

Policy 6.05 Work Health and Safety

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

Table of Contents

1	Introduction	3
1.1	Scope	3
1.2	Purpose	3
2	Definitions	3
3	Legislation	4
4	Implementation	4
4.1	Policy Statement	4
4.2	Responsibilities	5
4.2.1	Elected Council	5
4.2.2	Chief Executive Officer (CEO), Leadership Executive Group (LEG)	5
4.2.3	Managers and supervisors	5
4.2.4	Work health and safety team	6
4.2.5	Health and safety representatives (HSRs) and safety and wellness committee (SAW)	6
4.2.6	Staff, contractors and volunteers	6
5	Supporting documents	6
5.1	BVSC Procedures that relate to this Policy	6
5.2	BVSC Policies that Relate to this Policy	8

Record of Administrative Amendments

Amendment Version No.:	Description of Administrative Amendment	Date Reviewed
<u>5.2</u>	<u>Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></u> <u>Placed on Public Exhibition 23 July 2025</u>	<u>July 2025</u>

Amendment Version No.:	Description of Administrative Amendment	Date Reviewed
5.1	Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i> Workshopped with Councillors on 28 May 2025	May 2025
5.0	Adopted by Council (D22/110467)	16/11/2022

Under Review

1 Introduction

1.1 Scope

This policy applies to all elected officials, employees, contractors, and volunteers of Bega Valley Shire Council. It prescribes the workplace health and safety (WHS) requirements of council in delivering and undertaking operations.

The policy demonstrates direct commitment to the following strategic guiding principles:

- Accountable | defining clear roles and responsibilities for WHS, ensuring robust performance management, proactive risk management, and engaging with stakeholders.
- Financially sustainable | providing fit-for-purpose WHS services, continuously improving financial management, and engaging with stakeholders to define service standards.
- Transparent | clearly outlining WHS decision-making processes, keeping stakeholders informed, and committing to open communication about safety matters.
- Responsive | WHS systems support us to always improve our organisational agility to adapt to changing circumstances and share timely information about safety issues and solutions.
- Equitable and inclusive | considering the diverse needs of all stakeholders, building trust and respect, and promoting collaboration and communication in WHS practices.
- Effective and efficient | continuously improving WHS service delivery, ensuring a clear connection between policy and implementation, and strengthening partnerships with various entities.

1.2 Purpose

To provide a safe and healthy workplace and fully comply with all related legislative requirements.

2.01.3 Definitions

Word or Terminology	Description
Key stakeholders	The key stakeholders for this WHS policy include: <ul style="list-style-type: none"> • councillors • staff • contractors of council • sub-contractors • volunteers
Workplace	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.
Worker	A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor or volunteer.
PCBU	A person conducting a business or undertaking.

Reasonably practicable	<p>Doing what is reasonably able to be done to ensure the health and safety of workers and others, considering:</p> <ul style="list-style-type: none"> • The likelihood of the hazard or risk occurring • The degree of harm that might result from exposure to the hazard or risk • What the person concerned knows, or ought to reasonably know about the hazard or risk and the ways of eliminating or minimising the risk • The availability and suitability of controls and the cost associated with controls <p>After assessing the risk and available means to eliminate or minimise the risk, whether the cost is grossly disproportionate to the risk.</p>
Risk	A combination of the likelihood of occurrence of a work-related hazardous event or exposure, and the severity of injury or ill health that could be caused by the event or exposure.
Risk Control Measures	Measures that eliminate or minimise a risk so far as is reasonably practicable, using the 'hierarchy of control'.
Due diligence	Taking reasonable steps and precautions to ensure that the work health and safety of all workers and others, as far as reasonably practicable is protected from harm because of the business or undertaking.

32 Legislation

Work Health and Safety Act 2011 (Commonwealth)

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2017

Workers Compensation Act 1987

Workers Compensation Regulation 2016

43 Implementation

4.13.1 Policy Statement

Bega Valley Shire Council will conduct its activities and provide a work environment that protects the health, safety and wellbeing of all people affected by our workplace activities by:

- promoting risk management and legislative compliance as a prime focus of Council's approach to WHS.
- implementing WHS procedures based on the ISO45001, as well as SafeWork NSW risk management and consultation practices.
- ensuring all key stakeholders understand their roles and responsibilities, including the mayor and councillors, staff, contractors, sub-contractors, volunteers are responsible for the implementation of and compliance with this policy.
- empowering people to take responsibility for their own safety and the safety of others by adhering to WHS policies and programs.

- enhancing people's WHS knowledge through WHS training, education, induction, and onboarding programs.
- enabling all key stakeholders to be accountable for their cooperation and compliance with this policy and WHS programs to ensure risk minimisation in the workplace.
- involving key stakeholders in the decision-making processes through regular communication and consultation.
- monitoring and continuously improving our safety practices and standards by conducting self-assessments and audits of our safe systems of work.

