

TITLE:	Work Health and Safety Policy		
DIVISION:	CEO		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	March 2023	DATE OF REVIEW:	March 2026
MOTION NUMBER:			
POLICY NUMBER:	HR25		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:
 All Employees, Contractors, Volunteers and Authorised Visitors of the Barkly Regional Council.

PURPOSE

The purpose of this policy is to affirm Barkly Regional Council’s (BRC) commitment to ensuring compliance with the following Acts and Regulations regarding the Workplace Health and Safety of all Council Stakeholders:

- the Work Health and Safety Act 2011;
- the Work Health and Safety Regulations 2011;
- the Return-to-Work Act 1986; and
- the Return-to-Work Regulations 1986.

SUMMARY

Barkly Regional Council is committed to providing a safe and healthy workplace, safe working methods and the provision of safe equipment.

Workplace health and safety is considered by management to be an integral and vital part of the successful performance of any job.

The Council is dedicated to remove risks to the health, safety and welfare of workers, contractors, volunteers, and authorised visitors who may be affected by our operations.

OBJECTIVES

This policy sets out the responsibilities of the BRC and its stakeholders with the aim that together we can maintain a safe and productive work environment.

We believe that with this cooperation:

- all injuries will be minimised or prevented
- we will identify and evaluate existing hazards and implement suitable control measures to prevent injury or illness
- we will create the culture of Safety First, Work Second
- everybody will be proactively responsible for their own and their colleague's safety in the workplace
- that working safely will be a condition of employment

This policy applies to all business operation and functions, including those situations where workers are required to work off-site.

STATEMENT

We recognise that employee consultation and participation in our safety framework is vital and improves decision making about health and safety matters in the workplace.

Consultation is also included in the process of risk assessments and the development of our safe work practices.

Employees shall be actively involved in the workplace safety framework.

Suggestions for change and/or improvements to procedures or safe work practices are encouraged, through reporting to management.

Meetings to consult and inform employees on safety issues shall be conducted through staff meetings or toolbox meetings as regularly as is necessary.

PRINCIPLES

Employees shall be made aware of safety issues relating to their jobs on a regular basis.

The manner of doing so will vary depending upon the type of information to be conveyed.

We expect our employees to be committed to working with management in order to effectively manage health and safety on the job.

Employees are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

Management shall create a Health and Safety Reference Group to meet monthly to direct all Health and Safety practices throughout the organisation.

SAFETY INDUCTION

Barkly Regional Council will provide the education to ensure that all employees do not endanger themselves or others, through their work or work practices.

Within the induction and probation period, new employees will be made aware of emergency procedures within their location and will complete identified safety components regarding safety in their workplace to certify their understanding of the safety requirements of their employment.

Employee line managers will regularly review each employee WHS qualifications, licences, and training records to confirm that each employee is suitably trained in all aspects of workplace health and safety.

When required, additional safety training will be provided to our employees via toolbox meetings, workshops, and staff meetings.

SAFETY TRAINING

Barkly Regional Council provides many avenues to educate their employees in work health and safety.

The SAFETYHUB on BRC's InfoExpert site provides a number of safety modules for management and employees to access.

The completed employee learning provided from these safety modules will certify that commitment from both Council and the employee has been acknowledged.

When required, to provide suitable safety training, Council will source external work health and safety workshops for employees to attend and complete.

The training provider will deliver accredited / non-accredited training in accordance with legislations and standards.

It will be the responsibility for the employee's line manager for their staff to attend all scheduled WHS training, and that:

- staff advise in a timely manner should they be unable to attend through ill health or any other reason
- every attempt is made by the line manager to replace an absent staff member with an alternative attendee.

RISK MANAGEMENT

Risk Management is the day-to-day activity of identifying hazards/risks relating to work activities, analysing the risks in terms of consequences and their likelihood, and evaluating the risks to priorities action.

Barkly Regional Council in consultation with employees will develop a systematic hazard management process, audit and inspection system that will be measurable to Occupational, Health and Safety targets.

Action Plans will be established for the elimination or minimisation of risks in the workplace.

WORKERS COMPENSATION

Workers Compensation insurance is a compulsory form of insurance that Council is required have in order to protect their employees who are injured or become sick due to their work.

In conjunction with the injured / ill employee and the line manager, the Human Resources Department will submit the Workers Compensation claim and all supporting evidence to the BRCI's nominated insurer.

If required or directed by the insurer, the BRC will provide to the injured employee a "Return to Work" plan.

This agreed plan will assist the injured employee return to their working environment.

Barkly Regional Council believes that a successful return to work plan, will play an important role in the employee's recovery process.

It is the responsibility of the Human Resources department to liaise (on behalf of the BRC) with the Workers Compensation insurer to assist with the workers claim matters.

All workers compensation documentation / records will be located in a secure environment within the Human Resources department.

INCIDENT REPORTING

All workplace incidents, (including near misses) injuries and illnesses are to be reported immediately.

All incidents are reported using the Incident Report form, no matter how minor or insignificant the incident was.

To continually improve safety work systems, the Safety Reference Group will collect / analyse accident and incident information to assist in the delivery of recommended corrective actions.

RESPONSIBILITY & DELEGATION

Governance / HR Department

The Governance and the HR department will:

- commit to continually improve performance through effective safety frameworks
- ensure the organisation complies with all legislation relating to health and safety
- provide accurate record keeping of all aspects of workplace health and safety
- review and update policies, procedures, and forms.

Management / Safety Reference Group

Management and the Safety Reference Group will provide and maintain as far as possible:

- acknowledgement of incident reports and create action plans from these reports
- a safe working environment
- a safety framework
- information, instruction, and training that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace
- support and assistance to workers in effective injury management and rehabilitation.

Employees

Each employee has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary or directed
- comply with any direction given by management for health and safety
- not to misuse or interfere with anything provided for health and safety

- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager
- cooperate in safety drills, training, instruction and any other initiatives of BRC, in the elimination of hazards and management of risks
- encourage fellow employees to create and maintain a safe and healthy work environment
- participate in all safety training.

Contractors / Volunteers

Our contractors and volunteers will:

- comply with all of the Councils Occupational Health and Safety requirements
- cooperate in safety drills, training, instruction, and any other initiatives of Council, in the elimination of hazards and management of risks
- work safely at all times to protect themselves and those working with them
- comply with any direction given by Council for health and safety
- report all known or observed hazards and incidents, including near misses to the line manager.

REFERENCES

- Workplace Safety Framework
- Alcohol and Drugs Policy
- Smoke Free Policy
- Confidentiality Policy
- Uniform Policy
- Risk Assessment Procedure
- Incident Reporting Procedure
- Workers Compensation Procedure
- Return to Work Procedure
- Safety Induction Procedure.

LEGISLATION & STANDARDS

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Return to Work Act 1986
- Return to Work Regulations 1986

EVALUATION AND REVIEW

This Policy is to be reviewed every three (3) years or as required by legislation.

APPROVAL

This policy is approved.

Ian Bodill

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20/03/2024

Chief Executive Officer

Signature

Dated