



# Health and Safety Policy

## Purpose

The West Coast Regional Council (WCRC) is committed to providing and maintaining an environment that is safe without undue risk to employees, contractors, subcontractors, volunteers, visitors, and others. We will strive to protect all individuals by providing safe and healthy working conditions for the prevention of work-related injury and ill health. We commit to continual improvement of the occupational health and safety risks. The WCRC will meet our obligations under the Health and Safety at Work Act 2015, and all other legislation including codes of practice, regulations, standards, guidelines and WCRC policies and procedures.

Safety is everyone's responsibility. No individual in this organisation should feel compelled to work in an unsafe environment.

## Policy

### Management will:

- Be accountable for the management of health and safety within work areas over which they have control.
- Take an active role in the WCRC's treatment and rehabilitation plan, working closely with various bodies to facilitate and ensure a gradual, safe, and sustainable return to work.
- Champion and promote a culture of responsibility and accountability for health and safety through the organisation.
- Continually improve our performance through effective safety management and commit to the continuous review of hazards to strive to eliminate and reduce occupational health and safety risks.
- Commit to the consultation with employees and encourage employee participation to contribute towards a safe and healthy workplace by participation which includes management, employees, union, health and safety representatives, and other key staff on health and safety committee/s.
- Ensure supervision and training is always provided to enable staff to undertake tasks using safe methods and practices.
- Ensure the active reporting and recording of all hazards, with all incidents and injuries reported in a timely manner.
- Management should ensure investigations are undertaken, reviewing the findings, and supporting the implementation of appropriate corrective actions and controls.
- Ensure adequate resources and training is provided and communicated with personal protective and safety equipment.
- Strive to engage employees at every level and foster a top down safety culture that demonstrates and reinforces our commitment to health and safety of our employees.
- Support in annually setting health and safety objectives and performance criteria for all WCRC Managers and Staff.
- Annually review all health and safety objectives.

### Employees will:

- Use protective equipment, machinery, vehicles, and materials safely, in the manner intended.
- Comply with all safe work practices with the intent of avoiding injury to themselves or others and damage to any plant or equipment.
- Take an active role in the WCRC's treatment and rehabilitation plan, to ensure a gradual, safe, and sustainable return to work, as well as encouraging the reporting of any pain or discomfort early.
- Identify and report all hazards, accidents or incidents observed in the workplace immediately and support in the investigation of incidents and accidents when required.
- Will meet their obligations to take all reasonably practicable steps to ensure their own and others' health and safety.
- Become actively involved in assisting management achieve a healthy and safe workplace, reinforcing all employee's commitment to health and safety.
- Communicate health and safety issues or concerns either with their direct Team Leader/Manager or a Health and Safety Representative/Committee member.

### Contractors, Subcontractors & Volunteers will:

- Comply with and understand their health and safety obligation to themselves and others.
- Abide by the WCRC health and safety requirements.
- Report all incidents, accidents, and near misses to WCRC as soon as possible.

### Related Policies, Procedures and Law

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Hazard & Risk Register – West Coast Regional Council
- Drugs and Alcohol Policy
- Use of WCRC Vehicles & Safety Driving Policy
- Health and Safety Manual
- Health and Safety Handbook

This policy will be reviewed at least 2 yearly and in the light of legislation and major organisational changes.

Management seeks cooperation from all workers in ensuring our Health and Safety objectives are achieved and creating a safe and healthy work environment.

CEO: Heather Mabin

Signature:

Date: 15/05/2023