

## WORKPLACE HEALTH AND SAFETY POLICY (MANAGEMENT DIRECTIVE)

### 1 Scope:

This policy applies to Rockhampton Regional Council workers and visitors to the workplace.

### 2 Purpose:

To provide guidelines to effectively develop and communicate a Workplace Health and Safety Policy Statement as well as outline the actions required to comply with associated WHS legislation.

### 3 Related Documents:

#### Primary

Nil

#### Secondary

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

Associated Codes of Practice and Standards

Code of Conduct (Employees)

Discipline Procedure

SafePlan System Documents (e.g. procedural documents, forms, WHS management plans, etc)

### 4 Definitions:

To assist in interpretation, the following definitions apply:

Apprentice	A person who has entered into a contractual agreement with Council, to be trained to the level of skill necessary for them to be deemed competent as a qualified tradesperson in a particular vocational calling.
CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Employees	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .

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Supervisor	A person in control of a workplace (e.g. Ganger, Leading Hand or Team Leader)
Trainee	A person who has entered into a contractual agreement with Council, to be trained to the level of skill necessary for them to be awarded a nationally accredited qualification relevant to a particular industry or line of work.
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.
Visitor	A person who visits the workplace for a friendly, business, official or other purpose.
WHS	Workplace Health and Safety
WHS Policy Statement	A general statement of management's intent and expectation on the importance of WHS for the business.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Rockhampton Regional Council, an apprentice or trainee, work experience student or a volunteer.
Work Experience Student	A formal arrangement entered into between the Principal of a student's educational institution and Council, whereby Council agrees to provide the student with on-the-job experience in performing work as part of the student's acquirement of life skills in the course of their normal education program.

## 5 Policy Statement:

Council is committed to ensuring the health and safety of all workers and visitors. Council workers and visitors must adhere to the minimum standards contained within this policy.

Through the successful implementation of the SafePlan system, Council's objective is to develop proactive hazard and risk management strategies, focus on continuous improvement, and develop a suite of documents that will eliminate or reduce risks to workers and visitors to the workplace.

### 5.1 Developing or Reviewing the "WHS Policy Statement"

Developing and issuing a WHS Policy Statement by the CEO is an important component of a WHS Management System. The WHS Policy Statement is designed to express Council's commitment to being a responsible organisation that takes safety for its workers and visitors seriously and articulates management's goals, responsibility, accountability and participation in WHS.

### 5.2 Content of the "WHS Policy Statement"

The key content items for Council's WHS Policy Statement are:

- An expression of management intentions, objectives and goals;
- Senior management commitment to providing and maintaining a safe working environment free from risk;
- A set of general guidelines to the WHS function of the business;
- A statement outlining the importance of consultation and cooperation between management and employees for effective communication of objectives into actions;

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- Acceptance of primary responsibility for the WHS system and function by Council's Leadership Team;
- An outline of authorities, responsibilities and accountabilities for all employees contractors, volunteers, work experience students, trainees, apprentices and visitors;
- Training and communication commitment to WHS procedures and practices; and
- Inclusion of a system to regularly monitor and review the Policy Statement for effectiveness.

### 5.3 Actions to Ensure Compliance

To ensure compliance with this policy, the following actions are required:

- The CEO will review, sign-off and date the WHS Policy Statement.
- The Safety & Training Unit will include the WHS Policy Statement in corporate induction material.
- The WHS Policy Statement will be displayed on the WHS noticeboard at permanent workplaces.
- The Safety & Training Unit will ensure that the WHS Policy Statement is available to employees on the Hub.
- The Safety & Training Unit and managers/supervisors will communicate the WHS Policy Statement to employees through toolbox talks or team meetings using the Take 5 Paper.
- Units and/or work teams will use the Take 5 Paper to test each workers understanding of the process, and request each worker sign and date the quiz when completed.
- Attach the WHS Policy Statement to relevant contract, purchasing and leasing documentation (e.g. tender/contract documents).
- The Safety & Training Unit will ensure that the WHS Policy Statement is evaluated annually.
- The Safety & Training Unit, in conjunction with relevant work teams, will develop corporate and team specific policies and procedures to support Council's WHS system, SafePlan, and other health and safety processes within Council.
- The Safety & Training Unit and managers/supervisors will deliver training of WHS processes to employees, work experience students, apprentices and trainees.
- The Safety & Training Unit will provide information and processes for managers/supervisors to communicate WHS procedures to workers and visitors.
- The Safety & Training Unit and managers/supervisors will ensure workers and visitors undertake actions in accordance with Council's WHS policies, procedures and processes.
- The Safety & Training Unit and managers/supervisors will use the hazard inspection checklists to ensure that the WHS Policy Statement is displayed in all relevant workplaces.

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## 5.4 Breaches of Policy

### 5.4.1 Employees

Disciplinary action may be taken, in accordance with the Discipline Procedure, against an employee who does not:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the employee is reasonably able, with any reasonable instruction that is given; or
- Co-operate with any reasonable policy or procedure of Council relating to health or safety at the workplace that has been notified to employees.

### 5.4.2 Contractors, Work Experience Students, Apprentices and Trainees

Breaches of policy will be addressed in accordance with the conditions of their contract.

### 5.4.3 Volunteers and Visitors

Volunteers and visitors who breach this policy may be directed to leave the Council workplace.

## 6 Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1 The related information is amended or replaced.
- 6.2 Other circumstances as determined from time to time by the CEO.

## 7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services
Policy Owner	Manager Workforce and Strategy
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON**  
**CHIEF EXECUTIVE OFFICER**

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