



Policy Title: **WORK, HEALTH AND SAFETY POLICY**

Policy Type: **HUMAN RESOURCES**
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR017**

Approved by Council	Last Review	Current Review	Next Review
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Approved by CEO/Director:	Bernie McCarthy – CEO	 Signature.	
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Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
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6.0	01-03-HR019		

1. Policy Background/Scope

This Policy applies to all Aurukun Shire Council employees, contractors and visitors.

Aurukun Shire Council (ASC) is committed to providing a safe and healthy working environment for our employees, for contractors and visitors to the workplace. Adopting and promoting the provisions of the Work Health and Safety Act 2011 and its associated Regulations, Codes and Standards is paramount, together with significant importance placed in the areas of hazard/risk management, injury prevention strategies and a focus on continuous improvement will ensure WH&S plans are achieved.

ASC primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees are accountable for the health and safety of fellow workers and visitors in their respective work areas.

In conjunction with this Policy, individual Safe Work Procedures (SWP), guidelines and standards will be prepared in consultation with relevant employees and issued.

2. Policy Statement

All employees, contractors and visitors to our workplaces are required to follow safe work practices as prescribed under the legislation and in our Policies and Safe Work Procedures, and that they make every effort to reduce the risk of injury to themselves and others.

ASC will provide adequate resources to manage and maintain health and safety together with regular training on workplace health and safety and expect our employees to attend.

Workplace Health and Safety is important, and we all have a duty of care to ensure that we have a safe and healthy working environment and we encourage all workers to actively participate so that we achieve this goal. This duty of care includes managing risks to health and safety associated with work related bullying for all staff (refer HR020 Workplace Bullying Policy and HR019 Workplace Behaviour Policy).

3. Supervisor's Responsibilities

Supervisors are responsible for:

- Leading discussions in identifying health and safety issues through effective communication with workers.
- Ensuring identification of the appropriate training to development an effective awareness of safety within the workforce in line with the councils goals and strategic objectives.

4. Employees' Responsibilities

Employees are responsible for

- Identifying and supporting measures to eliminate or minimise potential unsafe conditions in the workplace;
- Actively participating in the development of work procedures and the ongoing review of these processes to;
- Attending and actively participating in workplace health and safety activities;

- Taking what is reasonably practical steps to ensure workplace health and safety procedures are maintained at all times;
- Ensuring they comply with the duty of care for their own safety and for the safety of other workers by operating in a safe manner.

5. Human Resources' Responsibilities

Human Resources are responsible for:

- Determining the appropriate level of support for health and safety activities;
- Ensuring the training requested and elected provider is appropriate;
- Collation of feedback from participants;
- Ensuring adequate records are kept;
- Keeping and storing confidential records of discussions and agreed outcomes.

6. Performance Standards

The following performance standards must be met:

- All new employees are provided a work, health and safety induction into their area upon commencement of their first day of employment
- All new employees have been provided with a copy of the organisation's Policy on Work, Health and Safety;
- All new employees are provided a HR Induction with a copy of their New Employee Checklist
- General and cultural checklist
- All work, health and safety activities have been recorded.

7. Related Documentation

Work, Health and Safety Act 2011
HR020 Workplace Bullying Policy
HR019 Workplace Behaviour Policy
New Employee Checklist