

## WORK HEALTH & SAFETY POLICY STATEMENT

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### **INTENT**

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Cook Shire Council is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

### **SCOPE**

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This policy applies to all employees, councillors, contractors and volunteers within the organisation.

### **DEFINITIONS**

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TERM	DEFINITION
CEO	Chief Executive Officer (The most senior management position within the organisation)
WHSR	Work place health and safety representative
WHSA	Workplace health and safety advisor
WHS Management System	The framework used to manage the implementation of work health and safety in Cook Shire Council.
WHS Management Plan	The 12 month plan to implement the Workplace Health and safety System.

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## **POLICY STATEMENT**

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Management will so far as is reasonably practicable:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Workers will so far as is reasonably practicable:

- Take care for their own health and safety
- Follow all safe work procedures, instructions and rules
- Participate in safety training
- Investigate and report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

## **KEY RESPONSIBILITIES**

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<b>RESPONSIBLE OFFICER</b>	<b>RESPONSIBILITY</b>
<b>CEO</b>	Provide leadership and support for the promotion of Cook Shire Council's WHS Management System and ongoing effective management of the WHS Management Plan as well as assigning responsibility to ensure these are achieved.
<b>Directors</b>	Work to source and provide adequate resources to continually improve and oversee the maintenance of Cook Shires Safety Management System within the department, and seek to provide funding in a timely and consistent manner as required.
<b>Managers and Supervisors</b>	Monitor a safe system of work for all employees, contractors, visitors and volunteers. <i>Demonstrate ongoing commitment to and involvement in achieving a safe workplace by providing</i>

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RESPONSIBLE OFFICER	RESPONSIBILITY
	information to employees through team meetings, toolbox talks or information sessions in relation to WHS. Take positive corrective action to eliminate hazards where possible in the workplace, <i>if not possible to eliminate, minimise the risk as far as is reasonably practicable.</i>
<b>Employees</b>	Perform all work and associated functions in a safe manner. Correctly use and maintain all personal protective clothing and equipment supplied by the organisation. Identifying hazards, report hazards and risks in accordance with WHS procedures. Conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, if not possible to eliminate minimise the risk as far as is reasonably practicable.
<b>WHSR</b>	Representing co-workers in relation to WHS issues. Provide support to achieve the WHS Management Plan and MAPs.
<b>WHSA</b>	Implementing, maintaining and coordinating the Cook Shire Council's WHS Management System, plan and related documentation.

## **REFERENCES, LEGISLATION AND GUIDELINES**

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*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

*Managing the Work Environment and Facilities Code of Practice*

*Comcare's Guide to Remote or Isolated Work*

## **RELATED DOCUMENTS**

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Cook Shire Council Safety Management System

Cook Shire Council Safety Management Plan

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## **IMPLEMENTATION/COMMUNICATION**

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All staff will complete a Cook Shire Council general induction prior to commencing work and subsequent site specific inductions as required. This will be followed up by regular job specific training externally via approved RTOs and internally via Take 5 training packages.

Safety requirements will be communicated through a monthly All-Staff meeting, Safety Committee meeting and Steering Committee meeting then relayed for discussion with individual crews at fortnightly toolbox talks.

## **APPROVED BY**

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Council resolution.

## **REVIEW**

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<b>SPONSOR:</b>	Director Organisational Business Services
<b>OFFICER RESPONSIBLE FOR REVIEW:</b>	Senior Health & Safety Advisor
<b>ADOPTION DATE:</b>	19/02/2020
<b>REVIEW DATE:</b>	February 2025

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**THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL**

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## **AMENDMENT HISTORY**

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<b>VERSION</b>	<b>AMENDMENT DETAILS</b>	<b>AMENDMENT DATE</b>	<b>APPROVAL</b>
V2.1	New revision	December 2018	Council

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