

# WORK HEALTH AND SAFETY POLICY

Policy Owner:	People and Strategy Business Unit
Adoption:	
Version:	6
Link to Corporate Plan:	Our People – We look after our people, so they look after you
Head of Power:	<i>Workplace Health and Safety Act 2009</i>

## 1 PURPOSE

The purpose of the Work Health and Safety Policy is to demonstrate Council's commitment to providing safe, supportive, protective and healthy work environments and practices.

## 2 SCOPE

All workers, as defined under Section 7 of the *Work Health and Safety Act 2011*, of Gladstone Regional Council.

## 3 POLICY STATEMENT

### 3.1 Our Commitment and Vision for Work Health and Safety

Gladstone Regional Council is committed to protecting both the physical and psychological health, safety and wellbeing of our workers. We recognise that safety is not just about preventing physical injury or illness, but also about managing psychosocial hazards to support mental wellness.

Council's vision is to eliminate work-related illness, injury and psychological harm by creating work environments, systems and processes where people are safe, supported and encouraged to contribute to a strong safety culture in the delivery of Council's Corporate and Operational Plans and values.

### 3.2 Work Health and Safety Principles

The key principles that will be applied in building a strong safety culture at Gladstone Regional Council include:

1. Legislative compliance;
2. Safety as a shared responsibility;
3. Safety leadership and accountability;
4. Incident and hazard reporting;
5. Risk management;
6. Safety training; and
7. Consultation and continuous improvement.

### 3.3 Responsibilities

Gladstone Regional Council will achieve its safety vision applying key principles, by:

1. Complying with all legal and legislative requirements, codes of practice and standards, applicable to our activities;
2. Maintaining a Safety Management System that aligns with ISO 45001 Safety Systems – Occupational Health and Safety;

3. Proactively consulting with workers, Work Health and Safety Representatives, the Joint Consultative Committee (JCC) and other stakeholders to achieve well considered health and safety decisions, problem solving and continuous improvement;
4. Demonstrating visible safety leadership and accountability through our Leaders and other relevant stakeholders;
5. Identifying and understanding the hazards inherent to the activities we undertake and effectively assessing, controlling and managing those risks;
6. Providing appropriate training for employees and support to our workers to enable them to understand our Safety, Health and Wellness Vision and to allow them to perform their roles competently and safely;
7. Setting measurable objectives, targets and key performance indicators for safety which drives continuous improvement in our health and safety performance with the aim of eliminating work-related illness, injury and psychological harm;
8. Learning from our performance and continuously improving our processes and work practices; and sharing lessons learnt with others;
9. Ensuring that all incidents are fully investigated in a timely way - specifically identifying the causal and contributing factors so that appropriate corrective actions are taken;
10. Regularly undertaking audits and inspections of our operations; and
11. Communicating this policy to workers and stakeholders; and reporting on our health and safety performance openly and transparently.

All workers are required to:

1. Carry out work in accordance with Gladstone Regional Council's safety policies, processes, procedures and reasonable instructions;
2. Take reasonable care of their own safety;
3. Take reasonable care that any act and/or omission does not adversely affect the safety of others;
4. Complete training to perform job requirements safely; and
5. Report hazards, risks and safety incidents which cause actual or potential physical or psychological harm, including physical damage to assets and infrastructure and cease work where there is an immediate risk to health and safety.

#### 4 RELATED LEGISLATION

- *Anti-Discrimination Act 1991*
- *Heavy Vehicle National Law 2012 (Qld)*
- *Human Rights Act 2019*
- *Mining and Quarrying Safety and Health Act 1999*
- *Mining and Quarrying Safety and Health Regulation 2017*
- *Petroleum and Gas (Production and Safety) Act 2004*
- *Petroleum and Gas (Safety) Regulation 2018*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Work Health and Safety (Codes of Practice) Notice 2022*

#### 5 RELATED DOCUMENTS

- Drug and Alcohol Management Corporate Standard
- Fit for Work Corporate Standard
- ISO 45001 Safety Systems – Occupational Health and Safety
- Medical Assessments and Health Monitoring Corporate Standard
- Managing the Risk of Psychosocial Hazards at Work Code of Practice 2022
- Rehabilitation & Return to Work Corporate Standard
- Risk Management Policy and Corporate Standard

## 6 CONSIDERATION OF HUMAN RIGHTS

Gladstone Regional Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to any human rights relevant to the decision.

## 7 ATTACHMENTS

Nil.

## 8 EVALUATION OF POLICY

This policy is successful when Council's work health and safety practices and work environments are free of work-related illness, injury and psychological harm. This will be measured by Council's work health and safety performance statistics and benchmarking against other similar entities.

## 9 DEFINITIONS

To assist in interpretation of this policy the following definitions apply:

Term	Definition
Joint Consultative Committee	As described in Section 1.9 of the Gladstone Regional Council Certified Agreement 2024
Worker <sup>1</sup>	A worker is as defined under Section 7 of the <i>Work Health and Safety Act 2011</i>
Psychosocial Hazard <sup>2</sup>	Has the meaning defined in Section 55A of the <i>Work Health and Safety Regulation 2011</i>

## 10 REVIEW

This policy is to be reviewed upon the earlier of:

1. Five years from the date of adoption of the most recent version;
2. Any relevant statutory review periods;
3. The related legislation or governing documents are amended or repealed; or
4. A request from the Chief Executive Officer or Council.

## 11 DOCUMENT CONTROL

Version	Reason/Change	Date	Council Resolution
0	Adoption	03.09.2013	G/13/1704
1	Amendment 1	18.08.2015	G/15/2516
2	Amendment 2	04.07.2017	G/17/3102

### <sup>1</sup> 7 Meaning of worker

(1) A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.

(2) For this Act, a police officer is— (a) a worker; and (b) at work throughout the time when the officer is on duty or lawfully performing the functions of a police officer, but not otherwise.

(3) The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

### <sup>2</sup> 55A Meaning of psychosocial hazard

A psychosocial hazard is a hazard that— (a) arises from, or relates to— (i) the design or management of work; or (ii) a work environment; or (iii) plant at a workplace; or (iv) workplace interactions or behaviours; and (b) may cause psychological harm, whether or not the hazard may also cause physical harm.

Version	Reason/Change	Date	Council Resolution
3	Amendment 3	19.06.2018	G/18/3432
4	Amendment 4	17.12.2019	G/19/4034
5	Amendment 5	15.03.2022	G/22/4700
6	Amendment 6 – Uses new corporate template, includes recognition of Psychosocial Hazards, better alignment with WHS Act, removes wording duplication, updates legislation and related documents, includes key principles and improves definitions.		

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