

---

**POLICY: OCCUPATIONAL HEALTH AND SAFETY**

---

STATUS: **ADOPTED**  
ADOPTED: **01.05.2007**  
LAST REVISION: **03.04.2007** ISSUED BY: **Community & Corporate Group**  
POLICY REF.: **61/2004/Version 4** INQUIRIES: **Human Resources**

---

**OBJECTIVE**

Blue Mountains City Council (BMCC) is committed to creating and maintaining a safe and healthy working environment for all employees. Our objective is to create a workplace which minimises the risk of physical or psychological injury and which is as free as possible from occupational illness.

We will achieve this objective through continual review and improvement of our OH&S management system (2 yearly minimum), which provides the framework for BMCC's OH&S direction and activities.

**POLICY STATEMENT**

**1. GENERAL POLICY**

The Occupational Health and Safety of all persons employed at the BMCC, and those visiting the organisations worksites, is considered to be of the utmost importance and an integral part of all operations within council. Resources will be made available to comply with all relevant OH&S Acts and Regulations or any BMCC internal Safety Policies that have been ratified by the Executive Management Team (EMT).

BMCC is committed to creating and maintaining a safe and healthy working environment for all employees. Our objective is to create a workplace which minimises the risk of physical or psychological injury and which is as free as possible from occupational illness. Our ultimate goal is the achievements of zero accidents and injuries. In the interim the control of identified hazards is our number one occupational health and safety priority. Once identified hazards will be eliminated, if possible and practical, or controlled through substitution of a safer substance or procedure, engineering controls, implementation of, and adherence to, procedural controls or as a last resort the use of Personal Protective Equipment.

**2. MANAGEMENT RESPONSIBILITY**

Occupational Health & Safety is both an individual and shared responsibility of all employees. The promotion and maintenance of occupational health & safety is mainly the responsibility of management. Management at all levels are required to monitor the health and safety of all persons in the workplace, ensure compliance with relevant Acts and Regulations, WorkCover approved Codes of Practice and where applicable internal OH&S policies and procedures. In order to do this it is a management responsibility to ensure that adequate budgets and resources are provided to meet these responsibilities.

### **3. OCCUPATIONAL HEALTH & SAFETY CONSULTATION**

OH&S Workplace Committees has been established as a consultative mechanism and will try to reach consensus on all aspects of the organisation's occupational health & safety policy and programs. Where applicable and agreed with staff OH&S Representatives will be elected for workgroups with specific needs. It is BMCC policy to encourage all employees to participate in the effective use of the established OH&S consultation mechanisms. All OH&S consultation arrangements enacted within BMCC will come under the requirements of the OH&S Act 2000 (NSW) and the OH&S Regulation 2001.

### **4. OCCUPATIONAL HEALTH & SAFETY PROGRAM**

In order to implement the general provisions of this policy, a program of activities will be established, monitored and revised to ensure their effectiveness. The program will relate to all aspects of occupational health & safety including:

- Workplace inspections and evaluations
- Reporting and recording incidents, accidents, injuries and illnesses
- Emergency procedures and drills
- Provision of information to employees
- Occupational health & safety training and education including on-the-job induction training
- Work design, workplace design and standard work methods incorporating the identification, assessment and control of all workplace hazards
- Development and documentation of safe working procedures
- Review of changes to work methods and practice, including those associated with technological change to ensure risk management controls are appropriate
- Safety rules, including penalties
- Provision of occupational health & safety equipment, services and facilities.

## PROCEDURES

### **1. SPECIFIC RESPONSIBILITIES**

#### **(a) Management Responsibility**

Managers are responsible for ensuring that:

- This policy and the occupational health and safety program are effectively implemented in their areas of control
- Support of staff in meeting their OH&S responsibilities and ensuring their accountability for their specific OH&S responsibilities
- Implementation and monitoring of OH&S programs to support the OH&S policy commitments and objectives in relation to the minimisation and eventual elimination of workplace injuries and occupational illness
- There are adequate provisions in their budgets each year to provide sufficient resources as necessary to meet the health and safety requirements of their areas of responsibility
- OH&S accountabilities are included in all position descriptions for employees under their control.

## **(b) Line Managers and Supervisor Responsibility**

Line Managers and Supervisors are responsible, and will be held accountable, for taking all practical measures to ensure:

- That the workplace under their control is safe and without risks to health
- That the behaviour of all persons in council workplaces, including contractors and visitors, is safe and without risks to health
- That all employees under their control are appropriately trained and competent to carry out any tasks that they are required to perform.

More specifically the relevant supervisor:

- Will always be held accountable for acting on detected unsafe or unhealthy conditions or behaviour
- Ensuring that hazard identification systems are in place and understood by all staff
- If the relevant line supervisor does not have the necessary authority to satisfactorily address an issue, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action, to a supervisor or manager who does have the necessary authority.

**The manager or line supervisor who has the necessary authority will be held accountable for taking prompt remedial action to eliminate or control any unsafe or unhealthy conditions or behaviour.**

**Hazard control will be based on documented OH&S Risk Management principles based on effectiveness, (Hierarchy of Control).**

## **(c) Employees**

All employees are responsible for the following:

- Working in a safe manner
- Encouraging others to work in a safe manner
- Cooperate with, support and promote occupational health and safety initiatives in the workplace
- Reporting of all workplace injuries or incidents at their workplace in accordance with procedures in place at the time of the incident
- Report or rectify any unsafe acts or conditions that come to their attention
- The correct use and maintenance of appropriate safety clothing and personal protective equipment as may be required
- Attend all occupational health & safety training as required.

## **(d) Contractors and Sub Contractors**

All contractors and sub-contractors engaged to perform work on council's premises or locations will be required, as part of their contract, to supply appropriate OH&S policies, procedures and programs.

Where this is impractical contractors will be required to comply with the relevant OH&S policies, procedures and programs of council and to observe directions on health and safety from designated officers of council.

Failure to observe a reasonable direction in relation to OH&S will be considered a breach of the contract and may be sufficient grounds for termination of the contract.