

	<b>WORK HEALTH AND SAFETY</b>	
	CATEGORY:	HUMAN RESOURCES
	LG ACT 2019 REF:	Section 172
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

**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 workplace participants 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:**

Term	Definition
Workplace Participants	Includes all elected members, council employees, contractors, consultants, committee members and any individual or group undertaking activity for or on behalf of the council.
Employees	Means all those employed by council including full-time, part-time, contract and casual employees.
Volunteers	Means all volunteers appointed or contracted to the council, including council committee members.
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.
Injury/Injuries	Includes physical and psychological injuries

**4. POLICY**

Wagait Shire Council recognises 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 workplace participants, customers and visitors. This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness.

**4.1 Goals and objectives:**

To achieve a Safe and Healthy workplace, Wagait Shire Council 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

## 4.2 Responsibilities

### **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
- Reporting all serious and dangerous incidents to council, as defined by the Work Health and Safety (National Uniform Legislation) Act 2011, Part 3 Incident Notification.

### **Workers will ensure that they:**

- Follow all policies and procedures
- Report all serious and dangerous incidents to their supervisor, as defined by the Work Health and Safety (National Uniform Legislation) Act 2011, Part 3 Incident Notification.
- Actively contribute to the establishment and maintenance of sound policies and practice.

Wagait Shire Council expects that all workplace participants 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 (National Uniform Legislation) Act 2011*.

## 4.3 Communication and Consultation

We recognise that employee consultation and participation in our safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.

Employees shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to the CEO and managers.

A 'toolbox meeting' to consult and inform employees on safety issues shall be held as an agenda item through weekly operational staff meetings, and on a biannual basis with all staff combined.

Employees shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed and will include toolbox meetings, email transmissions, and workplace training.

We expect our employees to be committed to working with management in order to effectively manage health and safety on the job. Employees are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with the CEO and managers, and at staff meetings.

#### **4.4 Workplace Injuries – Rehabilitation and Return to Work**

Wagait Shire Council is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

We are committed to:

- Prompt injury notification;
- Communication and consultation with all parties to develop an appropriate return to work program;
- Accountability and responsibility for injury management being clearly understood;
- Provision of suitable meaningful activities during the return-to-work process; and
- Dispute resolution as required.

We will ensure the following positive approach in meeting these objectives, including:

- Early reporting of injuries;
- Appropriate and timely medical intervention and return to work planning;
- Provision of suitable resources and productive duties for the injured worker;
- Positive support and encouragement during the rehabilitation process; and
- Review of incidents and accidents to seek preventive measures and continuous improvement.

#### **5. ASSOCIATED DOCUMENTS**

GOV Code of Conduct - Council Member

HR Code of Conduct - Workplace Participants

HR Employee Assistance Program Policy

HR Human Resources Management

HR Discrimination, Harassment & Bullying Policy

WSC Work Health and Safety (WHS) Manual

WSC Employee Manual

#### **6. REFERENCES AND LEGISLATION**

Work Health & Safety (National Uniform Legislation) Act 2011

Return to Work Act (NT) and Return to Work Regulations 1986

Return to Work Legislation Amendment Act (NT) 2020

NT Workers Compensation Scheme 2020

NT Local Government Act (2019)

## 7. REVIEW HISTORY

<b>Date Approved:</b> 26/6/2018	<b>Approved By Council</b> Moved: Cr Neil White Seconded: Vice President Trish McIntyre Vote: AIF	<b>Resolution No:</b> 2018/202	<b>Date for review:</b> 26/6/2021
<b>Date Approved:</b> 16/08/2022	<b>Approved By Council</b> Moved: Cr Peter Clee Seconded: President Neil White Vote: AIF	<b>Resolution No:</b> 2022/126	<b>Date for review:</b> 16/08/2023
<b>Date Approved:</b> 19/09/2023	<b>Approved By Council</b> Moved: Cr Peter Clee Seconded: Cr Sarah Smith Vote: AIF	<b>Resolution No:</b> 2023/147	<b>Date for review:</b> August 2024