



# BOULIA SHIRE COUNCIL

## Workplace Health, Safety, Environment and Quality

<b>Category:</b>	Policy
<b>Policy Number:</b>	116
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<b>Obsolete Version:</b>	18 <sup>th</sup> June 2021
<b>Keyword Classification:</b>	Workplace Health, Safety, Environment and Quality
<b>Summary:</b>	The Boulia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
<b>Adoption Date:</b>	26 <sup>th</sup> July 2024
<b>Resolution:</b>	2024/07.16
<b>Due for Revision:</b>	Every three years or as required by legislation.
<b>Revision date:</b>	26 <sup>th</sup> July 2027
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Nil
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Workplace Health and Safety Officer
<b>Legislation:</b>	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice Regulations and Policies under the EP Act



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## **TO SUPPORT THIS POLICY, COUNCIL WILL:**

- Develop & implement an effective system to encompass all operational functions, which protects the health, safety and welfare of all people affected by our workplace activities by identifying, assessing, eliminating where possible and controlling all hazards arising from our work activities; a measurement of achievement will include a higher percentage of hazards corrected against those outstanding for a specified period;
- Reduce the incidence of lost-time injuries, environmental damage and product non-conformance by applying pro-active risk management and injury prevention techniques and control systems in the planning, implementation & review of workplace activities;
- Create a culture of commitment to the principles of continuous improvement & to strive for the achievement of best practice standards by consulting with, and involving employees and contractors in the development, implementation and review of health, safety, environmental and quality management programs; progress of monthly action plans will aid in determining achievement of these objectives, for example higher percentage of monthly actions completed compared to percentage of monthly carry over items;
- Maintain effective hazard, incident, and non-conformance reporting and analysis, to protect staff, contractors, visitors, customers and the environment, and to provide adequate mechanisms for reviewing the effectiveness of these measures;
- Provide adequate resources to ensure that our health, safety, environmental and quality objectives are being achieved, and that our performance is regularly reviewed as part of our continuous improvement process, to this end results obtained in audits or annual WHSA assessment reports will be utilised as a performance indicator.

## **COUNCILLORS AND EXECUTIVE OFFICERS HAVE AN OBLIGATION TO:**

- Please refer to our safe plan work health and safety procedure WH&S obligations and responsibility statements

## **SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:**

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;



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- Adopt a risk management approach in consultation with staff to determine the risks associated with identified workplace hazards, and implement appropriate controls to protect the health & safety of staff, contractors and visitors;
- Encourage pro-active staff participation & contribution to the decision making processes of WHSE&Q matters affecting them at work, including the identification, assessment & control of workplace risks.

## **EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:**

- Carry out their activities in accordance with all WHSE&Q management system policies, programs, procedures & standards;
- Report any unsafe conditions or practices, injuries, accidents, incidents and non-conformances which come to their attention, and provide feedback on any matters which may affect WHSE&Q performance;

## **COLLECTIVELY, WE WILL:**

- Comply with or exceed the spirit and intent of the WHS Act, Environmental Protection Act, and other relevant statutory requirements, Australian Standards, codes of practice, guidance notes, and industry standards, and commit to the Continuous Improvement process;
- Develop & implement Standard Work Procedures which address and promote health, safety, environmental & quality assurance issues, in consultation with relevant employees and other identified stakeholders;
- Establish & maintain a physical work environment which does not adversely affect the health & safety of employees, contractors, visitors or the natural environment, by implementing a risk management approach and eliminating or controlling risks;
- Undertake regular training in the areas of Workplace Health & Safety, Environmental Management & Quality Assurance applicable to our duties, to assist us in achieving 'best practice' standards in all facets of our operations, and promote our WHSE&Q policy and programs to all contractors & visitors;
- Encourage, support and commit to the rehabilitation of injured staff through established rehabilitation and injury management procedures;
- Maintain & comply with reporting requirements for all accidents, incidents, hazards/risks & non-conformances, and where appropriate, participate in the analysis and corrective action of such events.