



S-W02 Work Health and Safety Policy

Purpose	This policy confirms Council's commitment to its primary duty of care under the <i>Work Health and Safety Act 2012</i> (TAS).	
Department	Corporate Services	
File No.	PER/0500	
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Next Review Date	Four (4) years from Council Resolution Date	
Review History	06.01.2016	21 January 2016
	87.03.2023	22 March 2023

1. Definitions

Other Persons

Any person at the Workplace who is not a Worker, including visitors while visiting, conducting business, or undertaking any other activities that are under the management, control, influence of, or in participation with Council.

Workplace

A place where work is carried out for or by Council.

Worker

A person who carries out work in any capacity for Council, including work as:

- a) an Employee;
- b) a Councillor;
- c) a contractor or subcontractor;
- d) an employee of a contractor or subcontractor;
- e) an employee of a labour hire company who has been assigned to work at Council;
- f) an apprentice or trainee;
- g) a student gaining work experience; or
- h) a volunteer.

2. Objective

- To provide a safe and healthy work environment and work activities for all workers and other persons, as defined, at the workplace. All possible measures are to be taken to remove (or at least reduce) risks to the health, safety and welfare of workers, and other person; and
- To comply with the *Work Health and Safety Act 2012*(the Act), amendments, regulations, related Codes of Practices and Australian Standards.

3. Scope

- This Policy applies to all Workers and Other Persons, as defined, while visiting, or conducting business, or any other activities that are under the management, control, influence of, or in participation with Council.

4. Policy

It is the Policy of Council that:

4.1 Management:

Will provide and maintain so far as reasonably practicable:

- a safe working environment;
- safe systems of work;
- plant and equipment in a safe condition;
- facilities for the welfare of workers;
- information, instruction, training and supervision that is reasonably necessary to keep each worker safe from injury and risks to health;
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace; and
- a commitment to continually improve our performance through effective safety management.

4.2 Workers:

Each worker has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- take reasonable care of the health and safety of themselves and others;
- wear personal protective equipment and clothing where required;
- comply with any direction given by management regarding health and safety;
- use and operate all safety equipment correctly and appropriately;
- report all accidents and incidents immediately, no matter how trivial; and
- report all known or observed hazards to their supervisor or manager as soon as reasonably practicable.

5. Procedure

This Policy should be read in conjunction with the Risk Management Framework Guidelines.

6. Legislation

Age Discrimination Act 2004 (Cth)

Anti-Discrimination Act 1998 (Tas)

Australian Human Rights Commission Act 1986 (Cth)

Child and Youth Safe Organisations Act 2023 (Tas)

Disability Discrimination Act 1992 (Cth)

Fair Work Act 2009 (Cth)

Local Government Act 1993 (Tas)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Work Health & Safety Act 2012 (Tas)

Work Health and Safety Regulations 2022 (Tas)

7. Council related policies

Employee Code of Conduct Policy
Communications Policy
Disciplinary Policy and Procedure
Fitness for Work Policy and Procedure
Issue Resolution Policy and Procedure
Performance Management Policy and Procedure
Risk Management Policy
Risk Management Framework
Safeguarding Children and Young People Policy
Workplace Behaviour Policy

8. Responsibility

The responsibility for the operation of this policy rests with the General Manager.