



POLICY REGISTER

WORK HEALTH AND SAFETY POLICY

Policy adopted: 26th April 2012 - Minute No. 119.4.12

Reviewed: Policy amended: 24th August 2017 - Minute No. 217.8.17

Policy amended: 26th March 2020 - Minute No. 39.3.20

Policy amended: 27th July 2023 - Minute No. 185.7.23

Policy amended: 24th July 2025 – Minute No. 240.7.25

File Ref: P13-1, S12-14.4

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	WSC – 26/04/2012	First Edition	MANEX Minute No. 119.4.12 (26/04/2012)
1.1 WHSAP Version 4 Item 2	Sarah Godwin – Work Health Safety/Risk Officer 23/02/2017	Updated Policy to Comply with WHS Act 2011	Minute No. 217.8.17 (24/08/2017)
1.2 WHSAP Version 8 Item 1	Sarah Godwin – Work Health Safety/Risk Officer 07/02/2020	Complete Review Renamed Work Health and Safety Policy	Minute No.39.3.20 (26/03/2020)
1.3 WHSAP	Scott Hosking – WHS/Risk Coordinator	Revised to include; Psychosocial Hazards and Controls	MANEX Minute No. 185.7.23 (27/07/2023)
2.0	Scott Hosking – WHS/Risk Coordinator, 3 rd July 2025	Policy Review/ Second Edition. Align with standard format	Minute No. 240.7.25 (24 th July 2025)

DOCUMENT CONTROL

1. INTRODUCTION

This Policy is part of the Warren Shire Council's Work, Health and Safety System. Warren Shire Council's commitment is to the provision of a safe and healthy work environment for all our staff, visitors and others that may be affected by work undertaken by Warren Shire Council.

Under the Work Health and Safety Act 2011, Warren Shire Council has a legal obligation to protect the health and safety of all workers and other people in the workplace.

People are our most important asset and work health and safety is everyone's responsibility.

2. PURPOSE

The purpose of this Policy is to document Warren Shire Council's commitment to providing and maintaining a safe and healthy environment for its workers and others in the workplace.

Warren Shire Council is committed to achieving this through the effective implementation of a Work Health and Safety Management System.

3. OBJECTIVE (AIM)

The objectives of this Policy is for Warren Shire Council to ensure, so far as is reasonably practicable:

- A safe and incident free workplace;
- Promote a culture where harm to our people through work is unacceptable;
- Ensure consideration of WHS in project planning and work activities;
- Monitor employee health via programs that monitor physical and psychological health;
- Involve management, employees, volunteers, visitors and contractors in the decision-making process through regular communication and consultation;
- Adopt a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health and safety of employees, contractors, volunteers and visitors to its workplaces;
- Enhance employees' WHS knowledge through a program of education and training;
- Allocate necessary resources to meet WHS commitments;
- Establish measurable objectives and targets to ensure continuous improvement;
- Implement, maintain and review the health and safety management system; and
- Ensure compliance with all NSW WHS related legislation

4. POLICY STATEMENT

4.1 Council is committed to ensuring the health and safety of all persons in the workplace.

4.2 In particular, Council is committed to: -

- The commitment of all staff to achieve the Policy objectives;
- All workers take reasonable care for their own health and safety, and reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Planning work activities, with due consideration given to WHS;
- Undertaking the risk management process in an effective manner that includes identifying, assessing and controlling all workplace hazards and incorporating psychosocial hazards.
- Communication and consultation between our management, employees, volunteers, visitors and contractors.
- Injury Management and the timely return of employees to duties in accordance with the Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act 1998 and Workers Compensation Regulations 2016.

- 4.3 Warren Shire Council committed to fulfilling the objectives of this Policy and expect the same of all workers and subcontractors working on our behalf.
- 4.4 Warren Shire Council will develop, implement and keep under review a Work Health and Safety System for managing work health and safety. This system will be supported by appropriate policies and procedures that are implemented and reviewed on a regular basis.

5. RESPONSIBILITIES AND DUTIES

5.1 General Manager, Divisional Managers/ Department Managers and Managers:

Have a duty to exercise due diligence to ensure that Council complies with the NSW WHS Act and Regulations. This includes taking reasonable steps to provide and maintain as far as reasonably practicable:

- an up-to-date knowledge of WHS matters;
- have an understanding of Council business and the hazards and risks associated with it;
- ensure that Council has (and uses) appropriate resources and processes to eliminate or minimize safety risks from the work carried out;
- ensure that Council has appropriate processes to receive information about incidents, hazards and risks and responding in a timely manner to that information; and
- ensure that Council has and implements processes to comply with any duty or obligation under WHS laws. These can include:
 1. reporting notifiable incidents;
 2. consulting with workers;
 3. ensuring compliance with notices;
 4. providing training and instruction to workers about WHS; and
 5. ensuring that health and safety representatives receive their entitlements to training.

5.2 Overseers and Team Leaders who supervise workers must:

- demonstrate active and visible leadership in work health and safety;
- identify hazards and work health and safety risks from jobs, tasks and projects under their supervision;
- assess and control identified risks in consultation with those involved or affected;
- promptly address work health and safety issues raised, in consultation with those involved or affected; and
- Investigate work related incidents, seeking to identify the causes and take steps to prevent recurrence.

5.3 Workers while at work must:

- Take reasonable care for their own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction from the Council so far as reasonably practicable
- Cooperate with any reasonable Policy or procedures of Council relating to health and safety

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, trainee, contractor, outworker and Councillor.

An elected member of the Council does not, in that capacity, conduct a business or undertaking.

6. REVIEW

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

7. REFERENCE

NSW Work Health & Safety Act, 2011
NSW Work Health & Safety Regulation, 2017
NSW Workers Compensation Act 1987
NSW Workplace Injury Management Workers Compensation Act 1998
NSW Workers Compensation Regulations 2016
Local Government Act (NSW) 1993

Mr. Gary Woodman –
General Manager



24/7/2025

Name and position

Signature

Date