

## Occupational Health and Safety

Responsible officer:	Director Corporate and Organisational Development
Key Result Area:	Organisational Improvement
Document type:	Policy
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Approved by:	Council
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### 1. Purpose

People are the basis of our organisation and we believe that no one should have their health, safety or welfare compromised as a result of operating within our environment. Council recognises its accountability under the *Occupational Health and Safety Act 2004* (the Act), to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risks to health and safety.

The objectives of this policy are:

- To maintain a working environment that is safe and to mitigate any risks to health and safety;
- To ensure compliance with legislative requirements and current industry standards; and
- To outline the key responsibilities of all parties.

### 2. Scope

Towong Shire Council is committed to the provision of a safe and healthy work environment for employees, Councillors, contractors, customers and visitors. This commitment extends to ensuring that the Council's operations do not place the local community at risk of injury, illness or property damage.

### 3. Policy Details

We aim to achieve the objectives of this policy by:

- Implementing an Occupational Health and Safety (OHS) Management System including targets, processes and procedures to maintain a safe and healthy workplace;
- Providing information, instruction, training, appropriate equipment and supervision to those operating in our environment; and
- Supporting the operation of the Occupational Health and Safety Committee.

Council is committed to consultation and cooperation between management and employees as a means to achieving, as far as practicable, the objectives of this policy.

#### 4. Roles and Responsibilities

Roles and responsibilities in the implementation of this policy include:

Responsibility	Role / Position
Oversee the management of Occupational Health and Safety across the Council	Chief Executive Officer
Oversee the implementation of our Occupational Health and Safety Management System	Director Corporate and Organisational Development
Coordinate the ongoing development and implementation of our Occupational Health and Safety Management System  Provide advice and assistance to staff on Occupational Health and Safety Matters	Occupational Health and Safety Officer
Implement this policy within areas of responsibility  Provide and maintain a safe workplace  Develop, promote and implement relevant safe work procedures  Ensure that staff are trained in the safe performance of their assigned tasks  Communicate and display this policy at all work sites  Provide resources to meet our health and safety commitment	Supervisors
Take reasonable care for the health and safety of self and others who might be affected by their actions or omissions  Co-operate with other officers in taking actions to improve health and safety measures, outcomes and compliance  Follow all health and safety policies and procedures  Attend OHS related training  Use safety equipment provided by Council  Report all known incidents and hazards, including 'near misses', to their immediate supervisor	All employees
Monitor the implementation of this policy	Audit and Risk Committee

#### 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

- *Occupational Health and Safety Act 2004*

### Related Policies and Documents

- *Risk Management Policy*
- *Towong Shire Council Integrated Management System Compliance Manual*

## 8. Results

The deployment of this policy together with the results achieved will be reviewed at least annually.



**Authorised by:**

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**Amanda Pagan**  
Acting Chief Executive Officer