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Policy Statements

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WHS Policy Statement

WORK, HEALTH and SAFETY POLICY

Marrickville Council is committed to protecting the health and safety of all persons in the workplace. Council demonstrates this commitment through its Work Health, Safety and Injury Management System (S.A.F.E) that is incorporated with all organisational activities.

All workers for Marrickville Council have a duty of care including; the responsibility to work safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

Marrickville Council acknowledges that the organisation, its workers and visitors share a duty of care including the responsibility to work safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

Marrickville Council will take all reasonable and practical steps to improve work safety conditions and will strive to uphold its core values of strategic thinking, innovation, communication, citizen focus, performance and team work in order to achieve its goal of zero harm.

We are committed to:

- Complying with all applicable health and safety laws, regulations and standards and other requirements placed upon the organisation.
- Implementing effective risk and hazard management systems which are relevant and suitable for the organisation's risk exposure.
- Maintaining relevant policies, procedures, systems, information, training, and organisational structures to support and communicate effective health and safety practices throughout.
- Maintain a positive safety culture through encouraging active participation, consultation and cooperation of executive management, all worker, and visitors to improve health and safety at work

Marrickville Council will implement and maintain these systems inclusive of policies and procedures. These objectives will be monitored regularly to ensure their integrity and effectiveness to facilitate continuous improvement.



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement

WORKPLACE INJURY MANAGEMENT POLICY

Marrickville Council recognises its legal obligations and is fully committed to providing effective injury management for all workers who have sustained a work-related injury, illness or disability.

Injury management is about ensuring the prompt, safe and durable return to work of an injured worker. It includes:

- treatment of the injury
- rehabilitation back to work
- possible retraining into a new skill or new job
- management of the workers compensation claim

Everyone involved is required to cooperate and participate in injury management, including the PCBU, injured worker, insurer, treating doctor and all treating practitioners. By working together, we can assist injured workers achieve a durable pre-injury status as soon as possible.



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement

CONSULTATION POLICY

Marrickville Council is committed to providing the workplace with consultative arrangements that allow workers to contribute to decisions that impact on their health and safety. Meaningful and effective consultation involves drawing on the knowledge, experience and ideas of workers and encouraging the participation and input to improve the health, safety and welfare in the workplace.

The primary medium for consultation on health and safety matters is a direct dialogue between supervisors/managers and workers acting under their instruction. Consultation at this level is fundamental to the successful management of work health and safety (WHS) risks.

Consultation on WHS issues must be meaningful, relevant and effective to allow each worker to contribute to decisions that may affect their health, safety and welfare at work. All workers will be given the opportunity to express their views and contribute in a timely manner to the resolution of WHS issues that affect them. These views will be valued and taken into account by those making decisions. Workers will be advised of the outcome appropriately.

Workplace health and safety benefits significantly from effective consultation. Effective consultation is a key part of Marrickville Council's Work Health Safety and Injury Management System (S.A.F.E).



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement

REDEPLOYMENT OF INJURED WORKERS

Marrickville Council values its workers and is committed to assisting workers who have been injured in the workplace and are unable to return to their pre-injury position (because of the long term nature of their workplace injury or the permanent restriction resulting from the injury) to continue their employment with Council by providing the opportunity for redeployment.

The opportunity for redeployment will be offered in accordance with Council's *Guidelines - Redeployment of Injured Workers*. Those Guidelines outline:

- the process for identification of suitable vacant, or soon to be vacant, positions;
- the process for offering the opportunity for redeployment on a temporary basis;
- arrangements for the provision of training during the period of temporary appointment to assist the injured employee in meeting the minimum skill level for the position to adequately perform the duties of the position;
- the process for applying for permanent appointment to the position; and
- consultation arrangements in relation to the redeployment process.

If a suitable redeployment opportunity is not available, Council may assist the injured worker in obtaining employment outside Council by providing a referral to Council's nominated Rehabilitation Provider.



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement

ALCOHOL AND OTHER DRUGS

This policy applies to all Marrickville Council workers including full or part time workers, casual or temporary workers on site.

The objective of this policy is to maintain a work environment that is free from the effects of alcohol and other drug use.

Employers (PCBU) have a duty to ensure the health, safety and welfare of their workers and other people in the workplace (s19, Work Health and Safety Act 2011 (NSW)). Workers have a duty to take reasonable care for their own health and safety, as well as for the health and safety of other people in the workplace and to co-operate with their employer in providing a safe working environment (s28, Work Health and Safety Act 2011 (NSW)).

Workers are obliged to present themselves for work in a fit state so that in carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety.

