

WORK HEALTH AND SAFETY POLICY

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PREPARED BY:

GOVERNANCE, RISK AND COMPLIANCE UNIT



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SUTHERLAND SHIRE

1. PURPOSE

The purpose of this Policy is to outline how Sutherland Shire Council (SSC) will meet its Work Health and Safety (WHS) obligations to ensure the health and safety, and welfare, of its Workers and Other Persons at its Workplaces.

This Policy supports Council's corporate strategies, aims and objectives to ensure community confidence in SSC to continuously review and enhance WHS.

This Policy also ensures that all *Officers, *Workers and *Other Persons at the *Workplace have delegated responsibility to play an active and effective role in the protection of our people and facilities.

2. APPLICATION

This Policy applies to Officers, Workers and Other Persons who visit SSC Workplaces. This Policy also applies to SSC Workers who are at a location or premises not controlled by SSC, whilst at work. This includes but is not limited to workshops, office space, work sites, vehicles, premises being inspected etc.

3. PRINCIPLES

3.1. Application of Principles

No one principle should be applied to the detriment of another. Principles must be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

3.2. Balanced Commitment

SSC is committed to the health, safety and welfare of all its Workers and Other Persons at Council's Workplaces by balancing the following:

- **WHS Management System** - that is implemented and maintained to support the requirements and implementation of this Policy;
- **Risk Management Framework** - that is used to eliminate or mitigate risk to Workers and be consistent with the nature of Workplace activities and scale of WHS risks; and
- **Resources** - both financial and physical to ensure the implementation of this Policy and provide a safe workplace and adequate facilities for the welfare of Workers at work.

3.3. Communication and Engagement

An agreed communication process that promotes meaningful two way communication between Officers and Workers to ensure a safe workplace for all. This will be achieved through providing:

- **Consultation and collaboration** – respect for everyone's opinion and ideas of safety
- **Supplying** - the appropriate information needed to keep all safe at the workplace.
- **Instructions and safe system of work** - that can be followed by Workers and Others;
- **Continuous Learning and Improvement** – training, skill building and education to increase competency and enhance workers capability and safety performance; and

3.4. WHS Culture

SSC is committed to the health, safety and welfare of all its Workers and Other Persons at Council's Workplaces by collectively 'practicing what we preach'. Council will achieve this by:

- **Advocating safety culture** – engaging and involving workers in safety so it is part of everything we do

- **Raising and maintaining awareness of the part everyone plays in safety** - work health and safety rests with everyone, not just one person or section of SSC.

3.5. Measurable performance

Measurable objectives and targets for WHS are to be established to ensure continuous improvement aimed to eliminate work related illness and injury. True performance will be measured by:

- **Corporate safety performance plan** - with historical and future performance measures
- **Planned audit program** - to measure compliance; and
- **Appraisal** - of employees against their WHS responsibilities.

4. RESPONSIBILITIES

4.1. Responsible Officer

Director Corporate Support has the delegated responsibility, authority and accountability for this Policy.

4.2. WHS Legal Responsibility

Council is responsible for ensuring so far as is reasonably practicable:

- the health and safety of its Workers and Other Persons is not put at risk as part of its operations;
- manage the risks to health and safety arising from its workplaces;
- consult with Workers and Other Persons as required;
- take steps to resolve WHS issues; and
- immediately report to the regulator a notifiable incident occurring at a SSC Workplace.

SSC Officers are accountable for ensuring Council fulfils its responsibilities and as such they have a special obligation to ensure that SSC is doing everything reasonably practicable to protect the health and safety of those in the Workplace.

*Unit Managers and *Supervisors have responsibilities to ensure that Workers under their control have safe workplaces and carry out their work safely.

Workers and Other People at the Workplace are responsible under the WHS Act to:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of Workers or Other Persons;
- comply with any reasonable instruction that is given to ensure WHS;
- cooperate with any reasonable WHS policy determinations, guidelines, or instructions of SSC;
- report accidents, incidents, near misses and co-operate with any incident investigations; and
- consult, co-operate and coordinate with all who have WHS responsibilities.

