

Policy No. PP013

Work Health and Safety Policy

1 INFORMATION ABOUT THIS POLICY

POLICY INFORMATION

Date Adopted by Board 11 April 2024	Resolution No. 24/034
Policy Responsibility General Manager	
Review Timeframe Four Yearly	
Last Review April 2024	Next Scheduled Review April 2028

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
v2.1	19/03/2024	Update to layout, responsibilities, and compliance sections. Adopted by MANEX 19 March 2024.
v3.0	11/04/2024	Adopted by Council, resolution 24/034

FURTHER DOCUMENT INFORMATION AND RELATIONSHIPS

Related Legislation	<p>Work Health and Safety Act 2011</p> <p>Work Health and Safety Regulations (NSW) 2017</p> <p>Local Government Act 1993</p> <p>Goldenfields Water County Council Enterprise Award</p>
Related Policies	<p>PP031 Code of Conduct Policy</p>
Related Procedures, Protocols, Statements and Documents	<p>Goldenfields Water Work Health and Safety Management System (WHSMS)</p>

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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 workers and others at Goldenfields Water workplaces.

5 DEFINITIONS

Term	Definition
Person Conducting a Business or Undertaking (PCBU)	A <i>PCBU</i> is a broad term used throughout WHS legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses.
Officer	An <i>officer</i> is a person who makes decisions or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.
Others	Is taken to mean <i>others</i> at a workplace, including but not limited to visitors, customers, and members of the public.
Worker	A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: <ul style="list-style-type: none"> • An employee; or • A contractor or subcontractor; or • An employee of a contractor or subcontractor; or • An employee of a labour hire company who has been assigned to work in the person's business of undertaking; or • An apprentice or trainee; or • A student gaining work experience; or • A volunteer.
Workplace	Is the 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.
Work Health and Safety Management System (WHSMS)	A set of policies, procedures and plans that systematically manages health and safety at work, aiding to minimise risk to health and safety in the workplace.

6 COMMITMENT STATEMENT

Goldenfields Water is committed to ensuring the health, safety, and wellbeing of our workers within our workplaces and/or while participating in authorised activities.

Goldenfields Water is committed to the prevention of work-related injury and ill health through the provision of safe and healthy work conditions at all workplaces, including providing safe work environments, facilities, equipment, and systems of work for our workers, contractors, volunteers and all visitors.

Goldenfields Water, led by the General Manager, will demonstrate this commitment through:

- Safety leadership at all levels that is demonstrated through actions, accountability and commitment to the health, safety, and wellbeing of our people.
- Fostering a culture where health and safety is integrated into work in a positive way.
- Establishing health and safety objectives and regularly reviewing our performance.
- Compliance with relevant work, health and safety (WHS) legislation, codes of practice and standards.
- Identifying and eliminating physical and psychological health and safety hazards and minimising risks with the aim of reducing work-related injury or ill health.
- Ensuring the provision and use of appropriate resources and processes to eliminate or minimise risks to safety, especially for higher risk activities.
- Consulting and communicating with workers, their representatives, and the public where relevant to ensure they are empowered to actively participate in WHS risk management in the workplace and community.
- Continuously improving our WHS Management System (WHSMS), ensuring it remains practical.
- Ensuring effective processes are followed in the event of a safety-related incident, to record, investigate, and implement corrective actions to prevent recurrence or a similar incident.
- Ensuring workers understand their general WHS responsibilities and the specific responsibilities for their respective role/job descriptions.

7 RESPONSIBILITIES

7.1 Officers

As an Officer under the WHS Act 2011, the General Manager has overall responsibility and accountability for WHS at Goldenfields Water.

It is an Officer's duty to exercise due diligence to ensure the Person Conducting a Business or Undertaking (PCBU) fulfils its health and safety obligations under the Act. They must take reasonable steps to:

- Acquire and keep up to date knowledge of WHS matters.
- Gain an understanding of the operations of the business and the hazards and risks involved.
- Ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- Confirm information regarding incidents, hazards and risks is received and the information is responded to in a timely manner.
- Ensure the PCBU has and implements processes for complying with any legal duty or obligation.
- Ensure these resources and processes are verified, monitored, and reviewed.

7.2 Managers

Managers provide leadership and exercise due diligence requirements by ensuring activities within their area of responsibility comply with workplace health and safety legislation and the Goldenfields Water WHSMS. This includes but is not limited to:

- Setting the standard for health and safety by actively demonstrating commitment to the health and safety of staff and others through proactive safety leadership and safety behaviours.
- Acquiring and keeping up to date knowledge of WHS matters.
- Gaining an understanding of the operations within areas of responsibility and the hazards and risks involved.
- Ensuring areas of responsibility comply with WHS legislation and the Goldenfields Water WHSMS.
- Providing resources to implement the requirements of the WHSMS for the area of responsibility.
- Ensuring information regarding incidents, hazards and risks is received and the information is responded to in a timely way.
- Participating in the monitoring and review of the implementation of the WHSMS for the area of responsibility.

7.3 Supervisors

Supervisors are responsible for the day-to-day supervision of workers (including contractors and others). As a supervisor, the staff member is responsible for:

- Ensuring work areas and equipment under their control is safe and without risk to health and safety.
- Ensuring that health and safety is integrated into planning.
- Ensuring risks are managed when there is a known hazard that may result in injury or ill health for activities under their management and control.
- Ensuring all hazards and incidents are identified, assessed, controlled, reported and appropriately actioned.
- Actively participating in inspections and audits within their area of responsibility.
- Engaging with workers in an open, honest, and meaningful way to ensure they understand what safety standards are expected of them.
- Consulting with workers and others on measures to protect their health and safety.
- Providing appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Modelling safe work practices to workers and others.
- Involving and assisting workers in any change management process.
- Monitoring the WHS performance of workers under their supervision.
- Other responsibilities as outlined in the WHSMS.

7.4 Workers

All workers must take the following actions whilst conducting works on behalf of Goldenfields Water:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Make safety their first priority when undertaking activities.
- Comply with any reasonable instruction from Goldenfields Water.
- Comply with all applicable Goldenfields Water WHSMS policies and procedures.
- Promptly report incidents, hazards and risks using the WHS reporting system (or relevant supervisor where access is not available).
- Conduct risk assessments, identifying hazards and applying effective control measures to make workplaces and areas safe.
- Actively participate in consultation activities for the ongoing development and improvement of WHS practices.
- Provide appropriate instruction, information and supervision to contractors or others where necessary.

7.5 Others

While at Goldenfields Water workplaces, they must:

- Take reasonable care for their own and others' health and safety.
- Comply with any reasonable instruction from Goldenfields Water.
- Cooperate with any applicable Goldenfields Water policies and procedures.

8 COMPLIANCE

8.1 Goldenfields Water staff

All workers are required to comply with this policy and associated procedures. A failure to comply could be considered a breach and would be dealt with in accordance with Disciplinary Procedures under the Goldenfields Water Enterprise Award.

8.2 Others

Others who with or on behalf of Goldenfields Water are required to comply with this policy and associated procedures. A failure to comply could be considered a breach of contract.