

MPP 18 – Workplace Health & Safety Policy

RELATED POLICY	MPP-018 Workplace Health and Safety Policy		
TRIM Reference:	D13/4174	Due for Review:	13 Aug 2025
Responsible Officer:	Manager People and Culture		

1. Purpose

Surf Coast Shire Council works 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.

The purpose of this Policy is to communicate Council's commitment to provide and maintain so far as is reasonably practicable:

- a working environment;
- work systems, processes and training; and
- Council managed buildings and community facilities;

that are safe and without risks to the health of employees, contractors, volunteers, visitors and members of the public.

2. Scope

This Policy applies to all Surf Coast Shire Council staff, contractors, volunteers, and visitors who attend any Council workplace or facility.

3. Policy

The Surf Coast Shire is committed to protecting our workers and other persons affected by our activities, from risks to their health and safety.

Health and safety is integrated into all aspects of our activities through a systematic and measurable approach aimed at a cycle of continuous improvement. This is achieved by

- Ensuring, so far as is reasonably practicable, the health and safety of all employees, contractors, volunteers, visitors, and members of the public;
- Complying with all relevant workplace health and safety legislation;
- Eliminating, or if that is not possible, reducing, so far as reasonably practicable, risks to health and safety and wellbeing;
- Providing work environments that do not compromise the health, safety or wellbeing of Council employees, contractors and volunteers;
- Monitoring and reporting on relevant OHS issues;
- Consulting with Health and Safety Committees, Health and Safety Representatives, employees, and other people likely to be affected by decisions, about safety;
- Ensuring that workplace health and safety is managed in a proactive and preventative manner;
- Continually reviewing and improving the effectiveness of all safety management systems;
- Regularly reporting on Health and Safety performance; and
- Establishing, monitoring and reviewing WHS goals and objectives.

4. What is the Executive Management Team (EMT) responsible for?

- Taking all reasonable care to ensure that Council takes into account health and safety risks in relation to all decisions including taking all reasonably practicable steps to eliminate or reduce those risks;
- Ensuring that there is a reasonable and effective safety management system is in operation;
- Ensuring goals and objectives are established and monitored; and
- Implementing and monitoring of this policy.

5. What is the Leadership Group responsible for?

- Participating in the establishment and review of WHS goals and objectives;
- Ensuring that people leaders under their management carry out their responsibilities detailed in this policy;
- Providing fair and effective consultation and communication in relation to WHS matters;
- Participating actively in matters concerning the resolution of any safety issue; and
- Providing adequate resources to ensure the effectiveness and sustainability of the WHS management system at Surf Coast Shire Council.

6. What are People Leaders responsible for?

- Being a positive role model by displaying compliance with safe work practices;
- Communicating and implementing this policy;
- Making regular assessments of WHS performance through active participation in health and safety audits including taking appropriate follow up actions where identified;
- Providing adequate and suitable resources;
- Providing information, training and supervision for all employees in relation to all matters concerning health and safety;
- Ensuring all work practices where required, are documented and periodically reviewed to ensure they are consistent with council health and safety objectives and compliant with legislation;
- Conducting hazard identification and risk analysis in consultation with employees to determine and maintain suitable controls;
- Regularly and consistently consulting with staff under their direct control on health and safety matters that affect them; and
- Ensuring all staff under their management or supervision undertake their work in a safe manner.

7. What are all Staff responsible for?

- Ensuring they maintain a duty of care for their own health and safety and the health and safety of any person who may be affected by their acts or omissions;
- Complying with all safety procedures and directions;
- Cooperating with management to ensure a safe and healthy workplace is maintained;
- Reporting incidents, hazards and near misses;
- Not intentionally or recklessly interfering with or misusing any items provided by Council that might adversely impact upon health, safety or wellbeing;
- Maintaining their relevant competencies and licenses as required for performing their role;
- Notifying their supervisor if there is any barrier to their ability to safely perform the requirements of their role as described in position descriptions; and
- Ensuring, as far as reasonably practicable, that Other Persons with whom they are liaising are aware of their WHS responsibilities.

8. What are Other Persons responsible for?

- If conducting work on council premises or under a contract for work, complying with Council's WHS requirements at all times;
- Consulting with Council in relation to all health and safety matters at any Council workplace at which they are undertaking activities;
- Observing safe work practices when conducting activities within Surf Coast Shire Council facilities;
- Reporting any incidents, hazards or near misses to the relevant Council contact;
- Following any relevant safety instructions that exist for the premises or task
- Not interfering or modifying facilities to the extent that the safety of others could be at risk without implementation of controls and prior approval from the relevant Council officer;
- Taking all reasonable care to ensure their own safety and the safety of those around them; and
- Following all directions provided by Council relating to the safe access and use of any Council workplace or facility.

9. Failure to comply

Any member of staff failing to comply with Council's OHS Policies and procedures may be subject to disciplinary action as per HR 07 – Discipline Policy.

Any other person who fails to comply with a health and safety requirement advised to them by Council or any Council officer, may be required to leave Council premises until such time as they agree to abide by Council's WHS requirements.

10. Records

Relevant records will be retained as required by relevant legislation including those conditions stipulated in the Public Records Office Standard.

11. Related legislation

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

12. Related policies and other documents

- ISO 45001 Occupational Health and Safety Management Systems
- IS-010 Records Management Policy
- HR07 – Discipline Policy
- Contractual conditions

13. Definitions

Health	includes psychological health
Other Persons	Includes; <ul style="list-style-type: none"> • Contractors, sub-contractors • Volunteers • Visitors
So far as is reasonably practicable	regard must be had to the following matters in determining what is (or was at a particular time) reasonably practicable in relation to ensuring health and safety— <p>(a) the likelihood of the hazard or risk concerned eventuating;</p> <p>(b) the degree of harm that would result if the hazard or risk eventuated;</p> <p>(c) what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;</p> <p>(d) the availability and suitability of ways to eliminate or reduce the hazard or risk;</p> <p>(e) the cost of eliminating or reducing the hazard or risk.</p>
Workplace	a place, whether or not in a building or structure, where employees or self-employed persons work or interact.
WHS	Workplace Health and Safety