

## Early Years Services - QA2.13 Occupational Health and Safety (SCS – Workplace Health and Safety)

TRIM Reference: D15/38696 Due for Review: 17 January 2022  
Responsible Officer: Coordinator Early Years

### Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to provide a range of community, corporate, infrastructure, planning and environmental services to the Surf Coast Shire in a safe, efficient, cost effective and environmentally responsible manner. Council recognises its responsibility to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees, contractors, volunteers, visitors and members of the public as required by the Occupational Health & Safety Act 2004.

### Policy Principles

This policy refers to the requirements under the Victorian OHS Act 2004 and any associated Acts of the Victorian Parliament that have been enacted for the protection of employees, contractors, visitors and members of the public during the course of work at Surf Coast Shire Council as listed in the references section of this policy.

### Scope

This policy applies to all employees of the Surf Coast Shire Council, all contractors performing work on behalf of Council, Councillors, Section 86 Committees and all volunteers and visitors to Council's work places.

### Policy

The Surf Coast Shire Council will comply with all relevant Occupational Health & Safety legislation.

Council will demonstrate a commitment to health and safety by:

Establishing and maintaining objectives that are measurable and consistent with Council's goals and expectations which include:

- Eliminating instances of work related injuries and risks to health.
- Providing work environments that do not compromise the safety of its employees.
- Ensuring that workplace health and safety is managed in a proactive manner using Council's core values as guidance.

Continually improve the effectiveness of the WHS management system by:

- Identifying and implementing preventative measures to improve workplace health and safety.
- Identifying and managing risks based on the standards described in AS/NZS ISO18001:2009.
- Adopting cost effective practices to eliminate minimise or mitigate hazards and risks.
- Recognise the importance of workplace health and safety education so that all stakeholders understand their obligations to health and safety.
- Conducting regular management reviews of Council's safety systems to ensure suitability and adequacy.
- Regularly reviewing Council policies, procedures and performance indicators.
- Reviewing outcomes from internal and external audits of Council workplace safety management system to ensure it is effectively maintained.

**Executive Management Team are responsible for:**

- Ensuring that managers and supervisors under their control carry out the actions detailed in this policy.
- Implementing and monitoring of this policy.
- Providing adequate human and financial resources to ensure the effectiveness and sustainability of the OH&S management system at Surf Coast Shire Council.
- Providing fair and effective consultation and communication in relation to OH&S matters that affect stakeholders.

**Staff that supervise others are responsible for:**

- Being a positive role model by displaying compliance with safe work practices and Council's core values.
- Effective communication and implementation of this policy.
- Making regular assessments of OH&S performance through active participation in health and safety audits including taking appropriate follow up actions where identified.
- Providing adequate and suitable resources including personal protective safety equipment where required.
- Providing information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout Council.
- Ensuring all work practices where required are documented and periodically revised to ensure they are consistent with Council health and safety objectives and regulations.
- Conducting hazard identification and risk analysis in consultation with employees to determine suitable controls.
- Consulting with staff under their direct control on health and safety matters that affect them.

**Employees:**

Have a duty of care for their own health and safety and for others affected by their actions at work, and must:

- Demonstrate Council's core values by being positive role models for their colleagues in relation to undertaking work in a safe fashion.
- Comply with safety procedures and directions.
- Co-operate with management to ensure a safe and healthy workplace is maintained.
- Report incidents and hazards when they occur using the relevant systems and processes.
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare for employees.
- Maintain their relevant competency and licenses as required.
- Notify their supervisor if there is a pre-existing or change to their ability to safely perform the requirements of their role as described in position descriptions.

**Section 86 Committees, Volunteer groups and others:**

Section 86 Committees and other stakeholders, including volunteers also have an obligation to meet the requirements of this policy by:

- Observing safe work practices when conducting activities within Surf Coast Shire Council facilities.
- Report any hazards or risks to the relevant Council contact.
- Follow safety instructions that exist on the premises and ensure that parties are aware of these.
- Not interfering or modifying facilities to the extent that safety of visitors could be at risk without prior approval from the relevant Council officer.

**Councillors:**

Councillors, when performing duties on behalf of Council or attending Council workplaces, have an obligation to meet the requirements of this policy by:

- Adhering to the Councillors Code of Conduct in the treatment of colleagues.
- Reporting any hazards or risks to the CEO.
- Undertaking duties in a safe manner at all times.

### Failure to comply

Any persons found to not be compliant with Council's OHS Policies and procedures may be subject to disciplinary action as per HR 07 – Discipline Policy.

### Definitions

OHS - Occupational Health and Safety

WHS - Workplace Health and Safety

### Related Procedure

Nil.

### References

#### Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

WHS 9.1 Incident Reporting Form

#### Other References

Victoria Occupational Health and Safety Act 2004

Victoria Occupational Health and Safety Regulations 2007

Victorian Workplace Injury Rehabilitation and Compensation Act 2013

Victoria Local Government Act 1989

Victoria Privacy and Data Protection Act 2014

### Document History

Version	Document History	Approved by – Date
1	Approved	Manager Aged and Family – 1 April 2014
2	Amended	Manager Aged and Family – 23 June 2017
3	Amended	Manager Community Strengthening – 13 February 2019
4	Amended	Manager Community Strengthening – 17 July 2020