4.23.2 Responsibilities

4.2.13.2.1 Elected Council

Councillors have the responsibility of carrying out their civic duties in accordance with the code of conduct, code of meeting practice, as well as this policy and associated WHS procedures associated with the policy.

4.2.23.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The Chief Executive Officer and Leadership Executive Group shall have the following responsibilities relating to work health and safety:

- ensure as far as reasonably practicable that the health and safety of employees, contractors and others are not put at risk from work carried out as part of the conduct of the business or undertaking.
- ensure the PCBU meets its primary duty of care in accordance with the *Work Health and Safety Act 2011 (the Act)* and *Work Health and Safety Regulation 2017*.
- ensure that due diligence is exercised and the PCBU is compliant with its duties and obligations under the Act.
- ensure Council has appropriate processes and resources in place to comply with the Act, including effective risk management practices, incident reporting, effective consultation methods, health monitoring, safe and adequate facilities and provision of training and instruction about WHS.
- ensure that performance indicators are set and measured to enable continuous improvement of the overall work health and safety management system.

4.2.33.2.3 Managers and supervisors

Managers and supervisors shall have the following responsibilities relating to work health and safety:

- ensure workers are informed of WHS risks and are provided with sufficient information, instruction, training, and supervision to ensure their health and safety
- ensure that risk management processes and procedures are followed and compliant with WHS procedures
- ensure that injuries, incidents, hazards, and risks are reported and satisfactorily responded to
- ensure that effective consultation is conducted with workers to enable the effective management of risk and risk control measures.

4.2.43.2.4 Work health and safety team

The WHS Team have the following responsibilities relating to work health and safety:

- consult with key stakeholders in the implementation of the work health and safety management system
- provide assistance and support to directors, managers, coordinators and workers in the effective management of WHS risks
- support the provision of training and education to employees to develop WHS knowledge.

4.2.53.2.5 Health and safety representatives (HSRs) and safety and wellness committee (SAW)

The Health and Safety Representatives and Safety and Wellness Committee shall have the following responsibilities in relation to work health and safety:

- assist with consultation relating to the continuous improvement and implementation of the Work Health and Safety Management System.

4.2.63.2.6 Staff, contractors and volunteers

All other staff, contractors and volunteers shall have the following responsibilities in relation to work health and safety:

- take reasonable care for the safety of themselves and others
- carry out tasks in accordance with any information, instruction and training provided, use agreed risk controls, and follow any reasonable safety request from management.

54 Supporting documents

5.14.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.05.01	Work Health and Safety Management System Framework	External
6.05.02	Emergency management and first aid	Internal
6.05.03	Immunisation	Internal
6.05.04	Positive Workplace	External
6.05.05	Smoke Free Workplace	External
6.05.06	Initial issue of personal, protective clothing and equipment	Internal
6.05.07	Sun protection	Internal
6.05.08	Hazardous Substances	Internal
6.05.09	Fitness for Work - Alcohol and other drugs	External
6.05.10	Domestic and Family Violence	External

6.05.11	Lone or remote worker	Internal
6.05.12	Isolation, Lock-out and Tag-out	Internal
6.05.13	Lifting equipment	Internal
6.05.14	Contractor Safety Management	Internal
6.05.15	Manual handling and Workplace Ergonomics	External
6.05.16	Inspection and Testing of Electrical Equipment	Internal
6.05.17	Work Health Safety WHS Incident Reporting and Investigation	Internal
6.05.19	Managing Work Health Safety WHS Risk	Internal
6.05.20	Confined Spaces	Internal
6.05.21	Asbestos Management Procedure	Internal
6.05.22	Construction Safety Procedure	Internal
6.05.23	WHS Consultation and Communication Procedure	Internal
6.05.24	Excavation Procedure	Internal
6.05.25	Health Monitoring Procedure	Internal
6.05.26	Hazardous noise Procedure	Internal
6.05.27	Outdoor Work Environment Procedure	Internal
6.05.28	Plant and Equipment Procedure	Internal
6.05.29	WHS Purchasing Procedure	Internal
6.05.30	Traffic Management Procedure	Internal
6.05.31	WHS Training and Competency Procedure	Internal
6.05.32	Volunteer Risk management	Internal
6.05.33	WHS Roles and Responsibilities	Internal
6.05.34	Managing the Risk of Falls	Internal
6.05.36	Managing psychological hazards at work	Internal
6.05.37	WHS Planning and Reporting	Internal
6.05.38	Client and public violence	Internal

5.24.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.01	Governance
6.02	Behaviour of Councillors and Staff
6.03	Risk management
6.04	Conditions of Employment
6.19	Closed Circuit Television
6.26	Public Interest Disclosures

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website.