



Inverell Shire Council

Occupational Health and Safety Policy

Introduction

As an employer, Council is aware of its legal and moral obligation to provide a safe working environment for its employees.

The Occupational Health & Safety Act, 2000, requires both employers and employees to work to stringent safety requirements. A summary of the responsibilities of employers and employees, with the penalties provided for breaches of the Act, is included for your information.

Council is required to develop written safe work procedures. Procedures have been formulated for a number of specific types of work, which are included for your information.

A range of safety equipment available for issue to employees is continually being revised and procedures containing information on available equipment, and conditions of use, are included.

Your assistance is requested in helping Council to improve your working environment. Should you identify an unsafe place or procedure, inform your Supervisor and an investigation will be undertaken and appropriate action authorised. If you are not satisfied with the result, or are simply seeking information, contact your Safety Committee representative, who has power to arrange inspections, obtain information, and make recommendations to management.

Your action in safety matters may help to prevent serious injury to yourself or fellow employees.

Safety Code Policy

Inverell Shire Council is committed to providing a healthy and safe workplace for all employees and visitors.

Occupational health and safety is both an individual and shared responsibility of the Council and all its employees.

Resources will be provided to:

- Enable compliance with all relevant legislation;
- Implement an occupational health, safety and welfare programme.

The following responsibilities are essential to the success of the policy:

- Provide and maintain a healthy and safe workplace;
- Manage the occupational health, safety and welfare programme;

- Promote occupational health and safety as a normal component of all aspects of work.

Employees are responsible to:

- Work in a healthy and safe manner;
- Cooperate with, support and promote occupational health and safety in the workplace;
- Rectify or report any unsafe acts or conditions that come to their attention.

The Occupational Health and Safety Committee will:

- Address safety matters through joint consultation;
- Assist management to devise systems of work which satisfy both occupational health and safety, and productivity objectives.

Objectives

Council recognises the need to accept responsibility for the safety and health of its employees in their work situation. Every effort will be made to establish and maintain and extend safe work procedures to all phases of Council's operations. All Senior staff and Supervisors (as defined in Section 5) shall be responsible for the practical application of the safety Code.

The objectives of this Code are to, as far as practicable:

- (a) Provide a safe and healthy working environment including safe working systems and safe plant/appliances.
- (b) Provide suitable protective clothing and equipment.
- (c) Provide appropriate and adequate accident prevention education and training of employees.
- (d) Keep abreast of modern accident prevention techniques and observe and implement all statutory requirements applicable to Local Government functions.

Role of Senior Management

Within their respective areas of operation the senior staff are responsible for the safety and healthy working conditions of all employees and the safety of the public on Council property or worksites.

In order to achieve the objectives of this code, senior staff shall:


- (a) Ensure that management staff set a good example in relation to safety.
- (b) Fully support Council's Safety Programme.
- (c) Ensure that safe work procedures are prepared and implemented in all areas of operations.
- (d) Ensure that statutory requirements are implemented at all times.
- (e) Ensure that, in planning new operations, or changing present operations, or introducing new plant and equipment, safety measures are considered and implemented.

- (f) If to ensure safety, an existing work practice needs to be changed, review alternative work practices to ensure that productivity is maintained or increased where applicable in a cost-effective manner.
- (g) Ensure employees are properly inducted and trained in safety matters.
- (h) Ensure that an effective accident/hazard reporting system is in place.
- (i) Correct unsafe or unhealthy acts or conditions in areas under his/her authority.
- (j) Take into account safety performance when considering staff reclassifications reviews.

Role of Supervisors

A Supervisor is defined as any person who is in charge of others. In order to achieve the objectives of this Code, a Supervisor shall:-

- (a) Set a good example for employees to follow and implement safety concepts.
- (b) Correct unsafe or unhealthy acts or conditions in areas under his control to the full extent of his authority. When a necessary correction is outside his/her authority he/she shall refer the matter to his immediate superior.
- (c) Consider it an integral part of his/her duties to carry out daily inspections to ensure that reasonably safe working conditions and methods are maintained.
- (d) Carry out prompt investigations and report of all accidents, near-misses and reports of matters which result in or could have resulted in either injury to persons or damage to property so that remedial actions may be effected promptly.
- (e) Ensure that all employees under his/her control receive adequate induction and instruction for the safe and efficient performance of their duties and comply with Safe Work Procedures.
- (f) Ensure, where necessary, the issue and correct use of personal protective equipment as required by Council.
- (g) Be familiar with and observe and apply all rules, regulations and accident prevention functions pertaining to Council activities.
- (h) If in charge of a work group to which a first aid kit is issued, maintain that first aid kit.
- (i) Assist with the preparation and review of Safe Work Procedures.



 Mayor



 General Manager