

SECTION 6



OCCUPATIONAL SAFETY & HEALTH POLICIES



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Policy Position 6.1 – OSH Policy (OSH6)

6.1.1 OCCUPATIONAL SAFETY AND HEALTH POLICY

Policy Objective

To provide employees and management with a clear understanding of their responsibilities regarding Occupational Safety & Health in the workplace.

Scope

This policy applies to all employees employed on a:

- Permanent full-time and part-time basis
- Contract of employment.

Policy Statement

The Kent Shire Council is committed to ensure that health, safety and welfare of all employees whilst engaged in Council's services in any workplace. The responsibility for implementing this policy rests with the Chief Executive Officer.

This policy recognises that the safety and health of all employees within the Shire of Kent is the responsibility of Council management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards. This will be achieved by:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;
- maintaining the workplace in a safe and healthy condition;
- providing information, training and supervision for all employees thereby enabling them to work in a safe and healthy manner and
- consulting and cooperating with Safety & Health Representatives and employees on OS&H matters.

The **Chief Executive Officer (CEO)** is responsible for the implementation and monitoring of this policy.

The **Deputy Chief Executive Officer (DCEO)** is assigned the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety strategies on behalf of the Chief Executive Officer.

The safety and health duties of **Management** at all levels are detailed below and Council procedures for training and back-up support should be followed. In fulfilling the

objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

Duties

Recognising the potential risks associated with hazards that may be present, this Council will take very practicable steps to provide and maintain a safe and healthy work environment for all employees.

Management (OS & H Policy)

- is responsible for the effective implementation of the Council's safety and health policy;
- must observe, implement and fulfil its responsibilities under Acts and Regulations which apply to Local Government;
- must ensure that the agreed procedures for regular consultation between management and those with designated and elected safety and health responsibilities are followed;
- must make regular assessments of safety and health performance and resources in co-operation with those persons having designated and elected safety and health function;
- must ensure that all specific policies operating within the Council eg fire and evacuation, purchasing, training, first aid and safe systems of work, are periodically revised and are consistent with Council's safety and health objectives;
- must provide information, instruction, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council;
- must be informed of incidents and accidents occurring on Council premises, to Council employees and/or to Council plant and equipment, so that safety and health performance can be accurately gauged and
- must ensure that Safety & Health Representatives are able to carry out their legislated duties. (S 33 OS&H act).

Employees (OS & H Policy)

- have a duty to take the care of which they are capable for their own safety and health and the safety and health of others affected by their actions at work;
- must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives;
- must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees;
- must use items and facilities provided in the interests of safety and health (protective clothing etc) in a manner in which he/she has been properly instructed to use it;
- must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives and



- must cooperate with the employer in the carrying out of their obligations (S 20 OH & S act).

Contractors

All contractors engaged by the Shire of Kent shall comply with the guidelines contained in sections 24, 25 and 26 of this manual. They are also required to complete the contractor checklist (see appendix 7) and sign the contractors safety agreement (see appendix 8).

Policy Review

This policy will be reviewed bi-annually and as required subject to any legislative and/or Council changes that may affect the intent of this policy. Management seeks co-operation from all employees/contractors in realising our safety and health objectives and in creating a safe work environment. All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

6.1.2 DUTY OF CARE TO VISITORS AT WORKPLACES

Policy Objective

Council is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the Occupational Safety and Health Act 1984 if visitors to workplaces are injured through not being appropriately cared for.

Policy Statement

All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the **prior permission** of the Supervisor.

Visitors **are not permitted to wander around Shire workplaces unaccompanied**. All visitors are to report to the front counter (where applicable) or to the appropriate works supervisor before entering any Shire workplaces/sites.

Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific **induction** on the nature of hazards within the workplace and must be instructed in **emergency evacuation procedures**. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.

Staff members **are to accompany all visitors at all times**.

Visitors are **restricted from** entering **all high hazard areas**.

It is essential to ensure that the work environment allows **safe access/egress** of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

It should be noted that the above procedures also apply to the family of employees who wish to enter any of Council's work places.

Visitors are not permitted to wander around Council workplaces unaccompanied. Visitors are not to be left alone within a work area.

6.1.3 OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

Policy Objective

This policy outlines the roles and responsibilities of Council's Occupational Safety and Health Committee.

Composition (Section 38 OS&H act)

The composition of the Safety and Health Committee shall be as follows:

Works Supervisor, Chief Executive Officer, Deputy Chief Executive Officer, all Safety & Health and Council Representatives.

Committee Terms of Reference

a) Mission

To facilitate continuous improvement practices to ensure best practice is achieved in the management of safety, health, welfare, rehabilitation and claims management of council employees in line with the council goals and vision statement.

b) Role

The Safety and Health Committee is the means by which Council management and employees consult on broad issues concerning the health, safety and welfare of Shire of Kent employees.

