



SHIRE COUNCIL
Blayney

Work Health and Safety Policy

Policy	9A
Officer Responsible	WHS and Risk Coordinator
Last Review Date	XX/XX/2025

Strategic Policy

Purpose

Council is committed to provide a safe and healthy working environment for all our employees, volunteers, contractors, trainees, visitors including Council's elected members, that may be affected by works undertaken by Council, through the elimination or minimisation of risks.

Work Health and Safety Statement

Blayney Shire Council will demonstrate its commitment to Work Health and Safety by:

- Promoting a culture where harm to people through work is unacceptable
- Applying a risk management approach to all specific work related Council activities and initiating controls where risk is identified, monitoring, and recording the same;
- Ensuring compliance with relevant safety legislation, codes of practice and standards wherever possible;
- Conducting inspections of the workplace to identify and control hazards and report these outcomes to the WH&S Committee;
- Ensuring when procuring or using plant, substances, equipment and materials they are used and handled properly, stored and transported without risk to health and safety of personnel;
- Identifying any foreseeable hazards Blayney Shire Council will provide appropriate information, training and resources to control or eliminate the risk;
- Promoting to all levels of management and staff to take responsibility, be accountable and assume authority for the management of work, health and safety within the workplace;
- Consulting with management, employees, volunteers, and contractors on work health and safety issues;
- Provision and circulation of appropriate work, health and safety information;
- Ensuring those injured are assisted in returning to duties in a safe and timely manner;
- Providing an environment where health and safety issues can be discussed openly and freely.
- Council's Work Health and Safety Policy, practices and systems being monitored and reviewed to ensure the achievement of the highest safety standards possible.

Responsibilities

While the obligation for each person is different, all persons must ensure that the way they carry out their work does not interfere with the health and safety of themselves and other persons at ~~the~~their place of work.

Duty Holders

Person conducting a business or undertaking (Council)

Council must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

The General Manager has ultimate responsibility for the implementation of Council's WHS Protocol, reviewing overall organisational health and safety performance and health and safety performance review of executive management.

Officer duties

Officers of Council have a duty to exercise 'due diligence' to ensure that Council complies with its duty to reasonably ensure health and safety. Officers are defined as a person who makes, or participates in making decisions that affect the whole or a substantial part of a business or undertaking.

Council shall fulfill these responsibilities through the appointed General Manager, Directors, and Managers who are responsible and accountable for the safety of workers including contractors, volunteers and Council property under their control.

All workers

All workers have a duty to ~~responsibility for~~ responsibility for:

- Taking reasonable care for their own health and safety;
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Following all WHS legislation, Council safety requirements and relevant codes of practice;
- Co-operating with management in the support of promotion of Health and Safety in the workplace;
- Not undertaking any task without the relevant induction, training or competency;
- Promptly reporting all hazards, injuries and safety incidents;
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.
- Use any machinery, plant, equipment and any other tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- Only perform tasks for which they are authorised, qualified, trained and licensed to perform.
- Use any personal protective equipment that has been provided by us for personal safety reasons under the requirements of WHS legislation. All workers to ensure that they follow the relevant training, signage or wearing of personal protective equipment. Compliance with health and safety requirements

Council employees must observe Council's health and safety policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action in accordance with disciplinary procedures under the Local Government (State) Award.

Relevant Documents

Work Health and Safety Regulation 2017

Occupational Health and Safety Management System (OHMS) (AS/NZIS 4801)

Work Health and Safety Act 2011

Local Government Act 1993

Corporations Act 2001

Blayney Shire Council Health & Safety Committee Constitution

Blayney Shire Council Enterprise Risk Management Policy

and Plan **Risk Management Policy**

Incident Reporting and Investigation Procedure

Adopted:	08/07/2002	198
Last Reviewed:	18/06/2007	131
	11/11/2013	1311/006
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