



MANAGEMENT POLICY

Work Health and Safety Management Policy

Policy Number	MP081
Directorate	Organisational Services
Owner	Safety & Wellbeing
Last Approved	5 November 2024
Review Due	5 November 2026

1. PURPOSE

This policy affirms Fraser Coast Regional Councils commitment to work health and safety and reflects the value the council places on the health and wellbeing of all employees, volunteers, contractors, visitors and people coming into contact with council activities.

2. SCOPE

The Work Health and Safety Policy applies to all council operations. This includes all employees and any other person working for, or on behalf of council including volunteers, contractors and third-party operators.

3. HEAD OF POWER

Work Health and Safety Act 2011


4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

Role	Definition and responsibility description
Chief Executive Officer (PCBU)	The Chief Executive Officer of Fraser Coast Regional Council and person conducting a business or undertaking (PCBU) who has primary duty to ensure health and safety of workers and others. Responsible for approving the Policy.
Elected Safety Representative	A Health and Safety Representative (HSR) is a member of a designated work group who has been elected and holds office in accordance with the provisions of the Work Health and Safety Act 2011.
Executive Leadership Team	The CEO and Directors who form part of the Executive Leadership Team. Responsible for the execution of this Policy.
Manager	For the purposes of this Policy a Manager is any person who supervises or controls the work of employees/contractors/volunteers.
Safety Management System (SMS)	A set of WHS policies, procedures, work instructions and guidelines that assist in the systematic management of health and safety risks associated with the activities of the organisation. The overall aim of the SMS is to continuously improve WHS performance through the effective management of WHS risks and activities in the workplace.
Supervisor	For the purposes of this Policy a supervisor is responsible for the day-to-day performance of a small group.

WHS	Work Health and Safety.
Workers	All full time, part-time, casual or fixed term employees of council including any contractor, consultant or volunteer engaged by, or to undertake works on behalf of council. Responsible for working to this policy.

5. POLICY STATEMENT

WORK HEALTH AND SAFETY POLICY STATEMENT			
<p>The Fraser Coast Regional Council is committed to providing a safe and healthy working environment for our workers and visitors to the workplace. Council is committed to achieving a high standard of health and safety performance to ensure the welfare of all employees including contractors and visitors to our operations.</p> <p>We strive to continuously improve our safety performance in all of our operations and implement a Safety Management System aligned with the requirements of current WHS legislation and AS/NZS 45001:2018 to support this improvement approach.</p> <p>Council uses best endeavours to comply with all relevant health and safety legislation and related standards, codes of practice and industry guidelines. We establish clear objectives with measurable targets, and report on our performance against those targets annually. Achieving our objective of no injuries requires a consistent approach to safety and provides the foundation for our leadership team and staff to deliver a Zero Harm Safety Culture. It is our core belief that:</p> <ul style="list-style-type: none"> ✓ all incidents can, and should be prevented; and ✓ no task is so important that risk of injury to people is ever justified. <p>Council will deliver on these commitments by:</p> <ul style="list-style-type: none"> ✓ having our leaders lead by example and demonstrate a visible commitment to health and safety, to motivate, educate and support all persons involved in council activities; ✓ commitment to eliminate hazards and reducing WHS risks; ✓ ensuring that there is participative consultation to support and enhance our decision making processes; ✓ emphasising in all communications and interactions that people, safety and systems are our priority; ✓ ensuring all incidents and near misses are fully investigated and corrective measures taken to prevent reoccurrence; ✓ ensuring our employees and contractors receive the appropriate health and safety training to enable them to conduct their work safely; ✓ ensuring that all levels of management and staff abide by the 8 Safety Lifesavers program; ✓ the ongoing regular monitoring and review of our health and safety performance to monitor the effectiveness of work health safety actions and ensure our health and safety objectives and targets are being met; and ✓ ensuring all levels of management and staff carry out their health and safety responsibilities. <p>With personal commitment and active participation of all our workers, we will achieve excellence in our standards of work health and safety and deliver on our aim to have a zero-harm workplace.</p>			
Ken Diehm Chief Executive Officer		Date:	07/11/2024

5.1. Communication & Consultation

Signed copies of the policy statement will be available at the following locations:

- all noticeboards dedicated to the communication of corporate information (hardcopy); and
- Council intranet and internet (electronic copy).

6. ASSOCIATED DOCUMENTS

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Building Fire Safety Regulation 2008 (Qld)
Electrical Safety Regulation 2013 (Qld)
Workers' Compensation and Rehabilitation Act 2003 (Qld)
Worker's Compensation and Rehabilitation Regulation 2014 (Qld)

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than two years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	Updated to new policy template and administration updates to naming conventions	Director Org Services	05/11/2024	3125011
2				