The committee may consider any matter raised by Council, management, Safety and Health Representatives or employees regarding the occupational safety, health and welfare of Shire of Kent employees.

c) Functions (Section 40 OS&H act 1984)

Co-ordinate the identification and development of health and safety policies, practices and procedures.

- Identify areas for policy development based on risk assessments of hazards and legal requirement.
- Consult all relevant parties in relation to the formulation of policies and procedures.
- Recommend to management group the implementation of policies and procedures.
- Review the implementation and effectiveness of policies and procedures.

Consider any proposal for, or changes to policies, practices or procedures which may affect the safety and health of Shire of Kent employees.

- Receive proposals for or changes to, policies, practices or procedures from Shire of Kent management and staff.
- Ensure all relevant parties are consulted.
- Assess proposals with regard to the safety and health of the Shire employees.

Promote the importance of a high level of awareness of safety and health among employees and management.

- Respond to issues raised by employees.
- Inform employees of the committee's membership and terms of reference.
- Assist in the promotion of the role of work place representatives among employees.
- Encourage and support a preventative approach through hazard and/or incident reporting by staff.
- Inform employees of benefits and advantages of excellence in OS&H areas.
- Identify and implement techniques for informing and involving all employees about OS&H matters.
- Develop techniques for evaluating employee awareness and responsiveness to OS&H matters.

Promote staff acceptance of their safety and health responsibilities.

- Encourage management understanding of safety and health aspects of the tasks their staff perform.
- Encourage staff to seek guidance from their supervisors if they are doubtful about the safety of any aspect of work.

Provide advice and assistance to Management in setting targets and standards to meet safety and health objectives.

- Identify occupational health and safety performance measures and other targets for recommendation to Management.
- Identify and determine safety and health standards applicable to the needs of the Shire of Kent for recommendation to Management.
- Review the implementation and ongoing operation of performance measures and compliance with safety and health standards.

Monitor the Shire of Kent occupational safety, health and welfare performance and provide feedback to Management.

- Review information and records about work related injuries suffered by employees.
- Review OS&H inspection non compliances.
- Identification of risk factors in the workplace likely to cause manual handling and other injuries, physical or mental.
- Review control strategies with primary emphasis being placed on work organisation, job and task design.

Monitor the system for the management and rehabilitation of employees with work related injury and disease.

- Request regular feedback from the Shire of Kent rehabilitation coordinator on the progress of cases.
- Consult all relevant parties in relation to the formulation of policies and procedures.
- Monitor and make recommendations in regard to policies and practices in the management of claims and rehabilitation of injured employees.
- Monitor statistics relating to return to work of injured employees.
- Monitor and make recommendations in regard to training managers in the return to work of injured employees.

d) The Deputy Chief Executive Officer (DCEO)

The DEPUTY CHIEF EXECUTIVE OFFICER is assigned the authority to act as the Safety Coordinator and as such will:

- Ensure that OS&H meetings are adequately chaired;
- Make financial decisions pertaining to safety and health - within budgetary constraints;
- Report to CEO if major funding is required;
- Report status of previous decisions and recommendations to the committee and all employees;
- Advise on safety issues;
- Follow up to ensure that issues raised at meetings receive necessary consideration; and
- Co-ordinate OS&H meetings (compile agenda, advise of dates and venues, send out Safety Audit Checklist, ensure adequate minutes are taken and distributed in a timely fashion, provide background information on issues as required etc).

6.1.4 FIRST AID POLICY

Policy Objective

This policy is designed to ensure that those who work for the Council do so in an environment, which, as far as is practicable, has appropriate first aid facilities and persons trained in first aid.

Policy Statement

As an employer, the Shire of Kent has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to provide treatment or care of persons who are injured or who become ill at a work place.

Accordingly, Council adopts the following guidelines in respect of the provisions of first aid facilities and persons trained in first aid:

First Aid Facilities

Definition of a Work Place

“A work place means a place, building or other structure where employees or self employed persons work or are likely to be in the course of their work (including a vehicle)”

Each work place shall have such first aid facilities as are appropriate having regard to –

- the type of hazards at the work place; the risk of those hazards impacting adversely on persons at that workplace, and
- the number of persons at the workplace.

It is the responsibility of the Supervisor, Senior First Aider (where appointed) and/or the Safety Representative to ensure that the first aid box in their work place is adequately stocked at all times.

All Shire vehicles are to contain a fully stocked first aid box. It is the responsibility of the officer allocated the vehicle or the driver of the vehicle to ensure that first aid supplies are checked and adequately stocked at all times.

Senior First Aiders

Each work place shall, so far as is practicable, have persons trained in first aid who are available to give first aid at the work place.

A list of the persons qualified and prepared to render first aid assistance should be displayed in a prominent area in the work place eg on a notice board adjacent to the safety committee minutes. Persons, to be suitably qualified must have successfully completed a Senior First Aid certificate course conducted by St John Ambulance (or equivalent).