

WORK HEALTH & SAFETY GUIDELINES

COMMITMENT

Circular Head Council (CHC) is committed to providing a workplace that is free from risks to health and safety, so far as is reasonably practicable, by implementing the highest possible standards to protect its workers health, safety, mental and social wellbeing.

CHC acknowledges that its workers are our most valuable asset and that their health, safety and wellbeing is of primary importance to the organisation. It also believes that active co-operation is necessary to ensure a safe and healthy working environment.

In order to achieve the most effective methods of risk reduction, CHC management is committed to a consultative approach with its workers on all matters relating to their working environment.

The primary focus shall be to promote a safe and healthy environment for our employees, clients, contractors, volunteers, visitors and the general community, by having a proactive approach to the identification of hazards and the implementation of appropriate risk control measures.

We aim to be beyond the nominal legislative requirements of the day.

Specific goals include:

1. Work health and safety standards will not be compromised in the pursuit of other corporate objectives.
2. Ensuring that management and employee performance reviews include assessment of their work health and safety performance.
3. To ensure, as reasonably practicable, a safe and healthy working environment.
4. To actively promote employee participation in health and wellbeing programs.
5. Develop, implement and maintain a work health and safety management program that is based on achieving continuous improvement.
6. To ensure compliance with legislative and regulatory requirements, together with applicable codes and standards.
7. Ensure that adequate and reasonable resources are provided to effectively manage work health and safety in the workplace.
8. Undertake a Safety Management Plan audit annually.

In order to meet these specific goals:

Directors/Managers shall:

1. Ensure policy and procedure manual(s) are kept current.
2. Provide the resources necessary to ensure plant, equipment, systems and supervision is adequate to meet the stated goals.
3. Provide adequate direction, assistance, and advice to supervisory staff.

Supervisors shall:

1. Identify, assess and control hazards by using information contained in CHC policies, procedures, safe work method statements, work instructions and to seek advice from outside sources where necessary.
2. Document and investigate injuries and incidents.
3. Regularly monitor workplace conditions and methods and take appropriate corrective action where necessary.
4. Direct employees, in their control, to work in a safe manner using CHC policies, procedures, safe work method statements, work instructions and known industry accepted safe work practices.

Workers shall:

1. Comply, so far as are reasonably able, with any reasonable instruction that is given by a Director, Manager or Supervisor of Council.
2. Take reasonable care for their own health and safety and ensure that any acts or omissions that they do does not adversely affect the health and safety of other persons.
3. Make known immediately to their Manager/Supervisor any situation, whether physical, structural or procedural, that is unsafe.
4. Comply with instructions, policies and procedures issued to protect them.
5. Ensure they are not, by the consumption of drugs or alcohol, in such a state as to endanger their own safety and that of others.
6. Report any accident, near miss or hazard to their Manager/Supervisor as soon as practically possible.
7. Ensure correct use is made of all equipment and facilities.

8. Maintain their work area in a clean and tidy manner so as to minimise risk.

All workers regardless of position have a most important role to play in assisting CHC to achieve the organizational goal of excellence in work health and safety.

In their own interests, and by law, all workers regardless of position have the responsibility to ensure that nothing is done to make any provision, rule, policy or procedure less effective.