
Occupational Health and Safety Policy

Administration Policy

May 2018



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Administration Policy

Responsible director
Responsible officer
Functional area
Date adopted by ELT
Review date

Director Corporate Services
Manager Human Resources
Human Resources
28 May 2018
May 2022

Purpose

Northern Grampians Shire Council is committed to maintaining a safe and healthy operation for all employees and visitors and recognises that this is an integral part of our business.

Background

To achieve positive health and safety outcomes Northern Grampians Shire Council has an Occupational Health and Safety Management System (OHSMS) which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy, and so managing the health and safety risks associated with the business of the organisation. The Occupational Health and Safety (OHS) Policy forms part of the OHSMS.

Policy

Northern Grampians Shire Council will work towards achieving ZERO HARM by focussing on four key areas:

1. Leadership – provide direction and support in the pursuit of improved workplace health and safety and environment standards
2. Systematic approach – provide an organised and consistent approach to all OHS matters across the organisation
3. Active OHS culture – ensure continued improvement in performance occurs
4. Workplaces and equipment – ensure there is within the workplace a deep understanding of the nature of hazards with Council work, activities and undertakings.

Northern Grampians Shire Council will achieve these goals by:

- implementing, maintaining and reviewing our OHSMS
- continual and effective improvement of OHS performance, through the setting and review of objectives and targets, which relate to key aspects of the business
- elimination of, or reduction of risks, as far as reasonably practicable, to employees, contractors and others that may be affected by the undertakings of the Northern Grampians Shire Council
- complying, as a minimum, with all relevant OHS laws and regulations
- maintaining a culture of employee consultation and teamwork in all aspects of health and safety

- developing and maintaining an effective program to ensure all employees are trained to carry out their work in a safe manner
- encouraging the identification and reporting of hazards
- requiring all employees to accept responsibility for their own actions and to behave in a manner that reflects safe work practices and to report workplace incidents and injuries
- working closely with its employees, contractors, and other stakeholders, as Northern Grampians Shire Council recognises the value of these partnerships in improving its OHS performance.

Northern Grampians Shire Council will provide adequate and appropriate resources to implement this policy and will ensure it is properly communicated and understood. OHS performance will be regularly reviewed as part of our commitment to continuous improvement.

Council Plan Objective/Strategy

Legislation and Standards

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3

Responsibilities

For general OHS responsibilities refer to *Risk Management Strategy*.

Manager Human Resources is responsible for ensuring the procedure is implemented and reviewed.

Stakeholders

Employees, contractors and others that may be affected by the undertakings of the Northern Grampians Shire Council.

Review

Assessment of the policy will be undertaken every four years to ensure it remains current with the Council's goals, processes, aims and requirements and as a means by which to reduce Council's exposure to risk. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures.

Communication and implementation

This policy will be communicated to all employees during induction, ongoing training and as outlined in Council's *OHS Consultation, Communication and Issue Resolution Procedure*.

References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3

Charter of Human Rights compliance

This policy has a positive impact on Human Rights by managing the health and safety risks associated with the business of the organisation.

Definitions

Occupational Health and Safety Management System (OHSMS) :

That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy, and so managing the health and safety risks associated with the business of the organisation.

Review history

Date	Review details	Action
28 May 2018	Review and adoption of MAV WorkCare policy - v3.0	Endorsed by ELT
February 2016	Review policy - v2.0	Adopted by ELT
2 June 2014	Policy adopted - v1.0	Adopted by Council