



# Gladstone Regional Council

## Council Policy

<b>Title</b>	<b>WORK HEALTH AND SAFETY</b>
<b>Policy Number</b>	<b>P-2018-24</b>
<b>Business Unit/s</b>	<b>PEOPLE CULTURE AND SAFETY</b>
<b>Date of Adoption</b>	<b>19 JUNE 2018</b>
<b>Resolution Number</b>	<b>G/18/3432</b>
<b>Date Review Due</b>	<b>19 JUNE 2021</b>
<b>Date Repealed</b>	

### 1.0 PURPOSE:

The purpose of the Work Health and Safety Policy is to demonstrate Council's commitment to providing a safe, supportive, protective and healthy working environment for our employees, contractors, volunteers and visitors to the workplace.

### 2.0 SCOPE:

All workers of Gladstone Regional Council as defined under s7 of the *Work Health and Safety Act 2011*.

### 3.0 RELATED LEGISLATION:

- *Work Health and Safety Act 2011*;
- *Work Health and Safety Regulation 2011*;
- *Work Health and Safety (Codes of Practice) Notice 2011*;
- *Mining and Quarrying Safety and Health 1999*.

### 4.0 RELATED DOCUMENTS:

- OHS Management System Corporate Standard
- OHS Risk Management Corporate Standard
- Safety Management of Contractors Corporate Standard
- Drug and Alcohol Policy & Corporate Standard
- Electrical Safety Policy
- Fire Safety Policy
- Fitness for Work Policy
- Rehabilitation and Return to Work Policy and Corporate Standard

### 5.0 DEFINITIONS:

**"Officer"** as defined in accordance with s27 of the *Work Health and Safety Act 2011*.

**"Worker"** means a worker as defined in accordance with s7 of the *Work Health and Safety Act 2011* who is directly or indirectly engaged by Gladstone Regional Council.

**6.0 POLICY STATEMENT:**

Refer to policy commitment statement attached.

**7.0 ATTACHMENTS:**

Nil

**8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

<b>TABLE OF AMENDMENTS</b>			
<b>Document History</b>	<b>Date</b>	<b>Council Resolution No.</b>	<b>Notes (including the prior Policy No, precise of change/s, etc)</b>
Originally Approved	3 SEPTEMBER 2013	G/13/1704	Formerly P-2013/4
Amendment 1	18 AUGUST 2015	G/15/2516	
Amendment 2	4 JULY 2017	G/17/3102	Formerly P-2017-30
Amendment 3	19 JUNE 2018	G/18/3432	

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ROSLYN BAKER  
CHIEF EXECUTIVE OFFICER

## WH&S POLICY STATEMENT

Gladstone Regional Council is committed to providing a safe, supportive, protective and healthy working environment for our employees, contractors, volunteers and visitors to the workplace by adopting and promoting the provisions of the *Workplace Health and Safety Act 2011* and its associated Regulation, Codes of Practice and Standards.

All possible measures are taken to remove risks to the health, safety and welfare of employees, sub-contractors, authorised visitors and anyone else who may be affected by our operations. We seek the co-operation of and suggestions from employees, customers and visitors to assist in realising our health and safety objective to create a safe and healthy working environment.

Gladstone Regional Council recognises its responsibility to provide a safe and healthy work environment and is committed to maintaining a WHS Management System consistent with the requirements of AS/NZs4801.

Gladstone Regional Council will achieve a safe and healthy workplace by:

- Consulting with employees and relevant stakeholders in the decision-making processes impacting on workplace health and safety;
- Complying with all legal requirements, codes of practice and standards applicable to our activities;
- Demonstrating visible safety leadership through our Team Leaders;
- Identifying and understanding the hazards inherent to the activities we undertake and effectively assessing, controlling and managing those risks;
- Providing appropriate training and support to our employees and contractors to enable them to understand our Safety, Health and Wellness vision and to allow them to perform their roles competently and safely;
- Setting objectives, targets and key performance indicators which continually drive us to improve our health and safety performance;
- Learning from our performance and continuously improving our processes and work practices; and sharing lessons learnt with others;
- Ensuring that all incidents are investigated fully - specifically identifying the causal and contributing factors so that appropriate corrective actions are taken;
- Regularly undertaking audits and inspections of our operations; and
- Communicating this policy to employees and interested stakeholders; and reporting on our health and safety performance openly and transparently.
- All employees and contractors are required to:
  - Carry out their work in accordance with GRC's safety policies, processes and procedures;
  - Be accountable for their own safety, and that of others;
  - Manage the hazards and risks inherent to the activities they undertake;
  - Report any hazards or identified risks and all incidents which cause actual or potential injury or damage.

We all have an obligation to ensure that we have a strong safety culture at Gladstone Regional Council and we expect that you will actively participate to achieve this.

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Chief Executive Officer

Date: 19 June 2018

Date for Review: 19 June 2021