



Health and Safety Policy

Purpose

The West Coast Regional Council (Council) 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 Council 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 Council 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.
- Take an active role in the Council's treatment and rehabilitation plan, working closely with various bodies to facilitate and ensure an "early and durable return to work".
- Champion and promote a culture of responsibility and accountability for health and safety through the organisation.
- Continually improve 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 committees.
- Ensure supervision and training is 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 Council 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 Council's treatment and rehabilitation plan, to ensure an "early and durable 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.
- Communicate health and safety issues or concerns either with their direct Team Leader/Manager or a Health and Safety Representative/Committee member.

Contractors, Subcontractors, Stakeholders & Volunteers will:

- Comply with and understand their health and safety obligation to themselves and others.
- Abide by Council health and safety requirements.
- Report all incidents, accidents and near misses to Council's Chief Executive 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
- Alcohol and Drugs Policy
- Use of Council Vehicles & Safety Driving Policy
- Health and Safety Management Plan
- Health and Safety Handbook

CEO: 

Signature: 