



S 5/2

**Subject: SAFETY – Occupational Health & Safety**

|                      | <i>Current</i> | <i>Previous</i> | <i>Prior</i> | <i>Prior</i> |
|----------------------|----------------|-----------------|--------------|--------------|
| <b>Minute No:</b>    | 131            | 457             |              |              |
| <b>Meeting Date:</b> | 19/06/2006     | 08/10/2001      |              |              |
| <b>Review Date:</b>  | February 2008  |                 |              |              |

**General Policy:**

The occupational health and safety of all persons employed within the organisation and those visiting the organisation is considered to be of the utmost importance. Resources in line with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

**Responsibility**

**a) General Manager**

The General Manager holds the ultimate responsibility for Occupational Health and Safety within Muswellbrook Shire Council. In this capacity the General manager will allocate financial and physical resources to ensure the council fulfils it's objectives and obligations. The General Manager will foster a culture of safety within the organisation that extends beyond working hours to promote a healthy and safe lifestyle for all employees.

**b) Director/Managers**

Each Director/Manager is required to ensure that this policy and the OHS Program is effectively implemented in their areas of control. Responsibility extends to identifying the resources and requirements needed to ensure the health and safety of fellow employees, contractors and the public. Management is required to assist and manage persons under their responsibility to ensure safe systems of work are followed at all times. Communication on health and safety issues and monitoring of performance is a key component of the duty of each manager. Development of policy, allocation of tasks, commitment to continual improvement and identifying training requirements to ensure council achieves its occupational health and safety objectives. Directors/Managers are to promote and implement safety initiatives that form part of the safety culture of the council

### **c) Supervisors**

Each line supervisor is responsible for implementing and monitoring the effectiveness of the occupational health and safety program within their area of control. They are to provide assistance to other areas when requested to ensure a safe working environment throughout the council. Supervisors are required to report any matters that influence health and safety at work to their manager and have a duty prevent injury to others that are affected by activities of the council. The supervisor is responsible for implementation of the procedures for minimisation of workplace hazards and for identifying training requirements for employees under their control. Supervisors are required to undertake workplace inspections as prescribed by the council. They are to provide information and assistance to health and safety staff when requested to improve the effectiveness of the occupational health and safety program.

### **d) Employees**

All employees are required to ensure their own health & safety and the health and safety of others in the workplace. Employees are required to report any incident or condition to their supervisor that could affect workplace safety. Active participation in meetings regarding occupational health and safety is a requirement of working for the council. Employees are required to follow requests from the supervisors in relation to occupational health and safety measures and to discuss these measures with their supervisors. Council recognises the valuable input from employees and encourages the employees to communicate suggestions and recommendations to management.

### **e) Contractors and Sub-Contractors**

All Contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

### ***Culture***

Muswellbrook Shire Council will promote and foster a culture of safety within the organisation. This will be achieved through open communication, measurement of OHS performance and regular reviews of the systems of management. Council will avoid blame, focusing on learning from incidents to prevent reoccurrence of those incidents. Council will however take disciplinary action for employee's behaving recklessly or wilfully endangering another person whilst at work.

### ***Occupational Health and Safety Program***

In order to implement the general provisions of this policy, a program of activities and procedures has been implemented, continually updated and reviewed. The program will relate to all aspects of occupational health and safety including:

- OH & S training and education;
- work design, workplace design and standard work methods;
- changes to work methods and practice; including those associated with technological change;

**Muswellbrook Shire Council**

- emergency procedures and drills;
- provision of OH & S equipment, services and facilities;
- workplace inspections and evaluations
- reporting and recording of incidents, accidents, injuries and illnesses; and
- provision of information to employees.
- contractors and sub-contractors
- consultation
- culture



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**General Manager**

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**OHS Chairperson**