



## MAITLAND CITY COUNCIL POLICY STATEMENT

<b>Policy Name:</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY POLICY</b>
<b>File Number:</b>	130/50
<b>Council Reference:</b>	Ordinary Council Meeting 8 September 2009 – Item 9.1
<b>Date Approved:</b>	8 September 2009
<b>Policy Review Date:</b>	July 2011
<b>Business Group:</b>	Human Resources
<b>Responsible Officer:</b>	Executive Manager Human Resources
<b>Further Information:</b>	Corporate Management Team – Managers Occupational Health & Safety Committee- EEO Committee- Consultative Committee -
<b>OBJECTIVE</b>	To provide and maintain a workplace that is safe and takes all reasonable precautions to minimise injury, illness and risks to health.

### **POLICY STATEMENT**

Maitland City Council is committed to providing a safe and healthy workplace through the management or elimination of conditions or hazards that could result in personal injury or ill health. Maitland City Council will do all that is reasonably practicable to ensure safe and healthy work practices through the provision of: consultative mechanisms and open communication, appropriate workplace systems and practices, training and education programs, safe equipment and suitable personal protection and the implementation of an integrated Safety Management System.

Council considers that workplace health and safety is a joint responsibility between Council, its employees and the Occupational Health and Safety (OHS) Committee.

### **SCOPE**

This policy applies to all current employees including permanent, temporary and casual employees and extends to cover visitors, apprentices, volunteers, and contractors.

## **OBJECTIVES**

The objectives of Council's Occupational Health and Safety Policy are to:

- ensure all employees have access to a safe and hazard free workplace;
- promote duty of care and implement strategies to raise organisational awareness with regard to this Policy;
- ensure all employees who work on a Council construction site hold, as a minimum, a General OHS Induction Certificate;
- promote the appropriate use of personal protective equipment and ensure that it is maintained and used at all times to reduce the risk of injury;
- ensure risk assessments are conducted, and controls put in place for any work activities deemed to create a risk of injury;
- ensure all individuals as described in the scope of this policy demonstrate a duty of care in respect to occupational health and safety including Council's policies, practices and procedures;
- create and maintain a safety culture whereby all employees acknowledge, enact, support and champion the principles of a workplace Occupational Health & Safety;
- ensure the early reporting of accidents, incidents and hazards to enable Council to act proactively in investigating, managing and controlling risk;
- enable employees to have access to quality supervision and training in regards to occupational health and safety; and
- encourage the reporting of behaviour which breaches Council's Occupational Health & Safety Policy.

## **RESPONSIBILITY**

Maitland City Council has a legal responsibility to ensure the health, safety and welfare of all employees, contractors, visitors and volunteers. In meeting this obligation the following responsibilities have been identified:

### **General Manager and Corporate Management Team**

- ensure the policy framework promotes a safe and healthy place to work, for all persons described in the scope of this policy;
- take action to provide and maintain safe and healthy working conditions;

- provide assistance and support to Council's Occupational Health and Safety Committee;
- ensure every employee is treated fairly within the scope of this policy;
- ensure the behaviour of all employees complies with this policy; and
- ensure the implementation of Council Safety Management System.

### **Managers and Supervisors**

- model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are observed at all times;
- participate in workplace inspections to ensure employees are working in a safe environment and in accordance with Council's safety management plans, procedures and practices;
- ensure prompt investigation and notification of accidents, incidents or hazards;
- Where identified take corrective or preventative action to eliminate or mitigate hazards or risks;
- ensure the issue and appropriate use of all safety and personal protective equipment; and
- ensure employees are aware of and understand Council's Occupational Health and Safety Policy and associated plans, protocols and procedures;

### **Employees**

- ensure individual behaviour complies with Council's Occupational Health and Safety Policy so that it does not endanger or put at risk the health, safety or well-being of the individual or any other person in the workplace or community;
- ensure that individual actions or behaviours do not intentionally or irresponsibly interfere with or result in the misuse of Council property or equipment provided in the interest of health, safety and welfare;
- ensure prompt notification of accidents, incidents or hazards; and
- ensure the appropriate use and maintenance of personal protective clothing and equipment.

### **Occupational Health and Safety (OHS) Committee**

To ensure the objectives of this policy are achieved, Council will implement its Safety Management System and support the ongoing role of the Occupational Health and Safety (OHS) Committee.

The Occupational Health and Safety Committee has been established in accordance with Division 2 of *The Occupational Health and Safety Act 2000* and is responsible for:

- informing, and consulting with, staff on occupational health and safety matters;
- promoting occupational health and safety throughout the organisation;
- working within the provisions of Council's Occupational Health and Safety Committee Constitution; and
- acting as a committee representative by supporting staff with occupational health and safety issues or concerns.

### **CONSEQUENCES OF A BREACH OF THIS POLICY**

Where a breach of this policy or associated Act or Regulation has been found to have occurred, resolution may comprise counselling, disciplinary action or dismissal depending on the nature of the breach.

Disciplinary action will be imposed in a fair and consistent manner across the organisation.

### **ASSOCIATED WORKPLACE POLICIES, PROCEDURES AND PROTOCOLS**

This policy should be read in conjunction with:

- Maitland City Council's Safety Management System, including its associated Safety Management Plans and Procedures;
- Occupational Health & Safety Committee Constitution; and
- Workplace Return to Work Policy and Workplace Return to Work Program.

### **LEGISLATIVE FRAMEWORK**

- Local Government Act 1993 (NSW)
- Occupational Health & Safety Act 2000 (NSW)
- Occupational Health & Safety Regulation 2001 (NSW)
- Industrial Relations Act 1996 (NSW)
- Workplace Relations Act 1996 (Cth)
- Workers Compensation Act (1987)
- The Workplace and Injury Management Act (1998)



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Signed

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**DAVID EVANS**  
**GENERAL MANAGER**

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**CHAIRPERSON**  
**OH&S COMMITTEE**