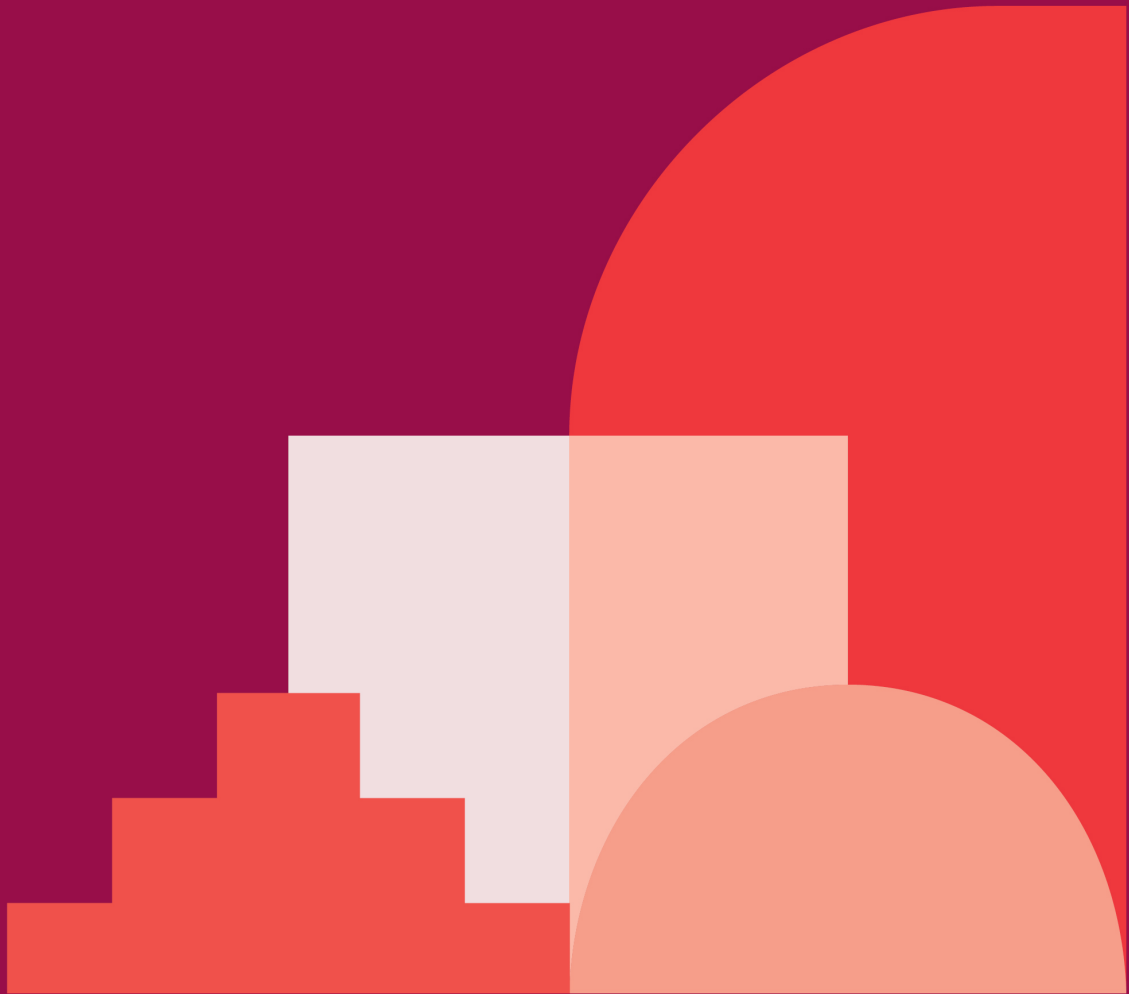


Work Health Safety and Wellbeing Policy

VI



Title	Work Health Safety and Wellbeing (WHS&W) Policy
Summary	The Policy establishes a framework that promotes and manages the health, safety and wellbeing of Council Officials, service providers/service partners, volunteers and visitors to Inner West Council workplaces.
Document Type	Policy
Relevant Strategic Plan Objective	<ul style="list-style-type: none"> • Strategic Direction 2: Liveable, connected neighbourhoods and transport. • Strategic Direction 4: Healthy, resilient and caring communities • Strategic Direction 5: Progressive responsive and effective civic leadership
Legislative Reference	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Local Government (General) Regulation 2021</i> • <i>Work Health and Safety Act 2011</i> • <i>Work Health and Safety Regulations 2017</i> • <i>Children and Young People (Care and Protection) Act 1998</i> • <i>Child Protection (Working with Children) Act 2012</i>
Related Council Documents	<ul style="list-style-type: none"> • Model Code of Conduct • Risk Management Policy • Audit, Risk and Improvement Committee Terms of Reference • Internal Audit Charter
Version Control	See last page.



