

COUNCIL POLICY

Health and Safety

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DOCUMENT UNCONTROLLED WHEN PRINTED

Document Control		
Policy number 052	Status Final	Approved by Council
Date approved 30 April 2024	Next review date 2028	Review Cycle 4 Years
Directorate Asset	Department Operations	Internal / External External

REVISION RECORD

Date	Version	Revision description
26/10/2004	1.0	Adopted Version 1.0
01/04/2008	1.1	Amendments to Version 1.0
23/11/2009	2.0	Adopted Version 2.0
07/05/2014	2.1	Draft Amendments to Version 2.0 NOT circulated or proceeded with.
29/10/2014	2.2	Draft Amendments to Version 2.0 circulated to OHS Committee and Executive for discussion
13/11/2014	2.3	Draft Amendments to Version 2.02 for discussion
08/04/2015	3.0	Approved Version 3.0
24/10/2017	3.1	Draft Amendments to Version 3.0 for HSC Consideration
17/11/2017	3.2	Draft Amendments to Version 3.1 for Management Consideration
05/12/2017	4.0	Version 4.0 adopted by Council
17/04/2019	4.1	Review of Version 4.0 including minor structural changes and rebranding
04/06/2019	5.0	Version 5.0 adopted by Council
04/10/2022	5.1	Draft following review of Version 5.0 having regard to recommendations of Health and Safety Management System Review
20/09/2023	5.2	Review and update of Version 5.0
05/10/2023	5.3	Draft Health Safety Committee Consultation Closed

Date	Version	Revision description
31/10/2023	5.4	Executive Review
15/12/2023	5.5	Draft review and amendments following executive review
29/02/2024	5.6	ALT Review for Adoption
30/04/2024	6.0	Version 6.0 adopted by Council

1. Purpose

Alpine Shire Council (Council) is committed to providing and maintaining a safe and healthy environment and culture for all persons associated with its operations, including employees, contractors, volunteers, residents, and visitors. This applies to our work areas and our community spaces.

This policy commits Council to:

- Identifying and meeting its legislative obligations.
- Developing systems of work to prevent injury and ill health, so far as is reasonably practicable. Under the OHS Act 2004, reference to health includes psychological health.
- Continually monitoring and improving its health and safety management system.
- Building and maintaining a culture that encourages the active management of health and safety.

2. Scope

This policy applies to all employees, contractors, councilors, and volunteers who undertake activities at the directive of, and under control of Council.

3. Policy details

3.1 GOAL

Council's goal is to establish and maintain *"a healthy workplace, free of injuries and illness."*

3.2 COMMITMENT

Council makes the following health and safety commitments:

Safe people

We will ensure our people have the knowledge, skills, and attitude to perform their work correctly and competently to elicit no harm to themselves or others.

Safe workplace

We will provide and maintain safe premises with safe means of entry, exit and function.

Safe plant and equipment

We will provide and maintain safe plant and equipment that is fit for purpose.

Safe substances

We will ensure all substances on site are safely used, handled, stored, transported, and/or disposed of.

Safe systems

We will develop and implement a systematic approach to identifying, reporting, assessing, and controlling health and safety hazards with an aim to eliminate potential incidents.

Legislation

We will identify and act in accordance with all health and safety legislation including Acts, Regulations and Codes of Practice relevant to our organisation and operations.

Consultation

Council will involve and consult with workers to continuously review and improve our health and safety systems. Workers will have the opportunity, training, and encouragement to be involved in OHS matters impacting the organisation and their own work.

Monitor and Measure

We will continually monitor, review, and improve our safety management systems to ensure compliance and best practice standards of work.

Emergency Response

We will develop and test emergency plans and procedures annually at a minimum to ensure their efficacy. All staff will be afforded opportunities to undertake training to improve emergency response activities within the organisation.

Injured Worker Management

In the regrettable instance an employee is injured we will provide effective first aid, and will act in a manner that supports recovery, rehabilitation, and return to work. Council will adhere to all legislative requirements regarding reporting, investigating, and resolving issues surrounding injured workers.

Refer to [How do I: Report and accident, Incident or Hazard](#)

3.3 CULTURE

Council aims to have a proactive health and safety culture that supports the goal of establishing and maintaining a healthy workplace, free of injuries and illness through:

- Empowering all workers to be a safety leader and take responsibility for their actions in accordance with the Occupational Health and Safety Act 2004 Division 2 Section 21-23.
- Demonstrating commitment to health and safety through robust policies and procedures that support the values and behaviours expected from all.
- Engaging with workers in a transparent and consistent consultative process for decision making where there is an impact on workplace health and safety, including changes to work processes and/or working environments.
- Establishing and maintaining positive and transparent processes for the identification and reporting of hazards, incidents and near misses, to enable investigation, evaluation, and implementation of effective control measures to eliminate or minimise the risk of recurrence.
- Investment in safety training and building strong technical competencies.

3.4 HEALTH AND SAFETY MANAGEMENT SYSTEM

A health and safety management system must be developed and implemented.

