



OCCUPATIONAL HEALTH AND SAFETY POLICY

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(Signature)



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CORPORATE CEO POLICY

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1. POLICY OBJECTIVE

The objective of this policy is to outline Council's approach to ensuring the health, safety and wellbeing of councillors, employees, contractors, volunteers and other people at council workplaces.

This policy is part of core framework which enables Council to comply with the National Audit Tool, as required by the MAV WorkCare self-insurance scheme.

2. POLICY STATEMENT

South Gippsland Shire Council is committed to maintaining the health, safety and wellbeing of councillors, employees, contractors, volunteers and other people at council workplaces, and recognises that this is an integral part of its business.

Council will work towards a culture of "Everybody's Safety, Everybody's Responsibility" by focussing on four key areas:

Leadership – provide direction and support in the pursuit of improved workplace health, safety and wellbeing standards.

Systematic approach – provide an organised and consistent approach to all Occupational Health & Safety (OHS) matters across the organisation.

Active OHS Culture – ensure continued improvement in performance.

Workplaces and equipment – ensure there is within the workplace a deep understanding of the nature of hazards with Council work, activities and undertakings.

Council will achieve this by:

- 2.1 Implementing, maintaining and reviewing our Occupational Health and Safety Management System.
- 2.2 Continual improvement of OHS performance, through the setting and review of meaningful objectives and targets.
- 2.3 Elimination of, or reduction of risks, as far as reasonably practicable, to all people that may be affected by the undertakings of Council.
- 2.4 Complying with applicable laws, regulations, standards and codes of practice.
- 2.5 Facilitating consultation and collaboration in all aspects of health and safety.
- 2.6 Developing and maintaining an effective program to ensure training is provided to enable people to work safely.
- 2.7 Encouraging the identification and reporting of hazards, incidents and injuries.



- 2.8 Maintaining an environment that encourages people to take responsibility for all parts of OHS which they can control.

3. RISK ASSESSMENT

This policy aims to control OHS related risk by:

- 3.1 Reducing risks to health and safety of all persons at council workplaces, which can lead to a reduction in the severity and frequency of injuries and incidents;
- 3.2 Improving Councillor, employee, contractor, volunteer and Special Committee knowledge of and compliance with their OHS obligations and capacity to work within a safe environment;
- 3.3 Improving the monitoring of Council's OHS legislative compliance and performance reducing the risk of non-compliance, prosecution and fines;
- 3.4 Improving Council's Insurance and Return to Work performance and costs; and
- 3.5 Limiting disruption to Council's operations and services.

4. IMPLEMENTATION STATEMENT

Council will implement this policy by:

- 4.1 Allocating appropriate resources to the management of OHS.
- 4.2 Providing OHS training to relevant people.
- 4.3 Establishing and monitoring OHS Key Performance Indicators (KPIs) to improve performance.
- 4.4 Maintaining effective systems for ensuring health and safety.
- 4.5 Communicating this policy and related activities and updates through newsletters, e-mails and team meetings.

5. DEFINITIONS

An **employee** is defined as any person directly engaged by council including apprentice, trainee, a work experience student or a person engaged through a labour hire agency.

The **National Audit Tool** is a publication used to assess the legislative compliance and effectiveness of a self-insurers health and safety systems.

6. LEGISLATIVE PROVISIONS

Council Policy

Return to Work Policy (CE24)
Risk Management Policy (C35)

Legislative Provisions, Standards and Guidelines

Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017