



## Work Health Safety & Policy

**REFERENCE NUMBER:** P13  
**ORGANISATION UNIT:** ALL  
**RESPONSIBLE POSITION:** Director Finance & Corporate Services  
**RELEVANT DELEGATIONS:** NIL  
**DATE ADOPTED:** April 2013 (544/2013)  
**REVIEW DATE:** Review every three years

### Objectives:

The objective of this policy is to:

1. Promote the work health and safety of Shire Council Workers and Persons Conducting a Business or an Undertaking (PCBU) within CDSC's Service Delivery Centres.
2. Ensure that CDSC's Executive, Management and PCBUs within CDSC's Service Centres comply with their Primary Duty of Care.
3. Protect workers from hazards through the exercise of Due Diligence by Responsible Officers of the PCBU.
4. Enhance consultation over Health and Safety matters by all PCBUs within CDSC.
5. Raise awareness of occupational health and safety through training and education.

### Legislation and Reference:

- NT Local Government Act.
- NT Work Health and Safety (National Uniform Legislation) Act 2011 (WHS (NUL) Act)
- Fair Work Act 2009

### Definitions:

It is recommended that the Act be used as the primary source of definitions.

**Persons conducting businesses or undertakings** includes the Executive Management Team, Managers and all who have influence over the direction of work and the way in which it is done.

**Person with Management or Control of the Workplace** for the purposes of this policy includes all people who are responsible for the workplace and may include supervisors or leading hands.

**Workplace** is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work (and includes vehicles and mobile structures).

## Scope:

This policy applies to all workers of the Shire including employees, a contractor, a subcontractor, an employee of contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice, a trainee, a student gaining work experience, or even a volunteer.

## Policy:

- The Executive Management Team, Managers, and all who have an influence over direction of work and the way in which it is done (Person Conducting a Business or Undertaking) will have a Primary Duty of Care to those who are affected by the work being done so far as is reasonably practicable.
- The Central Desert Shire Council must ensure that all PCBUs conducting work within its Service Delivery Centres comply with their Primary Duty of Care so far as is reasonably practicable.
- As part of complying with its Primary Duty of Care the Central Desert Shire Council will direct a PCBU which it deems to be not complying with its Primary Duty of Care to cease any business or undertaking which it is carrying out within its Service Delivery Centres' work site/s.
- CDSC Executive, Management and PCBUs in their capacity as Responsible Officer's must exercise Due Diligence at all times.
- CDSC Executive, Management and other PCBUs must ensure that employee health and safety is not considered secondary to other operational goals, budgetary objectives or other competing considerations.
- CDSC Executive, Management and PCBUs must ensure that the right people, with the right experience and skills, are in the right places, with adequate resources, to enable health and safety risks to be identified and eliminated or minimised so far as is reasonably practicable.
- Central Desert Shire Council workers (includes employees, a contractor, a subcontractor, an employee of contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice, a trainee, a student gaining work experience, or even a volunteer) are required at all times to take reasonable care of their own health and safety at work and to take reasonable care that their acts and omissions do not adversely affect the health and safety of other people at the workplace.
- CDSC expects other persons (visitors such as customers and clients, passersby, relatives and associates of workers and trespassers) at a workplace to take reasonable care of their own health and safety at a workplace and to take reasonable care that their acts and omissions do not adversely affect the health and safety of other people at work.
- CDSC workers must be protected from victimisation and discrimination for raising safety concerns.
- Suppliers, contractors and self-employed persons working for Shire Council must ensure that they uphold their Primary Duty of Care at all times.
- When buying equipment and materials, the Executive management Team must make sure designers, manufacturers and suppliers provide plant and equipment which is safe to install, maintain and use.
- The CDSC must consult, cooperate and coordinate (horizontal engagement) so far as is reasonably practicable with other PCBUs who have the same duty in relation to the same health and safety matter whenever they are involved in business or undertakings within any of the workplaces in its Service Delivery Centres. *All PCBUs must comply with the aforementioned obligation.*

- Health and safety issues will be resolved through consultation and cooperation so far as is reasonably practicable between management and employees and involve Shire Council's Occupational Health and Safety Officers as required.
- Employees must use protective clothing and equipment, take good care of their equipment, do not misuse PPE, report hazards and work-related injuries or harm to health.
- All accidents and injuries must be reported to the Occupational Health and Safety Officers or Managers as well as to the Training & Safety Coordinator on the designated form.
- All NTWork Safe visits must be notified to the Chief Executive Officer and coordinated through the Training & Safety Coordinator.
- Each work area of the Shire Council must have at least one certified First Aid Officer with up to date training.
- A log of accidents and workplace injuries must be kept by the Training and Safety Coordinator.
- Smoking is prohibited in all Shire Council buildings and vehicles.
- All WH&S grievances must be dealt with in line with the Dispute Settlement Procedures contained in the Shire Council's Enterprise Agreement.
- Managers and supervisors must identify impaired work performance as a result of an employees' use of alcohol or drugs, and manage the risk.

### **History:**

- Adopted: Originally adopted as Occupational Health and Safety Policy and fully revised to address new legislation.
- Revised: February 2012 adopted by Council resolution 268/2012  
April 2013 adopted by Council resolution 544/2013