

Occupational Health and Safety 2019

Department <i>Corporate and Organisational Development</i>	First Implemented: <i>February 2005</i> Effective From: <i>Immediate</i> Review Date: <i>31 March 2022</i> Version: <i>2</i> Trim Reference: <i>E513/2</i>	Origin: Responsible Officer <i>Chief Executive Officer</i> Authorising Officer: <i>Endorsed by Council 19 March 2019</i>
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PURPOSE/OBJECTIVE

The purpose of this policy is to outline the occupational health and safety requirements for Mansfield Shire Council.

Proactive management of the occupational health and safety of all employees employed by Mansfield Shire Council is a key objective of the Council management system. This policy provides the guidance for occupational health and safety management across Council.

The purpose of this policy is to ensure:

- that occupational health and safety is an integral part of managing the Council and that management plans address occupational health and safety;
- compliance with all occupational health and safety legislative requirements;
- ‘as far as reasonably practical’ eliminate hazards to employees in workplaces under the control of the Council or performing Council work (including sites away from usual workplaces);
- continuous improvement of occupational health and safety is actively encouraged and supported through consultation with all employees, information, instruction, training and supervision; and
- the condition of the workplace and the health of employees is monitored and controlled.

POLICY STATEMENT

Mansfield Shire Council is committed to providing and maintaining a working environment that is safe and without risk to health.

To eliminate, so 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;
- ensure a proactive, embedded culture of safety where all employees have an active ongoing role;
- ensure safety leadership – where senior and middle management lead from the front;
- provide and maintain for employees a working environment that is safe and without risks to health by;
 - providing or maintaining plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - making arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage or transport of plant or substances;
 - maintaining each workplace under the management and control of Council in a condition that is safe and without risks to health;
 - providing adequate facilities 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 is necessary to enable those persons to perform their work in a way that is safe and without risks to health;
 - monitoring the health of employees;
 - monitoring conditions at any workplace under Council's management and control;
 - providing information to employees concerning health and safety at the workplace, including the names of persons to whom an employee may make an enquiry or complaint about health and safety;
 - keeping information and records relating to the health and safety of employees;
 - employing or engage persons 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 are not exposed to risk to their health or safety arising from the conduct of the undertaking of Council.

This will be achieved through the Occupational Health and Safety Management System (OHSMS), which incorporates:

- Emergency in Facilities
- First Aid
- Incident Notification and Investigation
- Alcohol and Other Drugs
- Training and Induction
- Hazard Identification and Inspection
- Risk Management
- Communication and Consultation
- Contractor Management
- Working Alone



- Plant and Equipment
- Hazardous Substances and Dangerous Goods
- Prevention of Falls
- Noise
- Confined Spaces
- Manual Handling
- Trenching and Excavation
- Personal Protective Equipment
- Electrical Safety
- Ergonomics
- UV Radiation and Heat Protection
- Delivery of Services during the Bushfire Danger Period

This policy should be read in conjunction with Council's occupational health and safety related policies and procedures.

DEFINITIONS

- Reasonable care means doing what a reasonable person would do in the circumstance having regard to things like:
- 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 means it is, or was at a particular time, reasonably able to be done, taking into account:
- 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, contractors, 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 employees, contractors and volunteers comply with the principles, practices and 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.

Councillors

- Approved the Occupational Health and Safety Policy
- Comply with the Occupational Health and Safety Policy

Chief Executive Officer

- Lead Council to continuously improve safety awareness and culture;
- Exercise due diligence to ensure compliance with Council's duty of care;
- Monitor the overall effectiveness and implementation of the Occupational Health and Safety Management System (OHSMS); and
- Provide resources to ensure that the occupational health and safety requirements are address in an efficient and effective manner.

Managers, Co-ordinators, Supervisors, Team Leaders

- Maintain a working environment that is safe and where all hazards are efficiently and effectively controlled through the implantation of health and safety procedures.
- Exercise due diligence to ensure compliance with Council's duty of care.
- Provision of adequate facilities for the welfare of workers.
- Provide information, instruction, training and supervision to employees as required for the safe conduct of tasks in the workplace.
- Ensure that persons other than employees are not exposed to health or safety hazards arising from tasks being carried out.
- Reporting, monitoring and controlling workplace conditions.

Occupational Health and Safety Officer

- Develop and maintain the Occupational Health and Safety Management System.



Employees

- 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
- Co-operate 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.

The Corporate and Organisational Development 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 Corporate and Organisational Development Manager.

REFERENCES / RELATED POLICIES

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Australian Standard 4801:2001 Occupational Health and Safety Management Systems - Specifications with Guidance for Use and Industry Standards

IMPLEMENTATION

This Policy is effective from 19 March 2019.

REVIEW DATE

This Policy is to be reviewed by 31 March 2022

AUTHORISATION TO IMPLEMENT POLICY

Signed: 
Councillor

Witnessed: 
Chief Executive Officer

Dated: 19 March 2019

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