



# LITHGOW CITY COUNCIL

Policy 9.14

OCCUPATIONAL HEALTH AND SAFETY POLICY

Version 3

## **9. GOVERNANCE**

### **9.14 OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY**

#### ***OBJECTIVE:***

This Policy will:

- provide documented evidence of Council's commitment to adopting Occupational Health & Safety principles as an integral part of operations and decision making in all facets of Council's operations;
- Provide a framework for the prevention of accidents, injuries and illness at work for employees, visitors and contractors attending Council worksites.
- promote an atmosphere of Occupational Health & Safety and willingness to manage OHS at all levels of the organisation;
- provide opportunities for continuously improving performance at all levels of the organisation

#### ***POLICY:***

Council believes that during the delivery of services and facilities to the Lithgow Community, and the public in general, there are no jobs or tasks that are so important as to warrant the performance of an unsafe act.

The Council will conduct its activities and provide a work environment which:

- protects the health, safety and welfare of all people affected by our workplace activities;
- actively encourages employee consultation in all matters affecting health & safety;
- promotes employee participation in minimising risk in work practices by providing the necessary resources and training;
- strives for continuous improvement in our health & safety performance to comply with the legislative requirements of the OHS Act 2000 and OHS Regulation 2001 and achieve appropriate standards.

Duty of Care for Occupational Health and Safety is the responsibility of all parties including Lithgow City Councillors, General Manager, Managers, Supervisors, Employees, Volunteers, Contractors and Visitors.

To achieve a safe, healthy, low risk work environment, the commitment and cooperation of all our elected members, staff, contractors, volunteers and visitors is essential. The General Manager and Group Managers are responsible and accountable for the implementation of this Policy and the associated OHS Program.

Each Manager and Supervisor is responsible and accountable for the implementation of, and compliance with, this Policy and the OHS Program in their respective work areas. They must ensure that all employees are aware of this policy and that the OH&S policy is displayed in a prominent position at the workplace.

Each employee, contractor and volunteer is responsible and accountable for their cooperation and compliance with this Policy and the OHS Program to ensure risk minimisation in the workplace. It shall be their responsibility to strictly adhere to this policy when on Council business and/or providing work under Council control and/or working on Council controlled premises.

In support of this Policy, Council will:

- comply with or exceed the spirit or intent of all relevant legislation and subsidiary codes, and provide the resources necessary to meet these requirements;
- involve staff in occupational health & safety matters and consult with them in ways of eliminating or controlling risks in the workplace;
- provide information, training, education and instruction to enable staff and volunteers to perform their duties in a safe and healthy environment;
- adopt a risk management approach, in consultation with staff, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks;
- encourage the rehabilitation of injured staff through post-injury management procedures;
- promote health & safety awareness by the development and implementation of safe work practices;
- conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards;
- require all staff, contractors, volunteers and visitors to comply with all relevant OHS legislation and subordinate documents and to report all injuries and incidents, and participate and assist in accident investigations to prevent reoccurrence;
- regularly review the Council OHS performance as part of a continuous improvement plan and report to the Safety Committee.

Lithgow City Council's Occupational Health and Safety, Rehabilitation & Environment Management System ensures a consistent approach to safety management across the organisation. This system is based on the Australian Standard for OH&S Management (AS4801).

As required by legislation Lithgow City Council adopts the practice of consultation on safety matters in the workplace. An OH&S Committee with employee representation from all areas of Lithgow City Council's activities has been formed.

A management representative who is empowered to make decisions on each of the matters discussed will attend committee meetings.

A program of activities relating to health and safety in the workplace includes the following, but is not limited to:

- Health, safety and welfare awareness education and training
- Workplace design and safe work method statements
- Emergency procedures
- Provision of personal protective equipment (PPE)
- Workplace inspections
- Reporting and recording accidents, illnesses and dangerous occurrences
- Risk assessment and hazard control including Tool Box Meetings
- Promotion of workplace health and safety
- Material Safety Data Sheets

**General Manager:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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