



### **1. OBJECTIVE**

To outline Wujal Wujal Aboriginal Shire Council's (Council) Work Health and Safety Policy.

### **2. SCOPE**

This Policy applies to all employees, contractors and volunteers, who perform work for or on behalf of Council. It applies to all employees in all their work-related interactions with each other, and with customers or contacts. Any reference to staff or employee is to be taken as a reference to a contractor or volunteer.

### **3. POLICY**

Council is committed to ensuring a safe and healthy work environment for employees. This will be achieved by adopting and promotion the provisions of the *Work Health and Safety Act 2011*.

The Chief Executive Officer of Council accepts responsibility for the effective implementation of this policy and will provide systems, training, supervision and visible support to ensure a healthy and safe work environment.

Managers and Supervisors are to ensure all employees use a risk management approach to safety through the development and use of Safe Work Method Statements, hazard identification, incident reporting, risk assessment and control.

All employees have the responsibility to perform their duties in a manner which ensures their own health and safety and that of others.

To achieve this Council will: -

- Provide a safe work environment in accordance with relevant legislation as well as other requirements such as Codes of Practice or Australian Standards.
- Establishing measurable objectives and targets for health and safety, including the review and monitoring of safety performance against these targets.
- Including fair and effective workplace representation, consultation, cooperation and engagement processes to ensure all employees are involved in the decision making and issue resolution for health and safety.
- Ensure all employees are competent and suitably skilled to undertake the duties for which they are employed in a productive and safe manner.
- Allocate sufficient resources to enable the effective implementation of the Workplace Health and Safety (WHS) Policy and provide safe systems of work.
- Ensure responsibilities and accountabilities are appropriately defined and workers receive the information, training, resources and supervision they require, to safely and competently carry out their duties

- Promptly investigate, correct and report all accidents, incidents and hazardous conditions.
- Ensure all levels of management and the workforce understand and accept their health and safety responsibilities and are held accountable for those matters in within their control.

**4. BREACH OF THE POLICY**

Suspected breaches of this Policy will be investigated and dealt with in accordance with the process in Council’s Grievance Policy. All suspected breaches will be dealt with on a case by case basis. Depending on the severity of the breach, Council may take formal disciplinary action against the employee, up to and including termination of employment. When investigating suspected breaches, the principles of natural justice will apply.

**This policy is to remain in force until otherwise determined by Council.**

**Eileen Deemal-Hall  
Chief Executive Officer**

<b>DATE OF ADOPTION:</b>	(insert)
<b>TIME PERIOD OF REVIEW:</b>	2 Years
<b>DATE OF NEXT REVIEW:</b>	(insert)