



**ATTACHMENT DOCUMENT
FOR
COUNCIL MEETING**

Tuesday 28 July 2020

Michael Urquhart
ACTING GENERAL MANAGER

AGENDA

- 1. Emergency Management (Review existing policy)*
- 2. First Aid (Review existing policy)*
- 3. Workplace health & Safety (New policy and manual)*



EMERGENCY MANAGEMENT POLICY & PROCEDURE

Adoption Date: 28 July 2020

Review Date: 14 May 2020

Responsible Officer: WHS Officer Rehabilitation Coordinator

POLICY STATEMENT

Walgett Shire Council is committed to protect the health and safety of employees, contractors, visitors and others from real or potential hazards present in council buildings in an emergency situation.

OBJECTIVES:

Walgett Shire Council will ensure that:

- Emergency procedures shall be developed and displayed for all Council owned and operated buildings and sites,
- Emergency procedures shall be communicated to Workers, Visitors, Contractors and any other building users,
- Workers, Visitors, Contractors, Service Providers and any other building users must comply with emergency procedures via Walgett Shire Council's Induction Process.
- Fire Wardens and those persons designated to assist in an emergency have the necessary authority to manage emergencies and emergency drills in accordance with this policy, procedure and associated evacuation procedures.
- Where co-tenancy exists with another organization all reasonable attempts shall be made to integrate emergency procedures
- Emergency procedures shall be tested at least twice per year.

SCOPE:

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Council or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2011 and relevant Codes of Practice.

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Definitions

Emergency

Means any sudden danger that requires immediate action to prevent severe injury, illness, damage or distress.

Examples include:

- Fire
- Bomb threat
- Personal threat
- Medical emergency
- Evacuation

Emergency Control Personnel

Means any worker of Walgett Shire Council who has been appointed under this procedure to the function of Chief Warden, Deputy Chief Warden or Warden.

During emergencies, evacuations and practices, the Chief Warden must wear a white helmet, the Deputy Chief Warden and other wardens wear a red helmet.

In the event of an emergency, the Chief Warden has full authority and all Wardens must be obeyed when giving direction for the duration of the emergency.

Emergency Services

Means New South Wales Fire and Rescue, New South Wales Police, New South Wales Ambulance, and the New South Wales State Emergency Service, (SES).

Compliance

Failure to comply with this policy and procedure or any procedure produced in accordance with this policy or procedure may result in disciplinary action in accordance with Walgett Shire Council's current discipline policy.

Council's Responsibilities

Council is under a statutory obligation to make provision for the evacuation of persons in the event of an emergency at a place of work, as well as arrangement for emergency communication and appropriate medical treatment of injured persons.

Media

In the event of an emergency the only person to provide information to the media is Walgett Shire Council General Manager. If any worker is approached by the media, they are to state politely that in this situation they are required to contact the General Manager to obtain information.

Worker and Contractor Responsibilities

During an emergency, the Chief Warden will assume control and all workers, contractors, visitors and others shall:

- Follow the Wardens directions,
- Move in an orderly manner to the nearest clear emergency exit and proceed to the designated assembly area
- Advise the Wardens of anyone that you are aware of who requires assistance to evacuate
- Advise the Wardens of the whereabouts of any person known to be absent from the building at the time of the emergency
- Remain in the assembly area until advised by the Wardens to leave
- No one is to re-enter the building until given the all clear from the Chief Warden

Actions

Emergency Planning

The WHS Officer Rehabilitation Coordinator will develop, document and issue a set of Emergency Instructions for each building, area or activity. Emergency Instructions must:

- Address the risks of fire and serious injury
- Identify any other emergency situations relevant to the particular area or building
- List the steps to be followed in each case, including the method to be used to initiate an evacuation of the building. This may include verbally instructing people to evacuate, operating an evacuation siren etc
- Making special provision for people with disabilities

Emergency Control Personnel

A Fire Warden will be appointed to each area or building by the WHS Officer Rehabilitation Coordinator. Each Fire Warden will identify suitable designated assembly points for evacuations in consultation with the WHS Officer Rehabilitation Coordinator. Each Fire Warden will be selected based on personal characteristics and availability rather than by considerations related to organizational or reporting structure.

Emergency Floor Plans

A minimum of one (1) Emergency Floor Plan must be prominently displayed on each floor of each building/area. The Council administration building must display a minimum of five (5) floor plans on each floor. Each floor plan must clearly illustrate:

- The name of the building and the floor level;
- The location of the plan itself (“You Are Here”) on the floor;
- The emergency exists for that floor
- The location of fire-fighting equipment;
- The location of any break glass alarm; and
- The location of the First Aid kit.

