

Policy No. PP013

Work Health and Safety Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 23 April 2020	Resolution No. 20/043
Policy Responsibility General Manager	
Review Timeframe Four Yearly	
Last Review 18 February 2020	Next Scheduled Review 18 February 2024

DOCUMENT HISTORY

DOCUMENT NO.	DATE AMENDED	SUMMARY OF CHANGES
v0.1	05/02/2018	Update to related legislation and policies, change GWCC to Goldenfields Water
v1.0	22/02/2018	Adopted by Council, resolution 18/017
v1.1	06/02/2020	Update to responsibilities to better reflect requirements. Adopted by MANEX 18 February 2020.
v2.0	23/04/2020	Adopted by Council, resolution 20/043

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	Work Health and Safety Act 2011 NSW Work Health and Safety Regulations 2017 Local Government Act 1993 Goldenfields Water County Council Award
Related Policies	PP022 Risk Management Policy
Related Procedures, Protocols, Statements and Documents	Work Health and Safety Management System (Procedures, Safe Work Method Statements, Safe Work Instructions etc.)

2 TABLE OF CONTENTS

1	INFORMATION ABOUT THIS POLICY.....	2
2	TABLE OF CONTENTS.....	3
3	PURPOSE.....	4
4	SCOPE.....	4
5	DEFINITIONS.....	4
6	POLICY.....	5
7	RESPONSIBILITIES.....	6
7.1	Managers.....	6
7.2	Supervisors.....	6
7.3	Workers.....	6

3 PURPOSE

Goldenfields Water is responsible for providing a safe workplace for all workers and other persons. This policy outlines Goldenfields Water's commitment to workplace health and safety.

4 SCOPE

This policy applies to all Goldenfields Water workers and others undertaking work (e.g. contractors and volunteers), students and visitors while in Goldenfields Water workplaces or participating in authorised activities.

5 DEFINITIONS

PCBU – Person conducting a business or undertaking. This is a person or duty holder such as a company or partnership that operates the business.

Officer – A nominated person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business.

Work – Activity involving mental or physical effort done in order to achieve a result.

Worker – Anyone who carries out assigned duties in any capacity for Goldenfields Water, including employees, contractors or sub-contractors, labour hire employees, apprentices or trainees, students and volunteers.

Workplace – Is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Others – Is taken to mean others at a worksite, including but not limited to visitors, customers, and members of the public.

6 POLICY

Goldenfields Water recognises its legal and moral obligations as a PCBU under the WHS Act 2011 and that it has a primary duty of care to manage WHS at Council. Workers have the right to expect that Goldenfields Water will keep them safe so that they can return home as they left each day, therefore Goldenfields Water commits to decisions made, with the highest priority on achieving workplace safety. This will be enabled by ensuring:

- compliance with relevant legislation, including the WHS Act 2011 and supporting regulations; and
- the implementation of the WHS Management System, and the plans, policies, procedures and programs necessary to support and implement this policy.

Goldenfields Water accepts responsibility for implementing and maintaining the WHS policy and WHS Management System. Therefore, so far as is reasonably practicable, Goldenfields Water will make every effort to ensure:

- there are established measurable safety performance objectives and targets and that they are reviewed to continually improve WHS performance. This shall include regular workplace inspections and prompt control of identified hazards;
- workers are trained on all health and safety matters relevant to their duties;
- workers are fully aware of the hazards associated with their duties, and implement appropriate hazard control measures;
- adequate resources are provided to enable full implementation of WHS policy and WHS Management System; and
- effective consultation and two way communication with workers and contractors on health and safety matters including relevant information, toolbox meetings, reporting and feedback mechanisms.

Goldenfields Water is committed to providing a safe and healthy workplace for everyone with a focus on developing effective:

- safety leadership at all levels;
- consultation and communication mechanisms;
- risk management processes;
- promotion of a safety culture;
- health and wellbeing initiatives; and
- injury management and return to work programs.

All workers are required to comply with this WHS policy and the WHS Management System at all times. Workers must cooperate with Goldenfields Water regarding WHS actions taken to maintain health and safety. In addition, workers shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace.

7 RESPONSIBILITIES

In support of Goldenfields Water's commitment to health and safety, the General Manger, on behalf of Council, is responsible for the implementation of the WHS management system and associated programs where the provision of adequate resourcing to establish and maintain health and safety standards and requirements will be provided.

7.1 Managers

Managers have overall responsibility for the safety of workers in their respective departments. This is achieved by:

- timely and effective communication and consultation of WHS policy and procedures with workers (including contractors and visitors);
- ensuring a consultative and systematic approach to work and resourcing aligning to WHS policy and procedures;
- consulting with supervisors; providing support and training in effective oversight of health and safety matters;
- providing and maintaining suitable and safe places of work and environments for workers;
- analysis and elimination or control of risks; and
- ensuring all relevant records and information is captured and stored accordingly.

7.2 Supervisors

Supervisors are responsible for the day to day supervision of workers (including contractors and visitors) and compliance with WHS policy and procedural documentation in their respective teams. This includes:

- active consultation with workers to ensure all work activities are conducted in a safe manner in accordance with WHS policy and procedures;
- conducting risk assessments, identifying risks and applying effective control measures to make workplaces and areas safe;
- ensuring the public's safety during work activities;
- monitoring safety in the workplace; and
- ensuring all relevant records and information is captured and stored accordingly.

7.3 Workers

All workers (including contractors and visitors) are responsible for their own acts or omissions, including cooperation and compliance with WHS policy and procedures. They must:

- take reasonable care for the health and safety of themselves and others;
- allow for safety to be first priority when undertaking activities;
- follow and comply with all WHS policy and procedures and other safety information;

- conduct risk assessments, identifying risks and applying effective control measures to make workplaces and areas safe and report known hazards;
- report incidents (including damage, near miss and injuries) as soon as practicable;
- actively participate in consultation activities for the ongoing development and improvement of WHS practices; and
- ensure all relevant records and information is captured and stored accordingly.