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1 Purpose

The purpose of this policy is to establish a framework for the management of the work health, safety and wellbeing (WHS&W) of Council Officials, service providers/service partners, employees of service providers/service partners, volunteers and visitors to Council workplaces or in the performance of their duties. This policy demonstrates Council’s compliance with the *Work Health and Safety Act 2011* (WHS Act) and other related legislation.

2 Scope

This policy applies to workers, Councillors, Council Officers, workers, volunteers, students, visitors and service providers across all Council workplaces. Council workplaces include any place where work is carried out for Council or any place where a worker goes, or is likely to, whilst at work. This scope encompasses the local government area where Council properties and utilities are located and where residents access and make use of Council services.

3 Definitions

In this policy, the following terms have the following meanings:

Term	Definition
Councillor	Inner West Council elected representative.
Council Officer	Inner West Council members of staff (including full-time, part-time, casual and contracted staff).
Council Official	Councillors, Council Officers, Council committee members and delegates of Council.
General Manager	General Manager of Inner West Council.
Executive Leadership Team	General Manager, Director Corporate, Director Infrastructure, Director Community, Director Planning, General Counsel.
Health	Means physical and psychological health
Health and Safety Representative (HSR)	Health and Safety Representatives are workers who are elected to represent the health, safety and wellbeing interests and concerns of their respective work groups. They are elected for a period defined by the WHS Act and monitor compliance with the WHS Act, investigate WHS complaints from their workgroups and inquire into WHS risks to workers. HSRs are also members of

	consultative WHS Committees.
Delegated Officers	The Officers of Council that have the delegated authority to administer the WHS Act.
Managers and Supervisors	Any Council Officer who manages, oversees, or is in any way responsible for any other Council officer, Councillor, volunteer or service provider/service partner.
Officer (of the PCBU)	'Officers' of a PCBU under WHS legislation are responsible for making sure Council complies with any duty or obligation under the WHS Act. This is achieved by exercising due diligence which means taking every reasonable precaution in protecting the health, safety and welfare of workers and others in the workplace.
Person Conducting a Business or Undertaking (PCBU)	Under WHS legislation, a PCBU is the entity that operates the business. It has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors.
Service providers/service partners	A person or company engaged to provide services to Council.
Stakeholder	Anyone who may affect, be affected by, or perceive themselves to be affected by the Council. Examples include but are not limited to Council Officers, residents of the Inner West Local Government Area (LGA), major service providers/service partners, contractors, sub-contractors and people visiting the LGA.
Volunteer	A formally recognised, unpaid member of the public who assists with the provision of Council services e.g., Visitor Information Centre/Library.
WHS Act	<i>Work Health and Safety Act 2011.</i>
WHS Committee	The term covers all Directorate committees (consultative) and the Peak committee (non-consultative).
WHS&W Management System / WHSMS	The Work Health Safety and Wellbeing Management System described in section 5. The WHSMS comprises all WHS and

Wellbeing policies, procedures, tools and registers that assist the PCBU and PCBU Officers comply with WHS legislation.

Work group A group of workers established to facilitate the representation of workers by one or more HSRs. A work group may be all workers at a workplace, but it may also be appropriate to split a workplace into multiple work groups where workers share similar work conditions or are exposed to similar risks and hazards. E.g.: all workers on night shift.

Worker The term worker includes employees, volunteers, contractors and subcontractors and their employees, labour-hire employees, outworkers, apprentices, trainees and work experience students.

Workplace or Work Sites These terms cover all Council sites based on worker location or job activity being performed. Office, depot, WFH, work route or vehicle-based work. For example: office worker, depot worker, bus driver, streetscapes aquatics instructor or resource recovery worker.

WFH Work from Home, a term used to describe a work location.

4 Statement

Council is committed to providing and managing a safe and healthy workplace for everyone who works with us, attends our workplaces and sites, or is otherwise affected by our business, so far as is reasonably practicable. Council will comply with all statutory requirements that relate to the work health, safety and wellbeing (WHS&W) of their workplaces. Council will maintain an effective WHS&W Management System.

5 WHS&W Management System

Council's WHS&W Management System will enable Council to meet its commitments. Council is committed to creating a culture which delivers and promotes a safe work environment, and where safety performance is encouraged.

Council will take all reasonable and practicable steps to eliminate risks to the health, safety and wellbeing of its workers and others who may be affected by its operations. If this is not reasonably practicable, Council will work to minimise these risks as far as is reasonably practicable and will ensure it complies with its consultation obligations under WHS legislation.

