



Ararat Rural City

# Occupational Health and Safety Policy

## DOCUMENT CONTROL

Category Type: Policy  
Type: Council  
Responsible Officer: HR Business Partner

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Stakeholder Engagement: Safety Committee

## INTENT

As an employer, Ararat Rural City Council (Council) contributes to the health and wellbeing of its people. Council aims to be a role model for other organisations and workplaces in the community in the promotion of health, safety and wellbeing.

This policy supports Council's strategic objectives by:

- a) Ensuring Council governance complies with legislative requirements and best practice; and
- b) Planning for and managing Council's strategic, reputational and operational risks.

## SCOPE

This policy applies to all employees, Councillors, volunteers, contractors and visitors in Council workplace and activities, and instances when performing work offsite.

## POLICY

Council values and supports its people and is legally and morally committed to ensuring healthy and safe working environments. Council recognises that employee health, safety and wellbeing is integral to achieving excellent work performance outcomes and commits, so far as reasonably practicable to:

1. Prevent workplace injuries and illnesses:
  - By identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertaking by Council;
  - By promoting the reporting of incidents and hazards, and investigating where appropriate, to prevent reoccurrence; and
  - By providing and maintaining workplaces that are safe and health without risks to mental health.
2. Allocate adequate resources:
  - By providing an Occupational Health & Safety Management System (OHSMS) that is sustainable and consistent with the risk profile of Council operations;
  - By promoting access to support services, information and training; and
  - By providing and maintaining physically safe and healthy workplaces.
3. Enhance workplace culture:
  - By actively demonstrating and promoting a positive, inclusive and supportive working environment;
  - Promoting a health, safety and wellbeing reporting and learning culture; and
  - By recognising the importance of work / life balance in maintaining a diverse, adaptive and high performing workforce.
4. Provide transparent and robust information, training, instruction and documentation:
  - On individual health and safety accountabilities for all employees, volunteers and Councillors across Council; and
  - On legislative and Council Occupational Health and Safety (OHS) requirements.
5. Consult, collaborate and communicate with employees' including health and safety representatives and other groups within Council:
  - On identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: positions, systems of work, plant and substances and workplace facilities;
  - On issue resolution processes;
  - On provision of information, instruction, supervision and training; and
  - By providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.

## 6. Drive continuous OHS improvement:

- By using evidence-based data to inform Council strategic direction and measurable objectives;
- By monitoring and reporting on OHS performance outcomes;
- By strengthening leadership capability; and
- By maintaining, monitoring and reviewing the OHSMS.

Council employees, Councillors, volunteers, contractors and visitors are required to take reasonable care for their own and others health and safety and will cooperate with Council in adhering to health and safety requirements, including following Council policies, procedures or instructions and participating in consultation and training.

Council's OHSMS sets out how this policy is to be implemented.

## **ADMINISTRATIVE UPDATES**

It is recognised that, 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 administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## **REFERENCES:**

Occupational Health & Safety Act 2004  
Occupational Health & Safety Regulations 2017  
Workplace Injury Rehabilitation and Compensation Act 2013  
Workplace Injury Rehabilitation and Compensation Regulations 2014  
Occupational Health and Safety Management System