



Occupational Health and Safety Policy

Department/Unit	People and Culture	First Implemented	February 2005	Review Date	August 2025
Origin	Occupational Health and Safety Officer	Reviewed	19 July 2022	Version	3
Authorising Officer	Chief Executive Officer	Effective From	August 2022	TRIM Reference	E513/2

Purpose/Objective

The purpose of this Occupational Health and Safety Policy is to ensure that occupational health and safety is an integral part of Mansfield Shire Council (Council).

The objective of Council is the proactive management of occupational health and safety. This Policy provides the guidance for occupational health and safety management across Council.

Policy Statement

Mansfield Shire Council is committed, as far as reasonably practicable, to providing and maintaining a safe working environment. To eliminate, as far as reasonably practicable, the hazards associated with occupational health and safety Council will:

- ▶ comply with the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Regulations 2017;
- ▶ continuously improve occupational health and safety awareness and culture;
- ▶ provide resources, as far as reasonably practicable, to ensure that occupational health and safety requirements are addressed in an efficient and effective manner;
- ▶ provide and maintain for employees a safe working environment by:
 - providing or maintaining plant or systems of work that are, as far as reasonably practicable, safe working environments;
 - making arrangements for ensuring, as far as reasonably practicable, safe working environments in connection with the use, handling, storage or transport of plant or substances;
 - maintaining each workplace under the management and control of Council, as far as reasonably practicable, in a condition that is a safe working environment;

Mansfield Shire Council | **Occupational Health and Safety Policy**

- providing adequate facilities, as far as reasonably practicable, for the welfare of employees at any workplace under the management and control of Council;
- providing such information, instruction, training or supervision to employees, as far as reasonably practicable, as is necessary to enable those persons to perform their work in a safe way;
- monitoring the health of employees, as far as reasonably practicable;
- monitoring conditions at any workplace, as far as reasonably practicable, under Council's management and control;
- providing information to employees concerning health and safety at the workplace, as far as reasonably practicable, including the names of persons to whom an employee may make an enquiry or complaint about health and safety;
- keeping information and records, as far as reasonably practicable, relating to the health and safety of employees;
- employing or engage persons, as far as reasonably practicable, who are suitably qualified in relation to occupational health and safety to provide advice to Council concerning the health and safety of employees;
- ensuring that persons other than employees, as far as reasonably practicable, are not exposed to risk to their health or safety arising from the conduct of the undertaking by Council.

To eliminate, as far as reasonably practicable, the hazards associated with occupational health and safety employees will:

- ▶ take reasonable care for his or her own health and safety;
- ▶ take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace;
- ▶ not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare; and
- ▶ cooperate with Council with respect to any action taken by Council to comply with a requirement imposed by or under the Occupational Health and Act 2004 or the Occupational Health and Safety Regulations 2017.

This will be achieved through the proactive management of Council's Occupational Health and Safety Management System (OHSMS).

This Policy should be read in conjunction with Council's Occupational Health and Safety Procedures.

Definitions

Term	Definition
Reasonable care	<p>Means doing what a reasonable person would do in the circumstance having regard to things like:</p> <ul style="list-style-type: none"> ▶ the person's knowledge; ▶ the person's role; ▶ the person's skills and the resources available to them; ▶ the person's qualifications; ▶ the information the person has; and ▶ the consequences to health and safety of a failure for them to act in the circumstances.
Reasonably practicable	<p>Means it is, or was at a particular time, reasonably able to be done, taking into account:</p> <ul style="list-style-type: none"> ▶ the likelihood of the hazard or the risk concerned occurring; ▶ the degree of harm that might result from the hazard or the risk; ▶ what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk; ▶ the availability and suitability of ways to eliminate or minimise the risk; and ▶ the cost of eliminating or minimising the risk.

Scope

This policy applies to all Council employees, Councillors, contractors, consultants, volunteers and other authorised personnel of Mansfield Shire Council.

Responsibilities

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

Managers are responsible for ensuring their staff comply with the principles, practices and any associated procedures of this policy. Management, employees, contractors and volunteers are to be familiar with, and competent in, the application of this Policy, and are accountable for the delivery of this policy within their areas of responsibility.

The People and Culture Department is the owner of this Policy. Any reviews of this Policy must be made in consultation with the Occupational Health and Safety Officer and the People and Culture Advisor.

References/Related Policies

- ▶ Occupational Health and Safety Act 2004
- ▶ Occupational Health and Safety Regulations 2017
- ▶ ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

Implementation

This Policy is effective from 10 August 2022.

Review Date

This Policy is to be reviewed by August 2025.

Authorisation to Implement Policy

Signed: 

Bill Millard
Title: Interim Chief Executive Officer
Approval dated: 08/08/2022

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.