


## Organisational Policy

### Work Health & Safety Policy

Corporate Plan reference	An outstanding organisation A collaborative workplace culture with engaged, energised, and skilled people professionally ready for the future.	
Endorsed by Chief Executive Officer		October, 2018
Manager responsible for policy	Group Executive, Business Performance	

### Policy purpose

This policy establishes the approach to work health and safety management at Sunshine Coast Council (Council) and outlines management's commitment to ensure a safe work environment for all workers.

### Policy outcome

Council aspires to be a reputable and highly regarded organisation that focuses on maximising health, safety and wellbeing through the effective management of all health and safety risks associate with the conduct of council's business or undertakings.

### Policy scope

This policy applies to Council's operations, including administration, maintenance and construction. This policy also applies to all Council workers, including employees, contractors, labour hire employees, volunteers and visitors.

### Policy statement

Refer to Appendix A

### Guiding principles

Sunshine Coast Council is committed to providing a safe and healthy working environment for all workers, contractors and visitors to our workplaces.

Council is also dedicated to achieving a high standard of health and safety performance and will strive to continuously improve the safety performance results in all of our operations through the implementation of a Safety Management System aligned with the requirements of Occupational Health and Safety Management Systems AS/NZS 4801 and ISO 45001.

Council will apply its best endeavours to comply with all relevant work health and safety legislation and related standards, codes of practice and industry guidelines. We establish clear objectives with measureable targets, and report on our performance against those targets at pre-determined intervals.

It is our core belief that:

- all incidents can, and should be prevented; and
- no task is so important that risk of injury to people is ever justified.

Council will deliver on these commitments by:

- 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
- proactively identifying and managing health and safety 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, including the dissemination of important WHS information
- 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
- the ongoing regular monitoring and review of our health and safety performance to support the effectiveness of work health safety actions and ensure our health and safety objectives and targets are being met
- ensuring all levels of management and staff carry out their health and safety responsibilities.

## Roles and responsibilities

All workers, Councillors and the safety committees have a role in health and safety management. Health and safety management responsibilities differ based on the 'risk level' and are defined in Councils Health and Safety Management System.

With personal commitment and active participation of all our workers, we will achieve outstanding work health and safety standards and deliver on our commitment to provide a safe working environment.

## Measurement of success

Results from the implementation of this policy include:

- improved work practices, particularly in regard to safe systems of work
- Work Health and Safety legislative compliance
- greater awareness of health and safety risk, contributing to the development of a positive organisational safety culture
- reduction in the number of workplace incidents

The successful implementation of this policy will be measured and reported on a monthly basis in accordance with performance measures outlined in the Safety Management Plan.

## Definitions

**Worker:** A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor, an employee of a labour hire company, outworker, apprentice or trainee, work experience student, volunteer or a person of a prescribed class.

## Related policies and legislation

[Workplace Rehabilitation Policy](#)

[Fire Safety & Emergency Management Policy](#)

[Work Health & Safety Act 2011](#)

[Work Health & Safety Regulation 2011](#)

[Mining and Quarrying Safety and Health Act 1999](#)

[Mining and Quarrying Safety and Health Regulation 2017](#)

[Electrical Safety Act 2002](#)

[Electrical Safety Regulation 2013](#)

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
7.0	Final	Y	Troy Mitchell	11/11/2014
7.1	Review	N	Troy Mitchell	11/11/2015
8.0	Review	Y	Troy Mitchell	21/11/2016
8.1	Final	N	Troy Mitchell	09/12/2016
9.0	Review	Y	Troy Mitchell	07/12/2017
9.1	Review	N	Corporate Health & Safety Steering Committee Quarry SSE	12/12/2017
9.2	Final	N	Troy Mitchell	14/02/2018
10	Policy Redraft	Y	Corporate Health & Safety Steering Committee	October 2018

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# Appendix A



# Work Health and Safety Policy Statement

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- ensuring all levels of management and staff carry out their health and safety responsibilities.

With personal commitment and active participation of all our workers, we will achieve outstanding work health and safety standards and deliver on our commitment to provide a safe working environment.

A handwritten signature in black ink, appearing to read "Michael Whittaker".

**Michael Whittaker**  
CHIEF EXECUTIVE OFFICER

**Date:** October 2018