

1. Heads of Power

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

Codes of Practice relevant to Queensland local government

WorkCover Queensland requirements

2. Purpose

Aurukun Shire Council (**Council**) is committed to ensuring a safe and healthy workplace for all employees, contractors, volunteers, and visitors. This policy outlines our commitment to workplace health and safety (**WHS**) and establishes the responsibilities of all stakeholders in maintaining a safe working environment.

3. Scope

This policy applies to all Council employees, contractors, volunteers, and visitors across all Council-owned or operated facilities, worksites, and activities.

4. Definitions

For the purposes of this policy:

WHS – Workplace Health and Safety.

Hazard – Any source of potential harm to people, property, or the environment.

Incident – An event that results in or has the potential to result in injury, illness, or damage.

Risk Assessment – The process of identifying hazards, evaluating risks, and implementing control measures.

5. Policy Statement

Council is dedicated to:

- Complying with the *Work Health and Safety Act 2011 (Qld)*, *Work Health and Safety Regulation 2011 (Qld)*, and relevant codes of practice.
- Providing a safe working environment through proactive hazard identification, risk assessment, and control measures.
- Promoting a culture of safety, responsibility, and accountability among all employees and stakeholders.
- Providing appropriate resources, training, and support to ensure all employees understand and meet their WHS responsibilities.
- Continuously improving WHS performance through regular monitoring, audits, and consultation with workers.
- Addressing both physical and mental health risks to ensure overall employee well-being.

6. Responsibilities

6.1. Council

Council is responsible for:

- Ensuring that workplace health and safety is a priority in all operations and decision-making processes.

- Providing the necessary resources to implement and maintain effective WHS practices.
- Supporting ongoing WHS training and competency development.
- Ensuring compliance with WHS legislation and best practices.

6.2. CEO and Senior Management

The CEO and Senior Management are responsible for:

- Implementing and maintaining WHS systems, policies, and procedures.
- Ensuring risk management processes are in place and regularly reviewed.
- Leading by example in fostering a culture of safety and accountability.
- Addressing and rectifying WHS concerns raised by employees.
- Ensuring high-risk work is properly managed in compliance with Queensland workplace safety regulations.

6.3. Employees

Employees are responsible for:

- Taking reasonable care of their own health and safety and that of others in the workplace.
- Complying with all WHS policies, procedures, and safe work practices.
- Reporting hazards, incidents, or unsafe practices to their supervisors promptly.
- Participating in WHS training and initiatives.

6.4. Contractors and Visitors

Contractors and visitors must:

- Adhere to Council's WHS policies and procedures while on Council premises or worksites.
- Follow any specific safety instructions provided.
- Report any hazards or incidents to the relevant Council contact person.
- Ensure they have appropriate WHS documentation in place for any contracted work, including Safe Work Method Statements (**SWMS**) where required.

7. Risk Management

Council adopts a proactive risk management approach, including:

- Regular workplace inspections and hazard assessments.
- Implementation of control measures to eliminate or reduce risks.
- Investigation of incidents to prevent recurrence.
- Continuous review and improvement of WHS practices.
- Managing risks associated with extreme weather conditions relevant to Far North Queensland through active participation in the Local Area Disaster Management Group

8. Consultation and Communication

Council is committed to open communication and consultation with employees regarding WHS matters. This includes:

- Regular WHS meetings and discussions.
- Providing employees with opportunities to contribute to WHS decision-making.
- Sharing WHS updates, reports, and improvement initiatives.

- Encouraging participation in the Work Health and Safety Representatives program as per Queensland legislation.

9. Training and Competency

Council ensures that all employees receive adequate WHS training relevant to their roles. Training programs may include:

- Induction training for new employees and contractors.
- Job-specific safety training.
- Emergency response and first aid training.
- Ongoing WHS refresher courses.
- Mental health awareness and psychological safety training.

10. Incident Reporting and Investigation

All workplace incidents, injuries, and near misses must be reported promptly. Council will:

- Conduct thorough investigations to identify root causes.
- Implement corrective actions to prevent recurrence.
- Maintain records of incidents and corrective actions taken.
- Re-educate and train employees where new procedures are required.
- Comply with Queensland WorkCover requirements for reporting workplace injuries and illnesses.

11. Emergency Preparedness

Council has emergency response plans in place, including:

- Fire and evacuation procedures.
- First aid provisions and trained personnel.
- Emergency contact protocols.
- Regular emergency drills and reviews.
- Cyclone and severe weather response plans specific to Far North Queensland formed in conjunction with the Local Disaster Management Group.

12. Compliance and Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract. Contractors and visitors failing to comply may be required to leave Council premises or worksites.

13. Related Documents

- Risk Management Policy
- Incident Reporting Procedure
- Emergency Management Plan
- Code of Conduct
- WHS Training Guidelines
- WorkCover Queensland Reporting Requirements

14. Document Controls

This policy will be reviewed every two years or as required by legislative changes or best practice developments.

15. Policy Owner

Director Corporate Services.