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<b>Relevant Legislation/Authority</b>	AS/NZS 4801 Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2007

### 1. PURPOSE

To express the commitment to the health and safety of employees, contractors, visitors, and members of the public in and around City of Greater Bendigo (the City) buildings, sites, recreational spaces and workplaces.

### 2. SCOPE

This policy applies to all service units and activities, products and services over which the City has control or influence, including activities, products and services of contractors or suppliers and includes the provision of a safe workplace, duty of care and supervision requirements under the *OHS Act (Vic) 2004*.

### 3. OPERATING PRINCIPLES

The City is committed to operating in a safe and responsible manner, which respects the health, safety and wellbeing of our employees and other persons, the environment, and the community in which we operate.

This commitment includes:

- 3.1 Complying with applicable laws, regulations, standards, codes, and other commitments
- 3.2 Working together to identify and establish objectives and targets that will drive the continuous improvement necessary to create a safe work environment
- 3.3 Enabling employees and other persons to improve systems of work and contribute to the continuous improvement of health and safety in their workplace
- 3.4 Considering the effect to public safety in the activities of the council
- 3.5 Developing, maintaining, reviewing OHS systems of work and documentation to guide performance and standards for the organisation
- 3.6 Communicating health and safety performance
- 3.7 Developing the knowledge and competency of employees and other persons to carry out their work in a safe and environmentally responsible manner
- 3.8 Providing the best outcome possible for any injured employee
- 3.9 Allocating resources to ensure OHS is supported through H&S Representation and H&S Committee participation and activities
- 3.10 Encouraging the use of risk assessment as a means to developing safe practices

### 4. DEFINITIONS

**Workplace** – an area in which work is being undertaken by or on behalf of the City.

**City of Greater Bendigo Building or site**– any building or public space owned or under the control of the City by virtue of free hold title, lease or rental agreement or under a Committee of Management arrangement and the land surrounding such building which forms part of the title of the property.

**Employee** - person employed to perform duties by the City or at an authorised meal break undertaking a reasonable activity (e.g. abseiling at lunch would not be reasonable). This includes students who are undertaking studies whilst employed at the City.

**Other persons** – this includes volunteers, contractors and any person for whom the City has a responsibility for under the OHS Act (Vic) 2004.

**Volunteer** – unpaid person who is working at a workplace, either as an individual or as part of a volunteer organisation. If the supervision of the volunteer is the City's responsibility they will operate under the City's safety procedures, work instructions or other documents relating to safety. When the supervision is delegated to a volunteer organisation the volunteer may operate under their safety procedures, work instructions or other documents relating to safety and this should be negotiated in the development of the work the volunteer will undertake (e.g. via an Event Risk Management Plan).

**Contractor** – A person (sole trader), partnership or business engaged by the City's via purchase order, contract or other legally binding document and actively working on the activity which this document describes, and present at a City workplace. The City has an obligation to provide a safe workplace and induction to this workplace while a contractor follows their own supervision and safety documentation.

**Work** – service or other duties.

**Supervisor** –person who has control of the management of people and activities responsible for the work.

**Health** – includes health as a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity (World Health Organisation definition)

**Safety** - the condition of being protected from or unlikely to cause danger, risk, or injury or something designed to prevent injury or damage.

**H&S** – Health and Safety

**OHS** – Occupational Health and Safety

### 5. ELIGIBILITY

This policy applies to all employees and other persons while undertaking work on behalf of the City.

### 6. AUTHORITY

This policy is endorsed by the H&S Committee and approved by the Chief Executive Officer.

### 7. EMPLOYEE RESPONSIBILITIES

Employees shall be responsible for operating in an effective, safe and environmentally responsible manner, ensuring both their safety and the safety of their fellow employees and the public, and ensuring the impact of their actions has minimal impact on the environment and others.

Employees are responsible for encouraging others to comply with this policy as appropriate.

All employees, other persons and visitors to the workplace should be made aware of safety issues in the workplace in order to protect themselves and others who may be affected by tasks and activities. Where instructions include following a process, procedure or other documents it

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is expected these instructions will be communicated clearly to the employee and will be put into practice as well as is reasonably practicable.

Employees should, where possible, report incidents to their supervisor within 24 hours.

### 8. **MANAGER RESPONSIBILITIES**

Managers, supervisors, and project managers are responsible for the implementation of this policy and ensuring employees and other persons, visitors and members of the community comply with this policy as appropriate

An understanding of OHS objectives and targets and the implementation of OHS activities including risk assessment, communication, consultation and review are the responsibility of all managers and supervisors who they are to ensure that all aspects of the system are implemented in operational areas under their control.

In the event of a breach of this policy the manager may follow the Managing Misconduct procedure

### 9. **ADMINISTRATIVE UPDATES**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff consultative committee and with the approval of the Chief Executive Officer.

For further information regarding this policy, contact the Risk team in the People and Performance Unit.

**Sections of the *OHS Act (Vic) 2004* of note:**

The employer must:

1. Ensure that the [health](#) and safety of [employees](#) and other [persons](#) at work is given the highest level of protection that is reasonably [practicable](#) in the circumstances [OHS Act (Vic) 2004, section [4](#)] and not expose anyone else, other than [employees](#), to the risks associated with the [employer's](#) activities [OHS Act (Vic) 2004, section [23](#)].
2. More specifically, provide a safe [workplace](#) [OHS Act (Vic) 2004, section [21\(1\)](#)] which includes:
  - a. So far as is [practicable](#), providing and maintaining safe [plant](#), equipment and work processes [OHS Act (Vic) 2004, section [21\(2\)\(a\)](#)].
  - b. Eliminating, so far as is [practicable](#), any risk associated with the use, storage and handling of chemicals and [substances](#) [OHS Act (Vic) 2004, section [21\(2\)\(b\)](#)]. See also under [Chemicals](#).
  - c. So far as is [practicable](#), maintaining the [workplace](#) in a safe condition [OHS Act (Vic) 2004, section [21\(2\)\(c\)](#)].
  - d. Providing adequate facilities [OHS Act (Vic) 2004, section [21\(2\)\(d\)](#)].
  - e. Providing information, instruction, training and supervision [OHS Act (Vic) 2004, section [21\(2\)\(e\)](#)]. See under [Training](#).
3. Monitor the [health](#) of [employees](#) [OHS Act (Vic) 2004, section [22\(1\)\(a\)](#)]. See also under [Monitoring](#).
4. Monitor [workplace](#) conditions [OHS Act (Vic) 2004, section [22\(1\)\(b\)](#)].
5. Provide information, including the names of [health and safety representatives](#), to [employees](#), in appropriate languages [OHS Act (Vic) 2004, section [22\(1\)\(c\)](#)]. See also under [Issue Resolution](#).
6. Keep records [OHS Act (Vic) 2004, section [22\(2\)\(a\)](#)]. See also under [Records](#).
7. Employ or engage suitably qualified OH&S advisors [OHS Act (Vic) 2004, section [22\(2\)\(b\)](#)]. See under [OHS Advisors](#).
8. Consult with [employees](#) about matters that may affect their [health](#) and safety [OHS Act (Vic) 2004, section [35](#)]. See also under [Consultation](#).
9. An [employer](#) must not let [employees](#) do any [high risk work](#) unless they hold a [high risk work licence](#) [Occupational Health and Safety Regulations 2007, regulation [3.6.2](#)].