Council's WHS&W Management System enables it to deliver on the following duties:

- Providing and maintaining a work environment without risks to health and safety.
- Providing and maintaining safe plant and structures.
- Safely using, handling and storing plant, structures and substances.
- Providing and ensuring access to adequate facilities for welfare at work for Council Officials, service providers/service partners (including subcontractors and employees) and volunteers.
- Providing information, training, instruction and supervision as necessary to protect all persons from risks to their health and safety arising from work carried out as part of Council's functions.
- Monitoring the health of Council Officials, service providers/service partners (including subcontractors and employees) and volunteers and conditions at the workplace for the purposes of preventing illness or injury which may arise.

Council's WHS&W Management System is designed to address the required elements in the International Standard for management systems for occupational health and safety (ISO 45001), with procedures which address each of the following elements:

- Systems and Responsibilities.
- Planning Objectives and Targets.
- Risk Management.
- Communication and Awareness.
- Emergency Preparedness.
- Process Management and Control.
- Health and Wellbeing.
- Review and Improvement.

Systems and Responsibilities

Council is committed to developing a robust WHS&W Management System for the identification, assessment, control maintenance and review of workplace hazards, as well as promoting the general health and wellbeing of Council Officials service providers/service partners (including subcontractors and employees) and volunteers. Council has clearly defined roles and responsibilities for Council Officials, service providers/service partners and volunteers (see section 3 Definitions).

Planning Objectives and Targets

Council is committed to the development of annual WHS&W objectives and targets that work to reduce the WHS&W incidents, hazards and risks that threaten the work health safety and wellbeing of Council Officials, service providers/service partners (including subcontractors and employees) and volunteers.



Risk Management

Council has a duty under the WHS Act to eliminate risks to health and safety so far as reasonably practicable, and if it is not reasonably practicable to eliminate those risks to health and safety, to minimise those risks so far as reasonably practicable. Council has in place a robust Risk Management Policy and Procedure to guide Council Officers with the assessment of work health and safety risks within the workplace.

Communication and Awareness

Council has a duty to ensure that regular, ongoing WHS&W consultation occurs throughout all levels of Council. Consultation will occur in response to changes in relevant legislation, industry guidelines, industry standards, proposed changes in the WHS&W Management System and Policy, codes of practices or any other organisational requirement.

Council will ensure that it provides continuous WHS&W training to all levels of Council.

Emergency Preparedness

Council will ensure it is prepared for emergencies that may affect the work health, safety and wellbeing of Council Officials, service providers/service partners (including subcontractors and employees). Council ensures that Council Officials, service providers/service partners (including subcontractors and employees) and volunteers have access to fire and emergency equipment and training. Council also provides first aid training to relevant stakeholders.

Process Management and Control

Council will ensure the development of key process management and control systems which reduce the risk of work, health, safety and wellbeing hazards occurring in key activities of Council.

Health and Wellbeing

Council is committed to the continual provision of work environments and facilities that promote the health and wellbeing of Council Officials, service providers/service partners and volunteers.

Review and Improvement

Council is committed to continually improving its WHS&W performance. Annual reviews and the review and amendment of WHS&W targets and objectives will facilitate continuous improvement. The appropriate Delegated Officer will facilitate annual reviews of the WHS&W Management System and Council's WHS&W performance. The

performance will be assessed via safety inspections and audits, number of reported incidents, hazards and incident investigations and any corrective action taken.

6 Roles and Responsibilities

The responsibilities prescribed under the WHS Act are described below:

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| Council
(PCBU) | <p>Council is responsible for ensuring:</p> <ul style="list-style-type: none"> • The health, safety and wellbeing of all Council Officers and Workers whilst on Council workspaces. • That the health, safety and wellbeing of all Council Officers and Workers is not put at risk from work carried out as part of Councils business. • That it operates under a compliant WHS&W Management System. • That it provides adequate resources to Council Officers and Workers to ensure their health, safety and wellbeing in all activities undertaken. • That it meaningfully consults Workers, workgroups, WHS committees and other stakeholders in matters relating to WHS&W. |
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| Delegated Officers | <p>Delegated Officers include:</p> <ul style="list-style-type: none"> • Director Corporate • Senior Manager, Governance and Risk • Risk, WHS and Audit Manager • WHS Coordinator <p>Delegated Officers' responsibilities are:</p> <ul style="list-style-type: none"> • Conducting due diligence to ensure that Council, at all times, fulfills its WHS&W obligations and is compliant with the WHS Act. • Conducting the annual review and amendments of the WHS&W Management System. • Conducting the annual review of established WHS&W objectives and targets. • Ensuring the annual development of WHS&W objectives and targets. • Ensuring that resources are being adequately allocated for the implementation and maintenance of the WHS&W Management System. • Undertaking performance reviews of Council to ensure compliance with the WHS&W Management System and, where necessary, implementing measures to increase performance |
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and compliance and reporting findings to the Executive Leadership Team.