The rights of individuals to make their own decisions regarding Alcohols and Other Drugs (AOD) in their non-work time are acknowledged, however the use of alcohol and other drugs has the potential to impair an individual's capacity and increase the risk of injury or threat to the well being of the impaired worker, other workers, or citizens. The management of risks associated with the use of alcohol and other drugs at work is therefore essential to ensuring a safe working environment.

Marrickville Council requires that no worker commence work, or return to work whilst under the influence of alcohol and/or other drugs;

- All personnel are required to report any potential impairment to their ability to work, or any serious medical consequences that could arise as a result of taking medication (both prescription and non-prescription) prior to commencement of work to a Supervisor;
- Any personnel subsequently found to be affected by, or in possession of alcohol or other (non-prescription) drugs whilst performing work related tasks shall be subject to Marrickville Council's disciplinary procedures;
- The consumption, distribution and sale of illicit drugs on site is strictly prohibited;
- The consumption of alcohol shall only occur at official functions that have the prior approval of the General Manager and are in accordance with the AOD Management Plan (Council Events and Premises).

Marrickville Council's AOD Management Plan incorporates a range of specific risk management strategies including:

- Alcohol and Other Drug testing (pre-employment, post-incident, 'for-cause' and random),
- Education and information,
- Counselling and Employee Assistance Programme.

This policy shall be reviewed periodically and communicated to all workers.



Brian Barrett
General Manager
DATE: 01/07/13

WHS Policy Statement

SMOKE FREE WORKPLACE POLICY

Marrickville Council recognises its obligation to ensure a safe and healthy workplace and supports the right of all workers to work in a smoke free environment while acknowledging that some workers may choose to smoke.

The Smoke-Free Environment Act. and the Work Health and Safety Act. combine to make it mandatory for there to be no smoking in enclosed places and in any workplace including all buildings or vehicles. All butts must be disposed of properly (extinguished and placed in an appropriate bin or removed by the smoker for appropriate disposal).

All workers are responsible for ensuring that Marrickville Council maintains a smoke free environment by complying with the provisions of this policy and reporting any incidents. Failure to adhere to this policy is considered misconduct and disciplinary action may be taken.



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement

SUN PROTECTION POLICY

It is the aim of the Sun Protection Policy to minimise the risk exposure to solar UVR in the workplace. The Sun Protection Policy and implemented strategies will ensure all workers undertaking Council activities outdoors are adequately protected against developing sun related skin/eye damage.

To achieve this workers have a duty to take care of their own health and safety in cooperation with the Council which means, to work safely in the sun, workers should follow workplace guidelines, protection policies and practices, utilise education material, attend training and use supplied protective equipment as intended.

The Council will:

- Provide sun protective clothing and equipment as personal issue to workers (excluding contractors) undertaking Council activities in an outdoor environment between 8:00am and 4:00pm. These include: hat, sunscreen and sunglasses.
- Ensure that consideration is given to the scheduling of work and other practices that minimise the exposure of workers to the sun and artificial sources of UVR such as arc welding and ultraviolet lamps.
- Provide education to workers to enable them to understand the how and why of solar UVR risk, and gain an understanding of how to work safely in the sun.
- Require contractor compliance with Council's sun protection strategies.

Council will use the Cancer Council *Skin Cancer and Outdoor Work-A guide for working safely in the sun*, Australian Government-*Guidance note for the protection of workers from ultraviolet radiation in sunlight*, and Safe Work Australia-*Managing the work environment and facilities Code of Practice* as guidance material.



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement
HEARING CONSERVATION

Marrickville Council will ensure that its workers are protected against hearing loss by:

- reducing noise levels in the work place;
- minimising workers exposure to workplace noise;
- providing hearing protection to workers who are exposed to noisy environments or equipment;
- implementing a regular testing program to ensure that noise from its work activities does not exceed the standard;
- consulting workers in all aspects of the identification, evaluation and control of noise;
- training will be provided for those workers that are exposed to noise at work.

Workers have a responsibility to cooperate in all aspects of the identification, evaluation and control of noise, including:

- wearing hearing protection devices when required;
- reporting noisy conditions or equipment.



Brian Barrett
General Manager
Date: 01/07/13

WHS Policy Statement

FIRST AID

Marrickville Council will ensure that prompt and effective assistance is available in the event of a workplace injury.

To achieve this, Council will:

- provide and maintain First Aid Kits at all work locations and ensure that they are readily available;
- ensure the availability of trained first aid officers;
- maintain a record of all injuries and first aid treatment;
- ensure that all first aid signage is current so that first aid officers are easily identifiable.

This policy is supported by detailed procedures contained within the Work Health, Safety and Injury Management System (S.A.F.E)



Brian Barrett
General Manager
Date: 01/07/13