

Kowanyama Aboriginal Shire Council

Workplace Health and Safety Policy



Policy Number:	KASC-STRAT-024
Responsible Manager:	Executive Manager Corporate and Financial Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Work Health and Safety Act 2011
Approval Date:	15 June 2022

1. Policy

- 1.1. Kowanyama Aboriginal Shire Council is committed to providing a safe and healthy working environment for our elected members, employees, and 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.
- 1.2. Our primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S 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. All elected members and Council Workers are responsible for the health and safety of themselves, their fellow workers, and any other persons, while undertaking their duties.
- 1.3. In conjunction with this Policy, individual Safe Work Procedures, guidelines, and standards will be prepared in consultation with relevant employees and issued.
- 1.4. We expect all employees, contractors, and visitors to our workplaces 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.
- 1.5. We 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.
- 1.6. Workplace Health and Safety is important, and we all have an obligation to ensure that we have a safe and healthy working environment. Council encourages all participants to actively contribute to a safe workplace.

2. Commencement of Policy

- 2.1. This policy will commence from the date of approval unless otherwise specified. It replaces all other KASC policy documents relating to the development, approval, use and adoption (whether written or not) of KASC policies.

3. Scope of this Policy

- 3.1. This Policy applies to elected members, managers, employees, agents, contractors (including temporary contractors), volunteers, trainees, and hosted placements of KASC, collectively referred to in this Policy as 'workplace participants.'
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4. Terms and Definitions

- 4.1. In this policy:

Council: Means Kowanyama Aboriginal Shire Council

Workplace: As per the Work Health and Safety Act 2011, a workplace is a 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.

Worker: Includes elected members, employees, contractors, volunteers, and all others who perform work on behalf of Council.

5. Acronyms and Abbreviations

- 5.1. In this policy:

KASC: Means Kowanyama Aboriginal Shire Council

WH&S: Means Workplace Health and Safety

6. Policy Provisions

- 6.1. Supervisors are responsible for:

- a. Leading the discussion of identifying health and safety issues through discussions;
- b. Ensuring employees are given the appropriate training and development tools in line with the KASC's goals and strategic objectives.
- c. Reporting work, health and safety issues to their Executive Manager and Manager Human Resources.

- 6.2. Employees are responsible for:

- a. Identifying and supporting measures to eliminate or minimise potential unsafe conditions in the workplace;
- b. Actively participating in development review process for the development of work procedures;
- c. Attending and actively participating in health and safety activities;
- d. Taking reasonable care to ensure good health and safety procedures are maintained at all times;
- e. Assuming personal responsibility for their own safety and for the safety of other work colleagues by operating in a safe manner.
- f. Reporting work, health, and safety issues to their line manager.

6.3. Human Resources are responsible for:

- a. Developing Work, Health and Safety Processes;
- b. Providing Work, Health and Safety Training;
- c. Determining the appropriate level of support for health and safety activities;
- d. Ensuring the training requested and elected provider is appropriate;
- e. Collation of feedback from participants;
- f. Ensuring adequate records are kept;
- g. Keeping and storing confidential records of discussions and agreed outcomes.

6.4. Performance Standards:

The following performance standards must be met:

- a. All new employees have been provided with a copy of the organisation's Policy on Health and Safety;
- b. All health and safety activities are recorded.

7. Breaches of this Policy

- 7.1. A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment in line with Council's Unsatisfactory Performance Policy.

8. Policy Review

- 8.1. The policy is to be reviewed in accordance with the Policy Framework.
- 8.2. Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

9. Approval

- 9.1. This policy was duly authorised by Council on 15 June 2022 as Kowanyama Aboriginal Shire Council's Workplace Health and Safety Policy and shall hereby supersede any previous policies of the same intent.