The health and safety management system must:

- be consistent with the occupational health and safety management systems standards AS/NZS 4801:2001 and ASNZS 4804:2001;
- clearly assign responsibilities and accountability for health and safety outcomes;
- provide for the identification and monitoring of hazards and the collection and analysis of data to assist in creating a safer working environment;
- ensure consultation with employees as part of any change that affects their health, safety and wellbeing; and
- provide a continuing mechanism for health and safety monitoring and evaluation.

The key elements of the health and safety management system will include:

Policy

- Health and safety policy.
- Documented procedures including safe operating procedures; safe work method statements and job safety analysis.

Planning

- Allocation of responsibility and accountability for health and safety outcomes.

Implementation

- Reporting and investigation of incidents, hazards and near misses.
- Hazard identification and assessment.
- Workplace inspections.
- Health monitoring and first aid.
- Emergency management and response procedures.
- Mandatory and targeted training.
- Employee consultative arrangements.
- Employee health and safety representatives and the Health and Safety Committee.
- All managers, supervisors, employees, contractors, and other persons are inducted into LinkSafe, and are held accountable for enacting their roles and responsibilities as defined in the Contractor Code of Practice.

Measurement and evaluation

- Audits.
- Reviews.
- Registers, data, and records.

Management review

- Evaluation of Council Plan health and safety performance indicators.
- Development of new and review of existing policies and procedures for continuous improvement.

3.5 MONITORING AND REPORTING

Health and Safety management must be monitored and reported at least every six months to:

- Alpine Management Team
- Health and Safety Committee
- Audit and Risk Committee; and
- Council

3.6 TRAINING AND AWARENESS

The value of training and awareness of health and safety is recognised and relevant managers, supervisors; health and safety representatives and employees will be afforded the opportunity to undertake training in a range of health and safety topics. Training will be scheduled through the Human Resource Officer.

In addition to formal training, the Occupational Health and Safety Officer provides advice to Council officers on health and safety matters including the identification and assessment of hazards, the development, implementation and monitoring of control measures and procedures.

4. Roles and responsibilities

The following positions are responsible for

Role / Position	Responsibility
Councillors	<p>Accountable for:</p> <ul style="list-style-type: none"> Legislative occupational health and safety obligations. Ensure own Safety Comply with relevant Occupational Health and Safety legislation, policy, guidelines, and procedures
Chief Executive Officer	<p>Accountable for:</p> <ul style="list-style-type: none"> Legislative occupational health and safety obligations. Providing, resourcing, and supporting safe systems of work and health, safety, and well-being programs.
Alpine Leadership Team	<p>Responsible for:</p> <ul style="list-style-type: none"> Implementing and enforcing health and safety policies, procedures, instructions, and standards. Driving continual improvement Supporting CEO to meet required legal obligations. This Policy is consistently implemented across the organisation and provides timely responses to identified OHS risks.
Employees, contractors and volunteers under the direction and supervision of Council	<p>Responsible for:</p> <ul style="list-style-type: none"> Reporting hazards and incidents in a timely and accurate manner whether it affects them, or another covered by this policy; Complying with health and safety policies, procedures, instructions, and standards. Act in a manner that is safe and without risk to health and safety of self and others in accordance with OHS Act. Induct new employees in health and safety policies, guidelines and procedures and their obligations. Provide adequate supervision and training for employees, volunteers and contractors. Provide support to DWG representatives and the HSC.
Health and Safety Representatives, Health and Safety Committee	<ul style="list-style-type: none"> Represent members of DWG's concerning health and safety. Bring issues to the attention of the employer. Exercise powers established under OHS Act and Regulations. Support psychosocial and well-being in the workplace.

5. Breaches

Failure to comply with Council policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Local Government Act 2020 [Vic]*
- *Occupational Health and Safety Act 2004 [Vic]*
- *Occupational Health and Safety Regulations 2017 [Vic]*

Related Standards

- AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with Guidance for Use
- AS/NZS 4801:2001
- AS/NZS 4804:2001

Related Procedures

- Health and safety procedures
- Safe operating procedures
- Safe work method statements

8. Definitions and Abbreviations

Term	Meaning
ALT	Alpine Leadership Team comprising the CEO, Directors, and managers of Council
ASC	Alpine Shire Council
CEO	Chief Executive Officer of Council
Council	Alpine Shire Council
DWG	Designated Working Group
Employee	A person employed by the employer
Employer	Person who employs one or more other persons under contracts of employment or contracts of training
Hazard	A source or situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these
HSC	Health and Safety Committee
HSR	Health and Safety Representative
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage, or other loss
Near Miss	An unplanned event that had the potential to cause injury, ill-health, damage, harm, or other loss but didn't due to a fortunate or timely break or intervention in the chain of events
OHS Act	Occupational Health and Safety Act 2004
Organisation	Council
Risk	In relation to any potential injury or harm: the likelihood and consequence of that injury or harm occurring.
Volunteer	A person who is acting on a voluntary basis for or on behalf of the employer

9. Approval

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL was hereunto affixed this 30 day of April 2024 in the presence of:



Ronald Janas
COUNCILLOR

Version 6 of the Health and Safety Policy was signed and sealed at the Ordinary Council Meeting held on 30 April 2024.

KELLI PRIME
COUNCILLOR

The original signed copy is held in Council's records.

WILL JEREMY
CHIEF EXECUTIVE OFFICER