

# Work, Health & Safety Policy

**Date Adopted:** 25 June 2024

**Version:** 2.1

## Policy Statement

Maitland City Council (MCC) is committed to the health, wellbeing, and safety of our employees and of other people who may be affected by our operations. We pursue best practice in Work Health and Safety, protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from our work activities. Safety is our highest priority regardless of project difficulty, cost or urgency.

We (MCC) are committed to:

- Complying with all relevant WHS legislation including the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulations 2017(NSW)
- Continually improving our Integrated Management System and safety culture through regular audits, reviews, improvement requests and lessons learnt.
- Proactively identifying hazards, controlling risks in the workplace, and reporting all incidents
- Providing employees with appropriate training and resources to improve safety culture and allow them to perform their jobs safely
- Rehabilitating injured workers with early return to work
- Consulting with employees on WHS issues including communication of incident safety alerts and workplace safety shares
- Provide adequate facilities for the welfare at work of workers, including ensuring safe access to those facilities.
- Establish measurable objectives and targets to ensure continued improvement aimed at eliminating work related injury and illness
- Foster a positive WHS culture that is an integral element of our operations

The success of our WHS management depends on:

- The commitment of all persons to achieve the policy objectives
- Planning work activities, with due consideration given to WHS
- Undertaking the risk management process in an effective manner
- Communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

## Policy Administration

<b>Business Group:</b>	People & Performance
<b>Responsible officer:</b>	Executive Manager People & Performance
<b>Council reference:</b>	Ordinary Council Meeting 26/6/2024
<b>Policy review date:</b>	Three (3) years from date of adoption
<b>File number:</b>	130/50    WHS DOCUMENT NO: - MCC-WHS-POL-001 V1
<b>Relevant legislation</b>	<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>
<b>Related documents</b>	Safety Management System and associated procedures

## Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
V25	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.
1	1 <sup>st</sup> February 2021	Protocol extracted from WHSMS V25 in preparation for transition to ISO45001 structured WHSMS and upload to ERIC. New document number and version control added.
2	26 June 2024	Review of Policy. Removal of Roles and Responsibilities as they sit in other system documents. Updated language.
2.1	-	Updated to new branding. No change to content.