

Name of policy:	Health, Safety and Wellbeing Policy
Adoption by MANEX:	31 October 2023
Last review date:	September 2023
Review timeframe:	2 Years (or when required as a result of changes to legislation or Council operations)
Next scheduled review date:	September 2025
Related legislation:	Work Health & Safety Act 2011 Work Health & Safety Regulation 2017
Associated policies/documents:	MidCoast Council WHS Management System
Responsible Officer:	General Manager
Contact Officers:	Chief Strategy and Performance Manager Workplace Safety & Welfare Coordinator

1 Policy objectives

To document Council's commitment to Health, Safety and Wellbeing (HSW).

To ensure that Council commits adequate resources to the effective management of Health, Safety and Wellbeing.

To provide a platform for the development of WHS Systems to ensure the health, safety and welfare of all workers and visitors to Council.

To set out responsibilities and accountabilities in relation to the management of HSW.

2 Scope

All workers as defined in the NSW Work Health & Safety Act 2011, including employees, contractors or subcontractors (and their employees), labour hire employees, work experience students and volunteers when they are undertaking work for Council; and

All of Council's workplaces and to other places where workers may be working or representing Council.

3 Policy Statement

Council places the highest importance on the health and safety of all workers and others visiting our work sites. Because of this, and as a responsible member of our community, we will take all appropriate actions to ensure that all Council activities comply with all relevant Work Health & Safety Legislation, Australian Standards, and industry Codes of Practice.

Council will develop, implement, monitor and maintain a WHS Management System which is designed to achieve the highest standards in WHS practice throughout the organisation.

Council's commitment to Health, Safety and Wellbeing will be demonstrated by:

- Undertaking an annual WHS Management Review and annual WHS Planning that includes the establishment of WHS performance objectives, measures and KPIs for the upcoming 12 month period.
- Allocating necessary resources to meet WHS commitments.
- Promoting a culture where health, safety and wellbeing are treated as our highest priority and harm to our workers and others at our worksites is unacceptable.
- Developing, implementing, monitoring and maintaining a WHS Management System that is designed to achieve 'best practice' standards of health, safety and wellbeing.
- Adopting a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health, safety and wellbeing of workers and visitors to our workplaces.
- Ensuring that plant, equipment and materials are as safe as reasonably practicable and without risk to the health and safety of our workers and others at our worksites.
- Investigating all accidents, incidents, and occurrences with control measures implemented and reviewed to ensure elimination of initial breakdown.
- Establishing a positive reporting culture that enables timely investigation for all workplace incidents.
- Communicating WHS requirements through engagement, education, instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures.
- Establishing effective consultation arrangements to promote cooperation in the management of WHS issues.
- Ensuring that all workers comply with appropriate WHS standards, codes of practice and workplace directions to ensure their own and others health and safety at work.
- Ensuring that all workers and visitors understand their WHS responsibilities and accountabilities.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

4 WHS Responsibilities

Work Health and Safety Legislation applies to and imposes specific duty on all persons who are at the place of work.

Refer to Council's Work Health & Safety Responsibilities Procedure.

5 Strategic Plan link

Delivery Program 2018-21, 14.2.2 Embrace a culture of safety and wellbeing.

6 Definitions

Officer – An officer of Council is defined in the WHS legislation as a person who makes, or participates in making decisions that affect the whole or a substantial part of a business or undertaking.

Workers – Direct employees, contractors, sub-contractors, volunteers, apprentices, trainees, labour hire staff, work experience participants, are deemed as workers of the Council under Work Health & Safety Legislation.

7 Attachments

Work Health and Safety Policy Statement of Commitment

Health, Safety & Wellbeing Policy Statement

At MidCoast Council, the wellbeing, health and safety of our people, our customers and visitors to our workplace is paramount, we aim to integrate safe and healthy behaviours and work practices into our everyday activities.

Scope

This policy statement applies to us all and to all MidCoast Council places of work, including those situations where our people are required to work off-site. When we say “we”, “our” or “us” we are referring to all of us at MidCoast Council.

Our commitment

At all times MidCoast Council will seek to comply with work, health and safety (WHS) legislation, namely the *Work Health and Safety Act 2011* (the WHS Act), *Work Health and Safety Regulations 2017* and relevant Codes of Practice.

Policy principles



We will promote safety by:

- Ensuring the workplace is free from psychological and physical WHS risks, so far as is reasonably practicable
- Ensuring our equipment, structures and systems of work let us do our jobs in a safe way
- Providing safe and inclusive workplaces that are free from bullying, harassment and aggression
- Responding to WHS issues in a timely manner
- Supporting safe and early return to work for injured workers through quality injury management and rehabilitation practices
- Reviewing and improving workplace safety and wellbeing by the establishment of measurable safety objectives and ongoing consultation

To be safe, each of us will:

- Take care of our own safety, health and wellbeing
- Ensure our actions do not harm the physical or mental health of others
- Complete training and ensure we do our jobs in a safe way
- Follow health and safety advice and instruction
- Act to prevent others from hazards and prevent incidents or injuries, where possible
- Report all hazards, incidents and WHS issues

Adrian Panuccio,
 General Manager MidCoast Council
 September 2023