

ADMINISTRATION POLICY

Policy Name:	Occupational Health & Safety Policy
Policy No:	OHS-001
Responsible Director:	Director Corporate Services
Responsible Officer:	Manager Human Resources
Functional Area:	Human Resources
Adopted by EMT:	February 2016
Review Date:	February 2020

Purpose

The Northern Grampians Shire Council will, so far as is reasonably practicable, provide and maintain a working environment for employees, Councillors, contractors, volunteers, clients and members of the public that is safe and without risks to health.

Background

The Occupational Health and Safety Policy is necessary to demonstrate Council's commitment to health and safety, to ensure the responsibilities of employees, Councillors, contractors and volunteers are clearly understood and to outline appropriate mechanisms for communication and consultation regarding health and safety issues.

Policy

To achieve positive health and safety outcomes Northern Grampians Shire Council management and employees must work together. Northern Grampians Shire Council will consult with employees, Councillors, contractors and volunteers so far as is reasonably practicable on issues that may directly affect their health, safety and welfare.

The Northern Grampians Shire Council will:

- Comply with all applicable health and safety laws, regulations, compliance codes, guidelines and standards.
- Ensure all managers, team leaders and supervisors are accountable for the health and safety of their employees, contractors and anyone affected by Northern Grampians Shire Council activities and functions.
- Ensure all employees, contractors and volunteers are informed, understand and fulfil their health and safety responsibilities.
- Implement and maintain systems and organisational structures, to support effective health and safety practices throughout Northern Grampians Shire Council.

- Establish and maintain consultative structures and mechanisms to facilitate consultation between management and employees.
- Promote greater involvement and co-operation between management and employees.
- Maintain an active risk management program to heighten awareness, identify, assess, control and review risk factors in workplaces and systems.
- Implement a cycle of continuous improvement
- Establish clear safety targets and objectives on an annual basis to improve health and safety performance.
- Monitor and report performance against safety targets and objectives.
- Provide information, instruction and training to, and encourage effective communication and consultation with, all employees on matters relating to workplace health and safety.
- Adopt a preventive approach to minimising the potential for injury, damage and loss, whilst ensuring that all incidents are investigated and injured employees are returned to suitable work at the earliest opportunity.
- Provide support systems to help employees maintain or improve physical and psychological health and wellbeing.

Responsibilities

- The Chief Executive Officer and the Executive Leadership Team are accountable for checking that adequate resources are identified and provided to enact this policy and supporting policies and procedures effectively.
- All Managers and Supervisors are accountable for bringing this policy and supporting policies and procedures to the attention of employees and confirm through their supervisory activities that the policies and procedures are adhered to.
- All Managers and Supervisors are accountable for ensuring that employees have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.
- Employees are accountable for adhering to the requirements of this policy and supporting policies and procedures, or report any inability to do so to management at the earliest opportunity.
- The Director Corporate Services and Human Resources department employees are responsible for the development and management of this policy.

Stakeholders

<p>Employees, Volunteers</p>	<ul style="list-style-type: none"> ● Work safely so as not to put yourself or anyone else in danger. ● Comply with all OHS policies and safe work procedures including using all personal protective clothing and equipment issued. ● Be conscious of the work environment, identify and report hazards/incidents and recommend safety improvements to management and Health and Safety Representatives (HSR). ● Participate in mandatory OHS training. ● Attempt consultation about a safety issue in line with the Issue Resolution Procedure. ● Contribute to and assist HSR's on the OHS committee achieve safety objectives. ● When required, participate in incident investigations.
<p>Directors, Managers, Team Leaders and Supervisors</p>	<ul style="list-style-type: none"> ● Implement this policy and procedure with respective teams. ● Where nominated, participate in, attend and/or support the OHS committee. ● Participate in mandatory OHS training. ● Provide support to HSR's and OHS committee members to be fully effective in their roles. ● Consult with employees when identifying, assessing, and controlling OHS risk, and on issues that directly affect their health and safety. ● Attempt consultation about a safety issue in line with the Issue Resolution Procedure. ● Work with employees in establishing safe work procedures, reviewing incident reports and implementing corrective actions. ● Provide the resources including safe plant/ equipment, financial, safety information, instruction, training and supervision to your team. ● Monitor work practices and audit compliance with safe work procedures. ● Ensure that OHS is a standing agenda item at all team meetings. ● Encourage near miss and hazard reporting. ● Be actively involved in incident investigation, analysis, audits and inspections. ● Facilitate return to work programs of injured team members.
<p>Health and Safety</p>	<ul style="list-style-type: none"> ● Attempt consultation about a safety issue in line with the Issue Resolution Procedure. ● Participate in mandatory WorkSafe approved OHS training.

