1. **PURPOSE:**

Wagait Shire Council is committed to providing a healthy and safe workplace for all employees, visitors, volunteers and contractors.

2. **SCOPE:**

This policy applies to all workers and visitors on Wagait Shire Council premises and any other locations where activities are undertaken by Wagait Shire Council representatives or on behalf of Wagait Shire Council.

3. **DEFINITIONS:**

**Worker** - A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as:

(a) an employee; or
(b) a contractor or subcontractor; or
(c) an employee of a contractor or subcontractor; or
(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
(e) an outworker; or
(f) an apprentice or trainee; or
(g) a student gaining work experience; or
(h) a volunteer; or
(i) a person of a prescribed class.

**Workplace** - A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

**PCBU** – A ‘person undertaking a business or undertaking’ (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting business. A person who conducts works for a PCBU is considered a worker.
4. POLICY

Wagait Shire Council recognizes its moral responsibilities and legal obligations requirements of the Work Health and Safety (WHS) Act 2011, to create a safe work environment and safe culture to value the health and safety of all workers, customers and visitors. This Commitment extends to ensuring the organisation’s operations do not place the local community at risk of injury or illness.

Goals and objectives:
Wagait Shire Council to achieve a Safe and Healthy work place will:
- Provide safe equipment and systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide current information, instruction, training and supervision to workers to ensure their safety

Management responsibilities encompass:
- Providing and maintaining the workplace and equipment in a safe condition
- Ensuring all WHS policies and procedures are implemented
- Actively promoting and being involved in those policies and procedures
- Providing the resources to meet their WHS commitment

Workers will ensure that they:
- Follow all policies and procedures
- Report all potential and real hazards to their supervisor
- Actively contribute to the establishment and maintenance of sound policies and practice.

Wagait Shire Council expects that all workers and visitors will accept their joint duty of care and adhere to all Council Policies and relevant Legislation including, but not limited to the Work Health & Safety (WHS) Act 2011 as in force 2016.

5. ASSOCIATED DOCUMENTS

P08 Human Resource Management
P032 Bullying Policy
Work Health and Safety (WHS) Management Plan

6. REFERENCES AND LEGISLATION

Work Health and Safety (WHS) Act 2011
## REVIEW HISTORY

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