
Workplace Health and Safety Policy

CONTROL:

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
Responsible Officer:	Chief Executive Officer
Adopted / Approved:	Minute No. 2020.02.15-OM-12
Last Reviewed:	February 2022
Review:	February 2022 Note: This Policy is reviewed when any of the following occur: <ol style="list-style-type: none"> 1. The related information is amended or replaced. 2. Other circumstances as determined from time to time by the Chief Executive Officer. Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.
Version:	3

1. INTRODUCTION

1.1 PURPOSE:

Diamantina Shire Council is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

1.2 POLICY OBJECTIVES:

To provide a safe and healthy work environment for all our employees, contractors and other persons.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Workplace Health and Safety policies of Council (whether written or not).

2. POLICY

2.1 CONTEXT:

This policy applies to:

- 1) all employees of *Diamantina Shire Council* (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of *Diamantina Shire Council* (for example contractors,

Workplace Health and Safety Policy

- 2) subcontractors, agents, consultants, and temporary staff) (collectively referred to as “workers”); and all of **Diamantina Shire Council**’s workplaces and to other places where workers may be working or representing **Diamantina Shire Council** for example, when visiting a customer, client or supplier (collectively referred to as “workplace”).

2.2 POLICY STATEMENT:

Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including (without limitation):

- WHS Strategy Plan;
- Defined WHS Responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employees.

Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources;
- To comply with all relevant laws, rules, standards and codes of practice.

Management Responsibilities

All Officers, Managers and Team leaders/Supervisors are responsible and accountable for the safety of employees, contractors and company property under their control so far as reasonably practicable. Managers and Team leaders/Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

Employee Responsibilities

All employees are required to comply with health and safety legislation and **Diamantina Shire Council**’s policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

Contractors

All contractors engaged to perform work for **Diamantina Shire Council** are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of **Diamantina Shire Council** as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Workplace Health and Safety Policy

3. REFERENCE AND SUPPORTING INFORMATION

3.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.
'Person Carrying on a Business or Undertaking'	means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

3.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Workplace Health and Safety Policy Statement

3.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date
1 (Original)	January 16 2017; Minute No. 2017.01.16-OM-6
2	January 21 2019; Minute No. 2019.01.21-OM-13