



## Council Policy 7.2

### Work Health and Safety

#### Strategic Plan Objective

To report against the revised 10 Year Strategic Plan 2017-2027 and the Sustainability Strategy 2022/2023 – 2026/2027 objectives.

#### Purpose

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

#### Legislation

*Work Health and Safety Act 2020*

*Work Health and Safety (General) Regulations 2022*

Guidance Material (Codes of practice, guidance notes, Australian and International Standards)

*Workers Compensation and Injury Management Act 2023*

*Workers Compensation and Injury Management Regulations 2024*

*Workers Compensation Code of Practice (Injury Management) 2005*

#### Policy Statement

The Eastern Metropolitan Regional Council (EMRC) is committed and strives to ensure the work health, safety and wellbeing of workers, volunteers, visitors, contractors, members of public and local community and others accessing EMRC sites and facilities. We will strive to comply with the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022* as far as is reasonably practicable. As a person conducting a business or undertaking (PCBU), we are committed to meet our positive obligations to due diligence and empowering our workers with information that actively mitigates workplace risk.

- To achieve our goals EMRC is committed to:
- Ensure there are systems, resources and clear responsibilities to implement and review the Work Health and Safety Policy and continuously improve its application.
- Ensure measurable Health and Safety objectives and targets are established, and planning is undertaken to achieve objectives, and monitor results.
- Implement risk management systems that identify existing and potential hazards, assess the associated risk and implement effective control strategies to lower the risk to as low as reasonably practicable.
- Ensure that all workers, volunteers and contractors are fully informed, instructed, trained, supervised and or verified as competent in the tasks they are required to perform so as to ensure they are able to execute their duties in a safe and efficient manner.
- Communicate and consult with Health and Safety Representatives, workers and contractors in regard to safety and health related matters, to ensure feedback and involvement is sought from all personnel.
- Ensure there are systems in place for the identification of legal and other requirements relevant to the EMRC's operations and processes established to monitor compliance.



- Ensure all workers and contractors are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and avoid adversely affecting the health and safety of others through any act or omission at work.
- Regularly monitor the workplace for known risks that may likely present, including the application of higher order Hierarchy of Controls for which are reviewed on a reoccurring basis to ensure the effectiveness in maintaining a happy healthy and safe workplace environment.
- Achieve the best level of recovery and return to the workplace for injured workers by implementing rehabilitation and injury management initiatives.

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 workers regarding safety related matters. (A consultative process such as the Health and Safety 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 all workers, contractors and volunteers 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 the hierarchy of controls.
- Ensuring that Emergency Response Procedures are developed and implemented to protect all persons on council premises in the event of an emergency.
- Providing health related information and encouraging activities that promote the health and wellbeing of workers, including the provision of an Employee Assistance Program and a Health Promotion Program.
- Ensuring EMRC maintains an effective and consistent injury management process in the event that a worker may suffer a work-related injury.
- Ensuring the EMRC Safety Management System complies with all relevant legislation.

### **Worker (Employee, Contractor & Volunteers) Commitment**

Workers will co-operate in achieving our goals by following all WHS policies and procedures and ensuring their own safety, health and wellbeing, and in consideration of the effect of their actions on other persons in the workplace. A worker will report health and safety incidents and hazards, participate in training and use safety equipment and PPE as instructed. All contractors and sub-contractors who perform work for us, either on our premises or at their own workplace, are required to comply with the WHS Act and Regulations. Contractors are required to complete a Contractor's Compliance Statement when requested by us.

### **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**

22 September 2005

23 February 2006

18 September 2008

23 September 2010

18 September 2014

6 December 2018

22 June 2023

26 March 2026

### **Next Review**

Following the Ordinary Elections in 2027

### **Responsible Unit**

Human Resources