

# 2021 Work Health and Safety

## Governance Policy



### 1. 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 undertakings.

### 2. SCOPE

This policy applies to Councils operations and is to ensure that our workers have access to safe systems of work, adopt safe working practices and procedures. These will assist our workers to manage and control any of the elements that may present as a potential hazard to the employees, sub-contractors or the public.

### 3. DEFINITIONS

TERM	DEFINITION
Council	Means North Burnett Regional Council
Worker	Means a worker as defined in accordance with s7 of the <i>Work Health and Safety Act 2011</i> , who is directly or indirectly engaged by Council.

### 4. POLICY

#### Objectives

Health and Safety is a core value of the Council and this is reflected in the way we do business. We are committed to providing a work environment free of injury and illness to all our workers including employees, contractors, labour hire, and our visitors with continuous improvement in health, safety, and risk management practices.

### 5. POLICY & PRINCIPLE STATEMENT

To achieve the objectives of this policy, Council is committed to:

- Identifying and complying with all relevant health and safety legislation, codes of practice, industry and stakeholder requirements and certifications.
- Proactively identifying, eliminating, controlling, and reducing the risk of hazards including those associated with Major Hazard Facilities.
- Promoting a strong culture of health and safety awareness and eliminating hazardous work practices and behaviour that may cause harm.
- Providing strong, accountable health and safety leadership throughout the council and upholding everyone's responsibilities to health and safety.
- Providing a safe and healthy work environment, using safe work practices and necessary safety equipment. No one is expected to carry out any activity that they reasonably believe to be unsafe.
- Adopting best practices for health and safety management by implementing and maintaining an effective health and safety management system.
- Establishing, monitoring, and reporting our performance through measurable objectives and targets.
- Providing appropriate training, competency, information, and supervision, to our workers.
- Encouraging co-operation and engagement by consulting with workers on health and safety matters.
- Ensuring adequate resources are in place to implement this policy.
- Building relationships within the council network who aspire to the same health and safety standards.

## 6. WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All Council workers shall strive to achieve best practice standards for workplace health and safety, and therefore assist in the control of injuries or loss by:

- Being responsible for their actions and taking due care while performing their work.
- Recognising, assessing, and controlling hazards in the workplace.
- Complying with all necessary requirements that are put in place to prevent injury or loss.
- Reporting all Hazards, Near Misses, Accidents, and Incidents to their Supervisor.
- Using all mechanical and personal equipment provided, in such a manner as to ensure the safety of themselves, other personnel and the equipment.
- Maintaining as high standard of housekeeping in all areas of the workplace.
- Assisting the Company Council by accepting change, so as to achieve the desired goals.
- Each person must ensure his or her own safety and health at work and avoid adversely affecting the safety or health of any other person through any act or omission at work.
- Sharing ownership, responsibilities, and liabilities in all areas of safety. We are all responsible for our and others safety.
- Monitoring and supervising contractor WHS performance is essential for the Health and Safety of all. To meet these duties and obligations Council must undertake adequate monitoring and supervision of Contractors. Managers of contractor activities must:
  - include potential WHS risks and requirements linked to engaging contractors in project planning, including implementing risk controls
  - evaluate the WHS standards as part of any procurement process
  - establish monitoring systems for contractor WHS performance
  - ensure that there are clear contact instructions for identifying WHS issues and their effective outcome.

## 7. APPLICABLE LEGISLATION AND REGULATION

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

## 8. RELATED DOCUMENTS

- Employee Code of Conduct
- Councillor Code of Conduct

## 9. RESPONSIBLE OFFICER

- People and Performance Manager



## 10. CEO STATEMENT

Ensuring the health and safety of all Council workers is the highest priority of business objectives at NBRC and must never be compromised to achieve other business goals.

Every day, in everything we do, we will keep health and safety foremost in our minds. Every person working at the council is responsible for ensuring safe work practices at all times.

Excellence in health and safety is achieved by the active participation and co-operations of everyone at the Council.

## 11. APPROVAL DATE

24 June 2021

## REVIEW DATE

24 June 2025 (Standard four year term)

## 12. REVISION HISTORY

Version	Meeting or Authorising Officer	Approval Date	History
1	General Manager Community and Culture	03 February 2021	Revised
2	Chief Executive Officer	24 June 2021	Revised