

7.2 Occupational Health and Safety Policy

Strategic Plan Objective

4.5 To improve organisation culture, health, welfare and safety.

Purpose

This policy states the commitment of the Eastern Metropolitan Regional Council to the safety and health of its employees, contractors and the general public who visit our workplaces or have the potential to be affected by our activities.

Legislation

Occupational Safety and Health Act 1984

Policy Statement

The Eastern Metropolitan Regional Council recognises that health and safety is a key component in the management of all its business activities. The EMRC is wholly committed to safe working practices and providing safe places of work by placing the highest value on Occupational Health and Safety in its operations. Our goal is to be recognised as leaders in occupational health and safety practices through compliance, education, communication and innovation.

To achieve our goals EMRC is committed to:

- Complying with all relevant OSH Legislation and other requirements placed upon the organisation.
- Developing sustainable Safety Management Systems and Safety Management Plans for all workplaces.
- Promoting a culture of continuous improvement in workplace health, safety and wellbeing.
- Risk Management processes and ensuring consistency with the nature of our workplace activities and assessment of risk.
- Establishing measurable objectives and targets for occupational safety and health to ensure continuous improvement aimed at eliminating work-related injury and illness.
- Establishing and maintaining communication and consultation processes that ensure employees are included in decision making processes that impact on health and safety in the workplace.
- Ensuring employees are trained and competent to carry out their roles in a safe manner and to provide training where required to develop employees where required.
- Implementing the provisions of this policy in all areas of our business activity and on all sites where our activities are undertaken.

The Chief Executive Officer, supported by the management team, has ultimate responsibility for providing a safe and healthy work environment which includes:

- Ensuring that there is close cooperation and consultation between management and employees regarding safety related matters. (A consultative process such as the Safety Advisory Committee and the involvement of Safety and Health Representatives is seen as an essential feature of the Program.)
- The ongoing recognition and control of all hazards through a hazard identification and control process.
- Ensuring formal training is conducted, (includes Safety Induction processes), to improve the health and safety related knowledge and skills of employees and contractors as relevant.
- Ensuring plant and equipment is safe and suitable for the job, via effective purchasing, inspection and maintenance systems.
- Providing an effective system for accident / incident reporting, investigation and recording.
- Ensuring systems are in place that minimise risk as low as reasonably practicable in the general work environment through elimination or the use of effective controls and where personal protective equipment and clothing is the last consideration for control.,
- Ensuring that Emergency Response Procedures are developed and implemented to protect anyone on council premises in the event of an emergency.
- Providing health related information and encouraging activities that promote the health and wellbeing of employees, including the provision of an Employee Assistance Program and a Health Promotion Program.
- Ensuring EMRC develops and implements an effective and consistent injury management process in the event that an employee may suffer a work related injury.
- Ensuring the EMRC Safety Management System complies with all relevant legislation.

EMRC Employees and Contractors are responsible for:

- Complying with EMRC policies and procedures
- Following all lawful instructions given by EMRC management.
- Committing to their own safety and the safety of others in the workplace or effected by work carried out in EMRC activities.
- Contributing to EMRC health and safety activities to ensure EMRC complies with its legislated requirements.
- Reporting all injuries, incidents and hazards that may occur at the workplace

Financial Considerations

The annual budget has adequate amounts allocated to provide safety related support services (consulting and training) to all EMRC managed operations.

Adopted/Reviewed by Council

1. 22 September 2005
2. 23 February 2006
3. 18 September 2008
4. 23 September 2010
5. 18 September 2014
6. 3 February 2020
7. 3 February 2021



Next Review

3 February 2023 or as required

Responsible Unit

Human Resources