



Bayside Council

Serving Our Community

Work Health & Safety Policy

23 March 2023



© Bayside Council

Work Health & Safety Policy

File: SF21/2301 Document: 21/11362[v2]

Policy Register: F16/951 Policy No.: PP20/5

Class of document: Administrative Policy

Enquiries: Manager Business Transformation



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Contents

1	Introduction	4
1.1	Background.....	4
1.2	Definitions	4
1.3	Policy statement	4
1.4	Scope of policy	4
2	WHS Management System Framework.....	4
3	Policy implementation	5
3.1	Policy responsibilities.....	5
3.2	Procedures	5
3.3	Breaches.....	6
4	Document control	6
4.1	Review	6
4.2	Related documents.....	6
4.3	Version history	6
	Appendix 1 – WHS Policy Statement	7

1 Introduction

1.1 Background

This Policy is the overarching policy for the new WHS Management System Framework. It articulates the commitment Council has made to WHS and is underpinned by a variety of specific procedures. This Policy is intended to be clear and concise to ensure it is a user-friendly document.

1.2 Definitions

The definitions of certain terms are:

WHS

Work Health & Safety.

Worker

A person who carries out work, in any capacity for Council, including, but not limited to, direct employees of Council, volunteers, work experience students, apprentices and trainees, employees of labour hire, contractors and their employees, subcontractors and their employees.

Workplace

A place under the control of the organisation where a worker needs to be or go for work purposes (AS/NZS ISO 45001:2018).

Management System

A set of interrelated or interacting elements of an organisation to establish policies and objectives and processes to achieve those objectives (AS/NZS ISO 45001:2018).

1.3 Policy statement

Bayside Council is committed to a robust WHS Management System Framework that is compliant with *Work Health & Safety Act 2011* and the *Work Health & Safety Regulation 2017*.

The Policy Statement, which has been authorised by Bayside's General Manager (and the Executive), is included at Appendix 1.

1.4 Scope of policy

This Policy applies to all Bayside workers, workplaces and activities.

2 WHS Management System Framework

Refer to the document *WHS Management System Framework* (Procedure P02).

3 Policy implementation

3.1 Policy responsibilities

General Manager and Directors

Bayside Council's General Manager and Directors have the overall responsibility for the implementation of Council's WHS Management System.

The General Manager is responsible for the authorisation of the WHS Policy and Procedures comprising Bayside Council's WHS Management System.

The General Manager and Directors are responsible for:

- Reviewing and approving Work Health and Safety documents.
- Implementing, maintaining and reviewing the WHS Management System in their respective Departments.

Managers, Coordinators and Supervisors

Managers, Coordinators and Supervisors are responsible for:

- Identifying the need for the creation of WHS documentation in response to changes listed in section 3.2 of this procedure.
- Consulting with workers affected by changes in the WHS Management System.
- Communicating changes in WHS documentation to workers.
- Supervising workers to ensure compliance with the requirements of Council's WHS Management System.

Bayside Council Workers

Bayside Council workers are responsible for:

- Accessing and using WHS documentation, as and when required.
- Complying with the relevant policies and procedures within the system.
- Reporting any discrepancies between WHS documentation and actual practice.

WHS Team

The members of the WHS Team are responsible for:

- Liaising with Managers, Supervisors and Workers regarding the need to create or amend WHS documentation.
- Contributing to the identification of the need for new or amended WHS documentation.
- Managing and maintaining the WHS Intranet pages in collaboration with IT.
- Monitoring compliance of WHS Management System documents with the requirements of this procedure.
- Maintaining the WHS Document Register to ensure the ongoing integrity of the document Control system.

3.2 Procedures

The WHS Management System Framework includes a suite of corporate procedures that support this Policy. The procedures are listed in *WHS Management System Framework* (Procedure P02).

3.3 Breaches

The Code of Conduct states that “all council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011*. You must comply with your duties under the Act and your responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety.”

Breaches of this Policy and associated Procedures maybe dealt with in accordance with Council's *Code of Conduct Procedures*.

4 Document control

4.1 Review

This Policy is reviewed at least every three years and when relevant legislation changes.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

4.2 Related documents

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- AS/NZS ISO 45001:2018
- Council's Code of Conduct

4.3 Version history

Version	Release Date	Author	Reason for Change
1.0	09/07/2020	Coordinator Governance	New document
2.0	21/03/2023 (WHS) 23/03/2023 (Executive)	Coordinator Safety	Update Policy Statement

Appendix 1 – WHS Policy Statement



WHS Policy Statement

Our Work Health & Safety Vision

All of Bayside Council, working together, to ensure the health, safety and wellbeing of all our people and every person visiting our workplaces.

Our Work Health & Safety Commitments

To achieve this safety vision Bayside Council and Bayside Councils workers will work together in:

- ▶ Continually improving our Work Health & Safety Systems and Programs, ensuring compliance with all relevant legislative requirements.
- ▶ Fostering a strong safety culture through the recognition and positive reinforcement of safe behaviours.
- ▶ Establishing and monitoring measurable objectives and targets to drive continual improvement aimed at the elimination of all work-related injury and illness.
- ▶ Allocating adequate resources to ensure the effective implementation of our Work Health & Safety Management System and to continually improve our safety performance.
- ▶ Adopting a systematic risk management approach, consistent with the levels of risk involved in our work activities, reducing risk as much as reasonably practicable.
- ▶ Maintaining effective consultation mechanisms to ensure our people have an opportunity to contribute to decisions impacting their work health and safety.
- ▶ Establishing effective management strategies for incident reporting and investigation processes, ensuring that the identified causes of incidents are rectified.
- ▶ Ensuring that all systems of work, items of plant and equipment, and materials are as safe as possible.
- ▶ Providing training to our people to ensure they are competent to carry out their work responsibly and safely.
- ▶ Distributing work health and safety information to increase awareness of WHS issues.
- ▶ Providing supervision, commensurate with the risk of the work activities to be undertaken, and the experience and competence of our people undertaking the work.

Meredith Wallace
General Manager
Date: 23 March 2023

CM: 23/28963[V1]

www.bayside.nsw.gov.au