consultation and Participation

Relevant legislation/local laws

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Work Health and Safety Codes of Practice
Local Government Act 1995

Office use only				
Relevant delegations	Nil			
Council adoption	**Date**	11 October 2022	**Resolution #**	139/2024
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	Date		**Resolution #**	
Next review due	2027			