- Managing the response and management of any reported WHS&W incidents, hazards and risks.
- Maintaining records of any reported WHS&W incidents, hazards and risks.
- Reporting annually to the Executive Leadership Team about all WHS&W incidents, hazards and risks that occurred over the period and the actions taken to address.
- Seeking and considering the views of Council Officers and other Managers/Supervisors when making decisions on issues which affect their health, safety or wellbeing.
- Taking reasonable care for their own safety.

Executive Leadership Team
(Officers)

The Executive Leadership Team is responsible for:

- Ensuring that the requirements of the WHS&W Management System are communicated to all levels of Council Officers and other persons at Council and these requirements are implemented at all Council workspaces.
- Supporting Managers / supervisors in the implementation of the WHS&W Management System, holding them accountable for their own responsibilities and obligations.
- Actively maintaining up-to-date knowledge of WHS&W requirements and obligations as applicable.
- Regularly reporting to the General Manager on the WHS&W performance of Council and any initiatives implemented.
- Actively maintaining their operational understanding of Council hazards and risks.
- Making sure that incident and hazard management involves considered and reasonable responses that are timely and effective.
- Providing appropriate resources to manage risks.

General Manager
(Officer)

The General Manager, as Council's most senior management representative is responsible and accountable for:

- Ensuring that the WHS&W Management System is developed and is maintained in compliance with the WHS Act.
- Facilitating regular reviews of the WHS&W performance of Council.
- Actively maintaining up-to-date knowledge of WHS&W requirements and obligations as applicable.

- Supporting and encouraging the Executive Leadership Team and Delegated Officers in the application of the WHS&W Management System and holding them accountable for their own WHS&W obligations.

Managers / supervisors
(Workers)

Managers / supervisors are responsible for:

- Communicating and training Council Officers, and other persons on the requirements of the WHS&W Management System.
- Continual review of their operational area of responsibility to ensure compliance with the WHS&W Management System.
- Provide information on their operational area's contribution to Council's WHS&W performance to Delegated Officers.
- Identify all foreseeable hazards within their operational area and manage them in accordance with the WHSW System.
- Ensuring Council Officers within their operational area are compliant with the WHS&W Management System.
- Taking reasonable care for their own safety.

Council Officers
(Workers)

Council Officers are responsible for:

- Taking reasonable care to ensure the health, safety and wellbeing of themselves and others in the workplace.
- Carrying out their duties in a manner which is compliant with any relevant aspect of the WHS&W Management System.
- Undertaking any training provided for WHS&W.
- Correctly using information, training, personal protective equipment and safety devices that are provided.
- Not intentionally misusing or recklessly interfering with anything provided for health and safety reasons.
- Only undertaking tasks and duties for which they have authorisation or the necessary training for.
- Immediately reporting hazards and incidents to their Manager / Supervisor.

Contractors or subcontractors
(Other persons)

Contractors and sub-contractors are responsible for:

- Complying with the WHS&W Management System and any health and safety direction issued by Council.
- Taking reasonable care to ensure the health, safety and wellbeing of themselves and others in the workplace.
- Immediately reporting hazards and incidents to their Council contact.
- Compliance with their own obligations under the WHS Act.

Volunteers and visitors (Other persons) Volunteers and visitors are responsible for:

- Complying with the WHS&W Management System and any health and safety directions issued by Council.
- Taking reasonable care to ensure the health, safety and wellbeing of themselves and others in the workplace.
- Immediately reporting hazards and incidents to their Council contact.
- Undertaking training as required.

WHS Committees Committees established by Council which provide a worker driven forum that provides frequent consultation and discussion between management, workers and workgroup HSRs on WHS and Wellbeing issues.

These allow for the tabling of WHS issues, discussions of corrective actions, WHS queries and consultation of WHS changes affecting workers.

WHS Committee member responsibilities are as defined under the WHS laws and under the relevant constitutional documents.

7 Breaches of this Policy

Breaches of this policy may result in an investigation of the alleged breach in line with relevant Council policies including the Model Code of Conduct.

Any alleged criminal offence or allegation of corrupt conduct will be referred to the relevant external agency.

8 Administrative Changes

From time-to-time circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made including branding, Council Officer titles or department changes and legislative name or title changes which are considered minor in nature and not required to be formally endorsed.

9 Version Control – Policy History

This policy will be formally reviewed every three years from the date of adoption or as required.

Governance use only:

Document	Work Health and Safety and Wellbeing Policy	<i>Uncontrolled Copy When Printed</i>	
Custodian	Senior Manager Governance and Risk	Version #	Version 1
Adopted By	Council	ECM Document #	39814977
Next Review Date	December 2027		
Amended by	Changes made	Date Adopted	
Governance and Risk	IWC created new policy	3 December 2024	