

Workplace Health and Safety Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

South Burnett Regional Council ('Council') has developed this policy to provide and maintain a safe and healthy workplace for Council representatives and visitors to Council premises and workplaces.

2. SCOPE

This policy applies to all Council representatives and includes entities over which Council has direct ownership, management and/or financial control.

3. GENERAL INFORMATION

Council's workplace health and safety obligations will be achieved by complying with the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, codes of practice and other safety guidelines.

Council recognises the importance of providing and maintaining a safe and healthy workplace and that all Council representatives must ensure the health and safety of all personnel and visitors in their respective work areas.

Council will:

- ensure the business complies with all legislation relating to health and safety;
- eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- provide information, instruction and training to enable Council representatives to work safely;
- supervise Council representatives to ensure work activities are performed safely;
- consult with and involve Council representatives on matters relating to health, safety and wellbeing;
- provide appropriate safety equipment and personal protective equipment; and
- provide a suitable injury management and return to work program.

Council representatives will:

- take reasonable care for their own health and safety;
- follow safe work procedures, instructions and rules;
- participate in workplace health and safety training as requested;
- report health and safety hazards;

- report all injuries and incidents; and
- use safety equipment and personal protective equipment as designed and instructed.

To ensure continuous improvement, Council will establish and monitor measurable workplace health and safety objectives and targets. Council is also committed to the successful implementation and continual improvement of its Safety Management System.

Council regards its workplace health and safety responsibilities with the utmost importance and, resources will be made available to allow Council to comply with relevant legislation and implement its Safety Management System.

To provide and maintain a safe and healthy workplace, participation, commitment and co-operation from all Council representatives and visitors is essential.

4. DEFINITIONS

Council representative means all Councillors and council employees including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

5. LEGISLATIVE REFERENCE

Electrical Safety Act 2002 (Qld)

Electrical Safety Regulation 2013 (Qld)

Local Government Act 2009 (Qld)

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

Workers' Compensation and Rehabilitation Act 2003 (Qld)

Workers' Compensation and Rehabilitation Regulation 2014 (Qld)

6. RELATED DOCUMENTS

Local Government Workcare - Corporate Rehabilitation Policy

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

7. NEXT REVIEW

As prescribed by legislation or April 2025

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	6 January 2016	1602758
2	Review of policy	1 February 2018	2459060
3	Review of policy	26 July 2018	2522988
4	Review of policy	25 November 2020	2734000
5	Administrative change replacing Social & Corporate Performance Branch with Corporate Services Branch & as per Council Resolution 2021/296	24 March 2021	2734000
6	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2734000
7	Review of policy	26 April 2023	2734000



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Date: 26 April 2023