5. MONITORING

Monitoring of compliance to this Policy will be undertaken through the implementation of:

- Corporate WHS Management System Plan containing historical and future performance indicators of performance;
- WHS Audit schedule containing a timetable of planned internal and external audits;
- Reports on WHS, Injury Management and Return to work; and
- Reports provided quarterly to the Executive Committee (ExCo).

6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the State Records Act 1998 (NSW) and Privacy and Personal Information Protection Act 1998 (NSW) through its Enterprise Content Management Policy and Privacy Policy.

WHS records will be maintained and kept in accordance with the requirements of the:

- NSW WHS Act 2011 Work Health Safety Act 2011 (NSW)
- NSW WHS Regulation 2017 and Work Health Safety Regulation 2017 (NSW)
- NSW Records Act 1998 – GD 39 Records Act 1988 (NSW)

Where there is a variance in record keeping requirements relating to the length of time a record is to be kept, the longest length of time applies.

7. BREACHES OF POLICY

Non-compliance with this policy will be considered a breach of SSC's Code of Conduct and dealt with through normal disciplinary procedures and will be advised to the General Manager and/or Director Corporate Support, and/or Manager People and Culture.

8. RELATED DOCUMENTS

- [P2 Alcohol and Other Drugs Determination](#)
- [P3 HVNL Determination](#)
- [CSG 01 Responsibilities, Authorities and Accountability for WHS](#)
- [CSG 02 Consultation Cooperation and Coordination for Health and Safety](#)
- [CSG 03 Planning for WHS Improvement](#)
- [CSG 05 Communication of Information](#)
- [CSG 06 Health and Safety in Design](#)
- [CSG 07 Procurement of Goods](#)
- [CSG 08 Incident Reporting, Investigation & Corrective Actions](#)
- [CSG 10 Training](#)
- [CSG 11 Performance Review](#)
- [CSG 12 Inspection and Testing](#)
- [CSG 13 Document Control and Records Management](#)
- [CSG 14 Management of Risk to Work Health & Safety](#)
- [CSG 15 Contractor Management](#)
- [CSG 16 WHS Legal and Other Requirements](#)
- [CSG 17 WHS Audit](#)
- [CSG 18 Emergency Preparedness](#)
- [CSG 19 Materials Handling](#)
- [CSG 20 Plant and Equipment](#)
- [CSG 21 Personal Protective Equipment](#)
- [CSG 22 Health Monitoring](#)
- [CSG 23 Hazardous Chemicals](#)
- [Code of Conduct](#)

9. RELEVANT LEGISLATION, REGULATIONS AND GUIDELINES

- Local Government Act 1993 (NSW).
- State Records Act 1998 (NSW).
- Privacy and Personal Information Protection Act 1998 (NSW).
- Government Information (Public Access) Act 2009 (NSW).
- WHS Act 2011 (NSW)
- WHS Regulation 2017 (NSW)

10. DEFINITION OF TERMS

Term	Meaning
*Officer	<p>An officer is a person that has the delegation to make, or participate in making a decision about work health and safety for the whole or a substantial part of the SSC. Officers can be:</p> <ul style="list-style-type: none"> a) The General Manager b) Division Directors c) Members of the Directors Committee d) Senior Managers, Group Managers or Unit Managers who make, or participate in making, decisions that affect the whole, or a substantial part, of SSC including significant financial decisions. <p>The full definition of Officer can be found in section 9 of the Corporations Act 2001.</p>
*Other Persons	<p>People that are at the workplace but are not workers of SSC such as Councillors, visitors, customers, and official guests, or those who could be affected by the way SSC conducts its operations.</p>
*Supervisor	<p>A worker that has the responsibility, to oversee, monitor, give feedback, guide, instruct, direct and control workers and other persons in the performance of their duties, on behalf of the Unit Manager</p>
*Unit Manager	<p>A worker delegated with a particular level of responsibility to manage the establishment and monitoring of the implementation of the WHS management system within their area of control.</p>
*Worker	<p>A person is a worker if they are an employee; a contractor or subcontractor; an employee of a labour-hire company; an outworker; an apprentice or trainee; a student gaining work experience; a volunteer; or a person of a prescribed class.</p>
*Workplace	<p>Is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work including a vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters</p>

End of Document

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