

POLICY

TITLE:	Work Health and Safety Policy		
DIRECTORATE:	Finance		
ADOPTED BY:	Council Resolution:		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	143		
LEGISLATION:	<i>Local Government Act 2019; Sections 172 – 173</i> <i>Work Health & Safety (National Uniform Legislation) Act 2011</i> <i>Codes of Practice</i>		

1. INTRODUCTION

1.1. Purpose

Barkly Regional Council (BRC) is committed to providing a safe and healthy working environment for all employees, visitors, and contractors.

1.2. Scope

This policy applies to all BRC employees, visitors, and contractors on BRC premises and any other locations where activities are undertaken by BRC representatives or on behalf of BRC.

1.3. Policy Objectives

The aims of this policy are, so far as is reasonably practicable, to:

- 1) Ensure a safe working environment for all employees, visitors, and contractors.
- 2) Reduce the risk of workplace incidents and workers compensation claims through the effective implementation of this policy and work, health, and safety procedures.
- 3) Develop and maintain effective consultative arrangements, to ensure all workers are included in the decision-making processes impacting on Work Health and Safety, including the dissemination of health and safety information and instruction to all workers, contractors, and visitors in the workplace.
- 4) Ensure Officers and Workers are aware of their work, health, and safety responsibilities.

1.4. Responsibilities

All persons covered by the scope of this Policy are responsible for adhering to this Policy.

Team Leaders, Supervisors and Directors have a responsibility to ensure that this Policy is implemented and adhered to through all work areas of Council.

The Chief Finance Officer (CFO) is responsible for the oversight of this Policy.

The Manager, WHS is responsible for the implementation of this Policy.

1.4. Definitions

PCBU	PCBU means a “person conducting a business or undertaking” and is a new term in the <i>Work Health and Safety (National Uniform Legislation) Act 2011</i> that replaces ‘employer’ in the Northern Territories old health and safety legislation. Barkly Regional Council is a PCBU.
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of a business or undertaking. For the purposes of this policy and BRC, this definition applies to the positions of Chief Executive Officer and Director.
Worker	A person who carries out work in any capacity for BRC, including an employee, contractor, subcontractor, and volunteer undertaking work for BRC.
Workplace	The place where work is carried out for BRC and includes any place a worker goes, or is likely to be, while at work.
Work Health and Safety Management System	An integrated system that provides a systematic management approach to managing Work Health and Safety at the workplace. It comprises the Work Health and Safety policy, management standards, procedures, guidelines, forms and checklists, online systems, and tools.

2. POLICY STATEMENT

2.1 Policy

- 1) This policy outlines BRC’s commitment to providing a safe and healthy working environment, through the development, implementation, and continuous improvement of BRC’s Work Health and Safety Management System.
- 2) BRC recognises that success in achieving a safe and healthy working environment depends on the commitment and cooperation of workers, contractors, and visitors throughout all its areas of activity. All BRC workers, contractors, and visitors should take reasonable care to prevent personal injury, injury to others, and prevent or minimise damage to plant and equipment.
- 3) The BRC Work Health and Safety policy will:
 - 1) Be available as documented information on BRC’s electronic records management system (SharePoint) and the BRC website
 - 2) Be communicated within BRC
 - 3) Be available to all interested parties, as appropriate
 - 4) Be reviewed and updated as part of the BRC Policy review requirements
- 4) BRC will, as far as reasonably practicable:
 - 1) Ensure compliance with the Work Health and Safety (National Uniform Legislation) Act 2011 (the Act) and Work Health and Safety (National Uniform Legislation) Regulations 2012 (the Regulations), and other applicable law, as well as BRC’s Work Health and Safety Management System and procedures

- 2) Ensure the consultation obligations of the Act are adhered to in relation to consultation with workers on issues affecting their health and safety. This includes identifying hazards and assessing risks arising from work, and proposing changes that may improve the health and safety of workers
- 3) Ensure that BRC meets its duties as a PCBU under the Act including:
 - a) providing and maintaining a working environment that is safe and without risks to health (e.g. control of physical, chemical, biological, and organisational risks)
 - b) providing and maintaining plant, structure and systems of work that are safe and do not pose health risks (e.g. providing effective guards on machines and regulating the pace and frequency of work)
 - c) providing and maintaining safe systems of work (e.g. how work is organised, work pace and work demands, and procedures to prevent or manage fatigue, stress, and violence)
 - d) ensuring the safe use, handling, storage and transport of plant, structure, and substances (e.g. toxic chemicals, dusts, and fibres)
 - e) providing adequate facilities for the welfare of workers (e.g. washrooms, drinking water, lockers, and dining areas)
 - f) providing workers with the necessary information, instruction, training, or supervision to work safely and without risk to their health
 - g) monitoring the health of your workers and workplace conditions to prevent injury or illness (e.g. collection and review of injury and incident data, regular hearing tests for workers in noisy environments and analysis of results)
 - h) Maintaining any building owned or under your management and control to ensure the health and safety of workers occupying the premises.
 - i) Ensure the workplace and the means of entering and leaving the workplace are without risks to the health and safety of any person.
 - j) Ensure fittings, fixtures and plant are without risks to the health and safety of any person.
 - k) Ensure plant or structure is installed, constructed, or commissioned in a way that does not cause risks to health and safety
- 5) BRC requires that all Officers as defined in this policy fulfil their WH&S requirements under the Act including:
 - 1) To acquire and keep up-to-date knowledge of work, health, and safety matters.
 - 2) To gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations.
 - 3) To ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.
 - 4) To ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
 - 5) To ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the Act.

6) BRC requires that all workers fulfil their WHS requirements under the Act including:

- 1) Complying with safe work practices
- 2) Taking reasonable care of the health and safety of themselves and others
- 3) Wearing personal protective equipment and clothing where it is provided
- 4) Complying with any safety direction given for the purpose of health and safety
- 5) Complying with all BRC policies and procedures related to work health and safety
- 6) Not misusing or interfering with any health or safety equipment or process
- 7) Reporting all accidents and incidents
- 8) Reporting all known or observed hazards

7) Failure to comply with this policy and any procedures related to Work Health and Safety may result in disciplinary action.

3. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Codes of Conduct
- 2) Risk Management Policy
- 3) Work Health and Safety Management System Guide
- 4) All relevant Council Policies and Procedures
- 5) Position Descriptions
- 6) Employment Contracts/Service Contracts

4. IMPLEMENTATION AND REVIEW

4.1. Implementation

All relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

4.2. Review

This policy will be reviewed on or before 29 November 2026.

5. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

6. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END