



Policy

WORK HEALTH AND SAFETY

Responsible Officer: GENERAL MANAGER

Date Adopted: 19 September 2023

Review Date: 19 September 2027

1. Purpose

- 1.1 To provide King Island Council workplaces and activities that are free from risks to health and safety by developing and maintaining a culture that supports the highest practicable standards of health, safety, inclusivity, mental and social wellbeing.
- 1.2 To provide a safe and healthy work environment and work activities for all workers and other persons, as defined, at the workplace, with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, and other persons.
- 1.3 To comply with the Work Health and Safety Act 2012 (the Act), amendments, regulations, related Codes of Practices and Australian Standards.

2. Scope

- 2.1 This Policy applies to all Workers and Other Persons, as defined, while visiting, or conducting business, or any other activities that are under the management, control, influence of, or in participation with Council.

3. Policy

3.1 POLICY

It is the Policy of Council that:

a) Management:

Will provide and maintain so far as reasonably practicable:

- A safe working environment;
- Safe systems for work;
- Plant and equipment in a safe condition;
- Facilities for the welfare of workers;
- Information, instruction, training and supervision that is reasonably necessary to keep each worker safe from injury and risks to health;
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace;
- A commitment to continually improve our performance through effective safety management.



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b) Workers:

Each worker has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- Take reasonable care of the health and safety of themselves and others;
- Wear personal protective equipment and clothing where required;
- Comply with any direction given by management regarding health and safety;
- Use and operate all safety equipment correctly and appropriately;
- Report all accidents and incidents immediately, no matter how trivial;
- Report all known or observed hazards to their supervisor or manager as soon as reasonably practicable

3.2 RELATED DOCUMENTS

This policy is to be read in conjunction with the following documents:

Council-Related Policies and Procedures

- Disciplinary Procedure
- Environmental Policy
- Fitness for Work Procedure
- Fire Risk Management Policy
- Issue Resolution Procedure
- Performance Management Procedure
- Risk Management Policy

3.3 TRAINING

Council will provide all persons covered by this Policy with appropriate training so they are made aware of their responsibilities and obligations under the Policy.

3.4 AMENDMENT

Council retains the sole discretion to vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.



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4. Legislation, Terminology and References

Applicable legislation:

All laws in connection with managing risk in the carrying out of work or in Council's Workplace including but not limited to:

- (i) Work Health and Safety Act 2012 (Tas)
- (ii) Work Health and Safety Regulations 2022 (Tas)
- (iii) Age Discrimination Act 2004 (Cth)
- (iv) Anti-Discrimination Act 1998 (Tas)
- (v) Australian Human Rights Commission Act 1986 (Cth)
- (vi) Disability Discrimination Act 1992 (Cth)
- (vii) Fair Work Act 2009 (Cth)
- (viii) Local Government Act 1993 (Tas)
- (ix) Racial Discrimination Act 1975 (Cth)
- (x) Sex Discrimination Act 1984 (Cth)
- (xi) Workers Rehabilitation & Compensation Act 1988 (Tas)



Terminology:

Definitions	
<u>Term</u>	<u>Meaning</u>
Council	King Island Council
Councillor	An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the <i>Local Government Act 1993</i> (TAS)
Employee	A person who carries out work for Council as an employee of Council.
General Manager	The general manager of Council as appointed under section 61 of the <i>Local Government Act 1993</i> (TAS).
Infringing Workplace Behaviour	Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.
Manager/Supervisor	A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.
Other Persons at the Workplace	A person who carries out work in any capacity for Council, including work as: (a) An employee; (b) A Councillors; (c) a contractor or subcontractor; (d) an employee of a contractor or subcontractor; (e) an employee of a labour hire company who has been assigned to work at Council; (f) an apprentice or trainee; (g) a student gaining work experience; or (h) a volunteer.
Policy	Work Health and Safety Policy
Workplace	A place where work is carried out for Council.



History:

Any previous policies used by Council:

Workplace Health and Safety and Commitment	Adopted: August 2018
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POLICY VERSION AND REVISION INFORMATION

Title: Work Health and Safety

Policy Maintained by: General Manager

Policy first commenced: August 2018

Policy Review: 19 September 2027

Version No	Date	Resolution No	Responsible Officer
1.0	19.9.2023	195/23	General Manager



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