Workplace Health & Safety

Head of Power

Local Government Act 2009
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Associated Codes of Practice and Australian Standards

Objective

To establish guidelines for the provision, implementation and review of workplace health and safety procedures and processes within Moreton Bay Regional Council.

Definitions/Application

Definition

“Workplace” means a place where work is carried out for Council and includes any place where a worker goes, or is likely to be, while at work.

“Worker” means a person who carries out work in any capacity for Council.

Application

This policy applies to all Council workers.

Policy Statement

Council strives to ensure its workplaces are healthy and safe environments for its workers and visitors. In doing so, Council has developed a workplace health and safety management system the aim of which is to eliminate or reduce risks of workplace injury or illness. The system also assists Council to achieve compliance with the Work Health & Safety Act 2011 and its associated regulations, as well as relevant codes of practice and Australian Standards.

Council’s workplace health and safety procedures and processes are risk management based, and the aim of eliminating or reducing known risks is achieved by identifying and assessing workplace hazards, implementing control measures and monitoring and reviewing these for effectiveness.

Council integrates the workplace health and safety management system into the planning and operation of its operations. The system is reviewed through a continual improvement program, internal and external audits, hazard inspection program and scheduled reviews of relevant documentation. Through consultation with workers and other stakeholders, Council:

- provides regular compulsory workplace health and safety training and information sessions for all workers;
- has a workplace health and safety committee structure that allows the setting of a strategic direction for safety, consultation processes, resolution of relevant workplace health and safety issues and communication. All workers are invited to be involved in this committee and consultation process;
- provides adequate resources to regularly review, manage and continuously improve workplace health and safety systems and processes; and
- implements proactive control measures and initiatives where appropriate.
Workers must also ensure that all visitors to Council workplaces follow all relevant Council policies, procedures and directives. Council requires all managers to lead by example and actively encourage a positive safety culture.

Council is committed to continually improving its workplace health and safety performance in all levels of the organisation. It seeks to eliminate or reduce workplace injury and illness through its consultative and active safety and wellbeing culture.

**Review Triggers**

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
(4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least annually for relevance and to ensure that its effectiveness is maintained.

**Responsibility**

This Policy is to be:

(1) implemented by Directors and Managers; and
(2) reviewed and amended in accordance with the "Review Triggers" by the Manager Human Resources.

<table>
<thead>
<tr>
<th>Policy: 2150-021</th>
<th>Official Version: A4643718</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>Adoption (Council meeting / Minute Page)</td>
</tr>
<tr>
<td>V1</td>
<td>Coordination Committee (P.09/3648)</td>
</tr>
<tr>
<td>V2</td>
<td>Legislative change Head of Power – title only</td>
</tr>
<tr>
<td>V3</td>
<td>Include Other Legislation Amendment Act 2014</td>
</tr>
<tr>
<td>V4</td>
<td>Coordination Committee (P.15/488)</td>
</tr>
</tbody>
</table>

**Related Links:**

---

Policy: 2150-021 - Workplace Health & Safety
Version 4 – 31 March 2015