

RICHMOND VALLEY COUNCIL POLICY REGISTER

File No: O.010.00

Policy No: 1.6.2

POLICY:	OCCUPATIONAL HEALTH AND SAFETY (OH&S)
FUNCTION:	Human Resources
OBJECTIVE:	To provide for the health and safety of employees and visitors
DIRECTORATE:	CORPORATE SERVICES

POLICY STATEMENT :

The occupational health, safety and welfare of all employees and visitors is of paramount importance to Richmond Valley Council. Through its OH&S Management Plan, Richmond Valley Council aims to maintain a framework for continual improvement of safety in the workplace.

WORKPLACE COMMITMENT AND IMPLEMENTATION

Richmond Valley Council is committed to providing and maintaining a safe workplace and safe work systems to minimise the risk of injuries and comply with relevant Acts and Regulations. Richmond Valley Council strives to achieve these goals through the implementation of its Occupational Health and Safety (OH&S) Management Program.

Key aspects of this OH&S management program include:

- Workplace consultation
- Workplace risk assessment procedures
- Workplace OH&S induction, training and education
- Workplace design, safe work method statements and continual review of procedures
- Emergency preparedness including emergency procedures, fire fighting equipment and evacuation drills
- Provision of OH&S resources
- Workplace inspections and assessments
- Reporting and recording of workplace injuries, incidents and illnesses.
- Investigating workplace hazards, near hits, incidents & injuries
- Provision of OH&S information to employees, contractors & visitors
- Injury management including employee rehabilitation and early return to work programs
- Monitoring and review of OH&S policies and procedures

The OH&S Management Program will be monitored and reviewed annually by the OH&S Co-ordinator in consultation with staff, particularly the OH&S Committee and the Human Resources Department, to ensure continual improvement. This will assist in the process of maintaining program effectiveness and complying with relevant legislation.

RESPONSIBILITIES

All Staff are required to co-operate with Council OH&S procedures to enable its compliance with relevant OHS legislation

Management's Responsibility

Management at all levels is required to take all reasonable measures necessary to ensure the health and safety of all persons in the workplace. Management is responsible for the development, implementation, monitoring and review of the OH&S program in consultation with its employees. Management will ensure that resources in line with the importance attached to OH&S are made available to comply with all relevant Acts and Regulations.

General Manager

- To provide leadership and direction to ensure that all levels of Council are aware of OH&S program requirements and are committed to the program.
- Delegate authority to ensure efficient and effective operation of the program.
- Allocate resources to adequately address requirements

Directors

- Directors shall ensure this policy and the OH&S Program is developed and effectively implemented in their areas of control and within budgetary allocation.
- Directors will support managers and supervisors and hold them accountable for their specific responsibilities.

Managers

- Managers shall contribute to the development, implementation and review of the OH&S Program within their area of control.
- Managers shall report any requirements for the program to Senior Management.
- Managers shall ensure that staff under their control follow all Richmond Valley Council OH&S policies and procedures, and comply with the relevant OH&S legislation.

Supervisors/Overseers/Leading Hands/Gangers

- Are responsible for taking all practical measures to ensure:
- OH&S program compliance within the area of their control.
- Employees are adequately supervised, skilled and equipped to meet OH&S program requirements.
- Program deficiencies (including safety equipment and training needs) are identified and reported to management.
- Employees are consulted on issues affecting their health and safety and any staff concerns are referred to management.

Employees

- Employees are responsible for compliance with Richmond Valley Council OH&S policies, and procedures to ensure their own health and safety and that of others in the workplace.

Contractors and Sub-Contractors

Prior to engagement, all Contractors and sub-contractors engaged to perform work for Richmond Valley Council shall comply with the Council's OH&S policies, procedures and programs and observe health and safety directions from Council Officers. Failure to comply with this policy will be considered a contractual breach, being sufficient grounds for termination.

NON COMPLIANCE

All staff at Richmond Valley Council will be aware of their workplace OH&S responsibilities and will be held accountable for non-compliance. Failure to comply with these responsibilities will be dealt with in accordance with the provisions of the Richmond Valley Council Notional Agreement Preserving a State Award 2004. This disciplinary action includes an initial notice of OH&S non-compliance and notification of the required standard. This action is to be documented, signed by the employee and added to their personnel record. Any further failure to comply will be followed by two similar formal warnings. Non-compliance of OH&S responsibilities after three such warnings may be followed by termination of employment.

VARIATION

Council reserves the right to review, revoke and/or vary this policy from time to time.