



DATE ADOPTED: 13 NOVEMBER 2018

VERSION: 2.0

POLICY OBJECTIVES

The objectives of Maitland City Council's (MCC) Work, Health and Safety Policy are to:

- Create and maintain a safety culture whereby all workers are aware of, enact and champion the principles of work place health and safety
- Ensure as far as reasonably practicable that the workplace is safe and hazard free
- Ensure early reporting of accidents, incidents and hazards
- Act proactively in relation to investigating, managing and controlling risks
- Enable access for all workers to relevant workplace health and safety training/education
- Encourage reporting of behaviours which breach MCC's Workplace Health and Safety Policy
- Ensure there are processes in place as far as reasonably practicable to consult, co-operate and coordinate activities in regard to workplace health and safety
- Ensure all individuals described in the scope of this policy where reasonably practicable demonstrate a health and safety duty in respect to workplace health and safety including MCC's policies, practices and procedures.

POLICY SCOPE

This policy, applies to all personnel deemed as *workers* as indicated in section 7 of the *Work Health and Safety Act 2011*. This includes MCC permanent, temporary and casual employees and extends to cover all other people such as contractors or subcontractors, an employee of a labour hire company, an outworker, an apprentice or trainee, a work experience student, and a volunteer. This policy also extends to cover visitors.

POLICY STATEMENT

Maitland City Council is committed to providing a safe and healthy workplace through the management of and/or elimination of conditions/hazards that could result in personal injury or ill health. MCC will do all that is reasonably practicable to ensure safe and healthy work practices. MCC considers that workplace health and safety is a joint responsibility between MCC, its employees and all other people deemed as workers as indicated in section 7 of the *Work Health and Safety Act 2011*.

RESPONSIBILITY

Maitland City Council has a health and safety duty where reasonably practicable to ensure the health, safety and welfare of all its workers including visitors. In meeting this obligation the following responsibilities have been identified.

General Manager & Executive Leadership Team (Officer)

- 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 ensure due diligence in providing and maintaining a safe and healthy working environment
- Ensure appropriate mechanisms for consultation with the workers who carry out work for MCC who are likely to be directly affected by a matter related to workplace health and safety
- Provide assistance and support to MCC's health and safety consultative processes
- Model appropriate workplace safety behaviours
- Ensure the implementation and support of MCC's safety management system.

Managers (Officer)

- Model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are observed at all times
- Take action to ensure due diligence in providing and maintaining safe and healthy working conditions
- Ensure prompt notification of accidents, incidents or hazards
- Where identified take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure workers are aware of and understand MCC's Workplace Health and Safety Policy and associated plans, protocols and procedures
- Provide assistance and support to MCC's health and safety consultative processes.

Coordinators and Team Leaders

- 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 workers are working in a safe environment and in accordance with MCC's safety management plans, procedures and practices
- Ensure prompt notification of accidents, incidents or hazards
- Where identified take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure the appropriate use of all safety and personal protective equipment
- Ensure workers are aware of and understand MCC's Workplace Health and Safety Policy and associated plans, protocols and procedures
- Provide assistance and support to MCC's health and safety consultative processes.

Workers

- Ensure individual behaviour complies with MCC's Workplace Health and Safety Policy, and established safe work practices
- Ensure that their actions do not endanger or put at risk the health, safety or well-being of the individual or any other person
- Ensure that individual actions or behaviours do not interfere with or result in the misuse of MCC's property or equipment
- Ensure the prompt notification of accidents, incident or hazards
- Ensure the appropriate use and maintenance of personal protective clothing and equipment.

Work Health and Safety Consultation

Work health and safety consultation requirements are clearly defined under Part 5, Division 2 Consultation with workers of the *Work Health and Safety Act 2011*. Section 48 (Nature of Consultation) requires that:

- Relevant information is shared with workers,
- Workers are given reasonable opportunity to:
 - Express their views and to raise work health or safety issues
 - Contribute to the decision making process
- That the views of workers are taken into account by MCC, and



- If the workers or group of workers are represented by a Health and Safety Representative, consultation must involve that representative.

To ensure the objectives of this policy are achieved, MCC through the safety management system will support ongoing work health and safety consultation. Consultation in relation to work health and safety may be undertaken by one or a combination of the following:

- Toolbox talks
- Staff meetings
- Health & Safety Representatives
- Health & Safety Committees

POLICY DEFINITIONS

MCC	Maitland City Council
Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business as per section 9 of the Corporations Act 2001 of the Commonwealth (WHS Act 2011 – definitions)
Safety Management System	A safety management system is a guide that assists MCC to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedures required to effectively mitigate the risks associated with the MCC's operations.



POLICY ADMINISTRATION

BUSINESS GROUP:	Workplace Culture & Safety
RESPONSIBLE OFFICER:	Executive Manager Workplace Culture & Safety
COUNCIL REFERENCE:	Ordinary Council Meeting 13 November 2018 – Item 14.1
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	130/50
RELEVANT LEGISLATION	<p>Workers Compensation Act (1987)</p> <p>Workplace Injury Management and Injury Management Act (1998)</p> <p>Work, Health and Safety Act (2011)</p> <p>Work Health and Safety Regulation (2017)</p> <p>Local Government Act 1993 (NSW)</p> <p>Industrial Relations Act 1996 (NSW)</p> <p>Workplace Relations Act 1996 (Cth)</p>
RELATED POLICIES / PROCEDURES / PROTOCOLS	Safety Management System and associated procedures

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	2012	Legislation changes
2.0	13 November 2018	Legislation Changes to WHS Regulation, 2011 adjusted for 2017. Adjustments made to Responsibilities for Managers and Coordinators/Team Leaders. Term employee changed to worker.