

Policy Objective

This Policy is Council's commitment to Work Health and Safety (WHS) at Edward River Council. It applies to all Councillors and Council employees and others who may impact on the health and safety of Council operations e.g., contractors, volunteers.

Edward River Council is committed to managing our WHS responsibilities in accordance with the WHS Act 2011 and WHS Regulations 2017. This will ensure the health and safety of all people involved in our operations and those people who may be impacted by our operations.

Policy Scope

This Policy establishes Council's commitment to providing and maintaining a safe and healthy work environment for all in the workplace, including where risks are identified and controlled as far as is reasonably practicable.

This policy applies to all staff, councillors, contractors and volunteers of Edward River Council.

This Policy sets out the guidelines and procedures to be followed to ensure both compliance with all related legislation, standards, and codes of practice, and provides the framework for a committed and proactive safe working culture at Council.

Policy Statement

Council believes that during the delivery of services and facilities to our 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. We will ensure the effective management of health and safety issues is an integral part of our operations. This will be achieved through the empowerment of employees to proactively lead in all areas of safety. Council expects all employees to consistently implement safety practices and will empower proactive leadership regarding safety.

To deliver a safe and healthy work environment for all in the workplace, Council will:

- (a) Expect all workers, visitors, contractors, volunteers, and suppliers to practice safety in accordance with Council's Policies, Procedures and Guidelines.
- (b) Consult with employees in a meaningful and effective manner about WHS issues to enable each employee to contribute to decisions that may affect their health, safety, and wellbeing at work;
- (c) Adopt a philosophy that all incidents are preventable and in the event they occur, implement corrective actions based on a continuous improvement approach to WHS
- (d) Comply with NSW Health Public Health Orders, to protect work related health and wellbeing for employees, councillors, contractors, volunteers and community members.

Procedure

This Policy is supported by Council's WHS Management System and must be read in conjunction with Council's applicable WHS Procedures. The council expects employees to ensure they understand the WHS accountabilities and responsibilities applicable to their role.

In support of this Policy, Council will work to embed a committed and proactive workplace safety culture by:

- (a) provide information, training, education, instruction, and supervision as necessary, to enable workers to perform their duties in a safe and healthy manner;
- (b) adopt a risk management approach, in consultation with workers, to eliminate or control those identified risks and control hazards, which may pose risks to the community or property;
- (c) develop, use, and review documented health and safety information including safe work practices;
- (d) ensuring the management of health and safety issues is given high priority by identifying and resolving issues quickly;
- (e) monitor the health and wellbeing of employees and encourage the rehabilitation of injured employees through post-injury management procedures;
- (f) conduct inspections of workplaces and facilities, in consultation with the relevant workers, to identify, assess and control hazards;
- (g) establish measurable objectives and targets to ensure continual improvement aimed at elimination of work-related injury and illness;
- (h) regularly review the Council WHS performance as part of a continuous improvement plan and report to the WHS Committee.
- (i) Providing internet and intranet availability of the Work Health and Safety Policy.

Definitions

Duty of Care	A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of employees or other persons is not put at risk from work carried out as part of the conduct of the business or undertaking
Hazard	is a situation or potential situation that poses a level of threat to life, health, property, or environment.
Health	means physical and psychological health.
Incident	means the conduct of a business or undertaking that results in the death, serious injury or serious illness of a person or involves a dangerous incident
“Our operations”	means any task or process undertaken by a Council employee or Councilor during the course of their duties.
“People who may be impacted”	means any person including but not limited to; employees, Councilors, community members, contractors and or volunteers.
Employee	A person who is directly employed by Council on a full time, part time, temporary, and casual basis. Also known as a worker who is a person who performs work for a PCBU (Contractors).

Legislative Requirements

WHS Act 2011

WHS Regulations 2017

Local Government Act 1993

ISO 45001: 2018 Occupation Health& Safety Management Systems – Requirements with guidance for use

ISO 45005:2020 Occupation Health& Safety Management: General guidelines for safe working during the Covid-19 pandemic

Associated Policies and Procedures

Code of Conduct Policy

Return to Work Policy

Health and Wellbeing Leave Policy

Edward River Council WHS Manual

Safe Work Method Statements

Safe Work Procedures

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