

# Work Health and Safety Policy



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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 Work Health and Safety Act Qld 2011 Work Health and Safety Regulations Qld 2011 WHS Codes of Practice
Approval Date:	4 February 2025

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## 1. Purpose

This WHS Policy demonstrates Kowanyama Aboriginal Shire Council's commitment to providing a safe and healthy workplace for all people who work or visit any of our workplaces or have the potential to be affected by our activities.

This policy has been reviewed to incorporate:

- Work Health and Safety Act and Regulation Qld 2011
- Local Government Act 2009 & Regulation 2012
- Public Sector Ethics Act 1994

## 2. Scope

This policy applies to all Council workplaces, locations of work, elected members, workers, contractors, visitors and others performing council work or visiting council locations.

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## 3. Definitions

Kowanyama Aboriginal Shire Council's WHS Terms and Definitions Register details the general terms and definitions for Kowanyama Aboriginal Shire Council's WHS management System and this WHS Policy.

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.

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<b>Worker:</b>	Includes elected members, employees, contractors, volunteers, and all others who perform work on behalf of Council.
<b>KASC:</b>	Means Kowanyama Aboriginal Shire Council
<b>WH&amp;S:</b>	Means Workplace Health and Safety
<b>PCBU:</b>	Means Persons Conducting a Business or Undertaking (Council)

Kowanyama Aboriginal Shire Council's WHS Terms and Definitions Register details the general terms and definitions for Kowanyama Aboriginal Shire Council's WHS management System and this WHS Policy.

#### 4. Legal And Other Requirements

##### LEGISLATION

- Work Health and Safety Act Qld 2011
- Work Health and Safety Regulations Qld 2011
- WHS Codes of Practice

##### OTHER REQUIREMENTS

- Local Government Act 2009
- Local Government Regulation 2012

#### 5. Policy Statement

Kowanyama Aboriginal Shire Council is a dynamic organisation in the community and the people we employ are our most valuable asset. Work health and safety is intrinsic to the way we operate and do business in this Council.

The following values form the basis of achieving our aims and commitments:

- We are committed to ensuring the work health and safety of everyone in the workplace
- Everyone has a responsibility for safety - their own and that of others
- Injuries can be prevented, and an incident-free environment is actively pursued
- Communication and consultation are central to working together for a safer workplace
- Providing and maintaining sufficient resources, facilities, equipment and materials
- Ensuring people are properly trained and receive sufficient information to work safely
- Promptly and proactively responding to issues and incidents that arise, and
- Enabling learning and continuous improvement

#### 6. Legal And Policy Framework

Council will comply with the QLD Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, and other relevant legislation, codes and industry standards. Council will also meet its license conditions as self-insured for workers compensation.

It is important to know that failure to follow safe systems of work, misuse of WHS equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely, may lead to prosecution under the WHS Act and may also be dealt with under the Council Code of Conduct.

#### 7. Implementation

The strategies to implement this Policy include:

- Development, implementation, maintenance, and review of Council's WHS Management System (WHSMS) across all facilities and workplaces
- The implementation and maintenance of Council's WHS Risk Management Program
- Ensuring that WHS risk management is undertaken for all activities, and the responsible person is satisfied that all foreseeable hazards are identified, risks are assessed (where appropriate) and all such risks are adequately controlled
- The establishment of measurable objectives and targets to facilitate continual improvement of WHS in the workplace and to reduce work related illness and injury
- The provision of appropriate WHS training and the dissemination of WHS information to all workers and visitors to the workplace
- Consulting with workers and other PCBU's (including contractors and affiliated entities) about decisions that may affect their WHS
- The provision of adequate resources to ensure effective implementation of the WHSMS
- The documentation and communication of WHS responsibilities for all workers, and
- The communication of this Policy throughout Council through induction, and training.

## 8. Roles And Responsibilities

Council has ultimate responsibility for providing a safe and healthy working environment. Kowanyama Aboriginal Shire Council's WHS Roles and Responsibility Register details the general roles, responsibilities and accountabilities for WHS within the Kowanyama Aboriginal Shire Council. Outlined below are responsibilities for this WHS Policy.

### ELECTED MEMBERS

Responsible for complying with all laws that apply to local governments and being accountable to the community for the local government's performance by leading, managing, and providing strategic direction to, the chief executive officer in order to achieve the high-quality administration of the local government.

They must be proactive in ensuring the organisation complies with its duty and take all reasonable steps to exercise due diligence in respect of WHS matters.

### CHIEF EXECUTIVE OFFICER AND EXECUTIVE MANAGERS

Responsible for establishing WHS objectives and targets in line with the requirements of this Policy and ensure these targets are being met.

### SENIOR MANAGERS

Senior Managers are responsible for meeting WHS objectives and targets set by the Chief Executive Officer and Executive Managers, and reporting on their progress.

### MANAGERS

Managers are responsible for establishing and monitoring the implementation of the WHSMS within their area of control and reporting regularly on the progress of implementation.

### SUPERVISORS

Supervisors are responsible for implementing the HSMS within their area of responsibility and taking steps to ensure that identified hazards are eliminated as far as reasonably practicable or controlled using the hierarchy of risk controls.

### WORKERS

Workers are responsible for following the WHS Policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.

## WHS COMMITTEE AND HEALTH AND SAFETY REPRESENTATIVES

Workplace Consultation Committees and Health and Safety Representatives (HSRs) are responsible for ensuring effective consultation takes place within their representative area, providing HS advice and may assist with the implementation of the HSMS.

## WHS UNIT

WHS Unit is responsible for the review and maintenance of the HSMS and providing WHS support and advice to Officers, Senior Management, Supervisors and HS Consultation Committees.

## 9. Support And Advice

For support and advice regarding this Policy, contact Workplace Health and Safety Officer.

## 10. Communication

This WHS Policy will be accessible on the Kowanyama Aboriginal Shire Council Sharepoint, website and WHSMS. The WHS Policy Statement will be displayed in all workplaces and communicated through the organisational WHS Consultation Committees.

### Document Maintenance And Review

This Policy must be reviewed every 2 years, or earlier if:

- The Policy and arrangements change
- Management arrangements show that application of the Policy fails to deliver the required outcomes.
- There are changes in associated legislation and standards.
- There is evidence that the Policy is not having a positive impact on WHS management.