

TOPIC	<b>OCCUPATIONAL HEALTH &amp; SAFETY RISK MANAGEMENT</b>	5.1.1	
SECTION	OCCUPATIONAL HEALTH & SAFETY	OF	2
DOCUMENT	POLICY	AUTHOR	RMC

**PURPOSE:** To ensure compliance with Occupational Health & Safety legislative requirements.

**AIM:** To guarantee Council's commitment to a safe and healthy workplace for all employees and non-employees by developing and maintaining a documented systematic approach to identify, assess, control and monitor hazards and to ensure all staff are consulted in the process so they understand and comply with their responsibilities under the legislation.

Ashfield Council is committed to providing a safe and healthy working environment for all employees and non-employees.

Occupational health and safety risk management at the work place is both an individual and shared responsibility for **ALL** staff. It is essential that all employees recognise the need for maximum safety and understand they have a legal obligation to take reasonable care of their own safety, their fellow workers, contractors, non employees, Council property and equipment.

Council has a direct responsibility to provide the safest possible working conditions. To achieve this aim, management will consult with staff and undertake every reasonable effort to either eliminate or minimise, control and monitor areas of risk or hazard at the work site, ensuring documentation of this process and regular updates of control measures are communicated to their staff.

All employees must comply with the legislation by reporting all accidents, dangerous occurrences, hazards and any unsafe work practice or condition to their direct manager \ supervisor. All staff are obliged to consult and co-operate with Council policies and safe working procedures and wear personal protective equipment as required in the course of their duties.

Each Manager has an obligation to ensure their staff are inducted, informed, equipped, consulted and trained in safety behaviour. Management and supervisors are directly responsible and accountable for safety. OH&S hazard identification, risk controls and documentation will be used as a criteria for assessment of performance.

Council staff will ensure suppliers and contractors to our organisation guarantee in writing that their goods and services comply with all appropriate legislation and council safety standards. So as not to subject an employee or non-employee to any undue risk with supplied goods, safety features must be built in.

The supplier and \ or manufacturer of items to Council must provide appropriate written

identification and notification of any hazard or risk associated with their goods at the time of purchase.

Council encourages and supports the establishment and activities of the OH&S Committee.

To ensure each employee within Council understands their responsibility to this legislation they will be issued with a Safety Code relevant to their level of accountability. Every job description will document the appropriate level of responsibility for that position with Council. The safety level responsibility codes are:

- Level 1** Employees with no one reporting to them.
- Level 2** Supervisors \ Team Leaders \ Gangers (With Level 1 staff and \ or contractors reporting to them).
- Level 3** Managers and Supervisors (With Staff Levels 1 \ 2 and \ or contractors reporting to them).
- Level 4** Senior Managers responsible for business units of Council (With Staff Level 3 and \ or contractors reporting to them).
- Level 5** General Manager.

Each Level 3 Manager \ Supervisor will consult and develop a series of procedures and information to be documented in a relevant procedures manual for their responsible area. This exercise to be overseen by their senior manager (Level 4\5) and form part of their performance review. Level 3 staff and above must ensure their staff comply with agreed safe work practices.

Reducing accidents and eliminating unsafe work practices will enable our organisation to be a more competitive achiever in the community. Mutual cooperation will ensure a workplace that will enhance the health and safety of everyone and protect the services provided by Council for both the present and the future.

**Associated References**

- NSW Local Government (State) Award 2001
- NSW Anti-Discrimination Act 1977
- NSW Occupational Health and Safety Act 2000 and Regulation 2001
- Industrial Relations Act 1996
- Rehabilitation Policy 1997 (To Be Reviewed)
- Personal Protective Clothing & Equipment Policy 1997 (To Be Reviewed)
  - Hazard Identification & Risk Assessments – 2002\03

	AMC safetyPol-01	DOCUMENT	POLICY	CREATION DATE	NOV 95
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