Representatives (HSR)	<ul style="list-style-type: none"> ● Support and represent employees from the DWG on safety matters. ● Represent your DWG on the OHS Committee. ● Consult with and communicate safety information to DWG members. ● Review and provide input into Northern Grampians Shire Council policies and safe work procedures. ● Participate in audits and inspections. ● Undertake functions as defined by the OHS Act 2004.
Deputy Health and Safety Representatives (DHSR)	<ul style="list-style-type: none"> ● Attempt consultation about a safety issue in line with the Issue Resolution Procedure. ● In the HSR's absence, the DHSR will effectively act in the HSR role as listed above. ● Assist the HSR as required and participate in proactive safety functions.
Human Resources	<ul style="list-style-type: none"> ● Attempt consultation about a safety issue in line with the Issue Resolution Procedure. ● Provide administration support, guidance and technical assistance (including regular reporting) to the HSR's, DWG's and the Northern Grampians Shire Council OHS committee. ● Develop policy, procedures, safety training and safe work procedures in consultation with management and employees. ● Facilitate HSR nominations and elections. ● Update intranet/ noticeboards etc, consult with and communicate safety information across Council. ● Act as a resource for all council employees including management.

Review

Human Resources will facilitate a review of all policies and procedures on a biennial basis, if not more frequently should there be a change in legislation or internal process.

Communication/Implementation

This Policy will be communicated to all employees during induction and ongoing OHS training. Copies are available on all worksite OHS notice boards and on the intranet.

References

The following resources were used in the development of this policy:

- Northern Grampians Shire Council OHS Committee
- Northern Grampians Shire Council Management Team
- WorkSafe Victoria representative
- The *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2007*.

Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Definitions

Consultation – means the sharing of information and exchange of views between the employer and employees or employee representatives. Consultation does not have to mean agreement or approval on the part of the employees or their representatives.

Occupational Health and Safety Committee – refers to a committee consisting of employee and employer representatives who work cooperatively on OHS issues, as per section 72 of the Act.

Health and Safety Representative (HSR) – means an employee elected by members of a DWG to facilitate resolution of OHS issues by liaising with management and the employees.

Designated Work Group (DWG) – means a group of employees in the workplace that share similar workplace health and safety concerns and conditions, as per section 43 of the Act.

Provisional Improvement Notice (PIN) – A notice issued by a HSR which advises of a contravention or likely contravention of the Act, as per section 60 of the Act.

Notifiable Incident – incidents that occur at the workplace (which result in the consequences) which require immediate notification of WorkSafe, as per section 38 of the Act.

The Act – means the *Occupational Health and Safety Act 2004*.

Date	Review Details	Action
February 2016	Review policy	Adopted by ELT
2 June 2014	Policy adopted	Adopted by Council

List of Amendments

<i>Date</i>	<i>Authorised by</i>	<i>Minute Reference/Record of Amendments</i>
June 2016		Next review due
2 June 2014	Council	Adopted by Council
December 2013	EMT	Policy review – separate procedures from policy, update to incorporate continuous improvement
26 May 2011	Council	Adopted by Council – Policy 04 02 002A
May 2011	EMT	Policy review

This policy has been endorsed by the Chief Executive Officer and the Executive Management Team and adopted by Council.

JUSTINE LINLEY
CHIEF EXECUTIVE OFFICER