Immediately next to the floor plan, a one page summary of the Emergency Instructions must be displayed.

Emergency Instructions

General Emergency Instructions

If you are the first person at the scene of an emergency – Assess, Alert and Assist by doing the following:

- Assess the situation for immediate dangers to your own safety and take the appropriate steps
- Alert persons around you, the relevant emergency services (000) and the Fire Warden where possible
- Assist any persons around you if it is safe to do so
- Contain or combat the emergency only if it is safe to do so.
- Evacuate to a safe location
- Notify the immediate supervisor or relevant director of the incident. They should be notified of any incidents that are likely to cause distress to the persons involved

Building Evacuation Instructions

All staff, contractors, consultants and visitors must do the following if instructed to evacuate a building or area by means of an automatic or manual alarm:

- Make all equipment safe
- Evacuate promptly from the building, closing doors behind you if practicable
- Assemble at the designated assembly point for that building or area
- Report to the Fire Warden assigned to that area and await further instructions
- Do not leave the area
- Follow instructions from Fire Warden or emergency services personnel

All Fire Wardens must:

Initiate an immediate evacuation if there is an automatic evacuation alarm or instruction to evacuate by emergency services personnel

Investigate an emergency and decide if an evacuation is necessary if there has been a report of an emergency by others or there is an indication of an incident or problem

In the case of an evacuation the Fire Warden must:

- Follow the Emergency Instructions to initiate evacuation
- Ensure that the appropriate emergency services have been contacted by phone (000 for emergency)
- Put on the Fire Warden hat
- Conduct a thorough search of the area advising people to evacuate to the assembly point
- Proceed to the assembly point
- Determine whether the assembly point is safe and take appropriate action if not
- Determine if anyone may be missing
- Report to the Emergency Services personnel and advise the result of the area search and the head count
- Take steps to prevent unauthorized persons from entering the building if necessary

Bomb Threats

Written Threat – any Councillor or employee receiving a written bomb threat must:

- Avoid unnecessary handling of the letter, envelope, parcel etc;
- Preserve the evidence by placing it into an envelope or sleeve (preferably clear); and
- Immediately report the matter to the Manager/Supervisor who must contact emergency services (call 000) and the Fire Warden.

Telephone Threat – The Manager/Supervisor must contact emergency services (call 000) and the Fire Warden.

Suspect Object or Mail Item – any Councillor or employee who discovers a suspect object or receives a suspect item of mail must:

- Avoid handling the object or item;
- Alert nearby people and retreat from the immediate area;
- Immediately report the matter to the Manager/ Supervisor who must contact emergency services (call 000) and the Fire Warden.

Walgett Shire Council Emergency Instructions

Name of Area:	Phone Number:
Location:	Phone Number:
Fire Warden:	Phone Number:

Designated Assembly Point:

General Emergency Instructions

Building Evacuation Instructions:

STANDARD FIRE ORDERS

**IF YOU SEE FIRE OR SMOKE DO NOT PANIC OR SHOUT
REMAIN CALM – REMEMBER R.A.C.E**

- RESCUE PEOPLE:** - From Immediate Danger (If safe to do so)
- ALARM:** - Call Fire Brigade – **Dial 000**
Provide Name, Address,
Nearest Cross Street,
Nature of Incident
- CONTAIN FIRE** - If practical, close all doors
& **SMOKE:** and windows (If safe to do so)
- EXTINGUISH:** - Only attempt to extinguish the
Fire using the appropriate fire
Fighting equipment (If trained and safe to do so)

Prepare to evacuate if necessary.

Leave lights on.

Save records if possible.

The order in which these actions are performed will depend upon the particular fire situation.

BOMB THREAT

IF YOU RECEIVE A BOMB THREAT

- REMAIN CALM:** Treat call as genuine, record exact information, prolong the conversation and do not hang up.
- ATTRACT THE ATTENTION OF A SECOND PERSON:** **DO NOT ALERT CALLER TO YOUR ACTIONS**
Get a second person to **call 000** – Police, and report the call
- BE ATTENTIVE:** Note distinguishing background noises, music, traffic etc. Note voice characteristics. Does the caller know the building?
- RECORD:** **DETAILS IMMEDIATELY**
(Refer to Bomb Threat Checklist)
- NOTIFY:** Supervisor or Director
- PREPARE:** To follow instructions of Supervisor or Director. Evacuate if necessary. Assist in search if required.
- IF OBJECT FOUND:** **DO NOT TOUCH**
Report Find. Open doors and windows where possible and evacuate area.

BOMB THREAT CHECKLIST

Exact wording of threat: _____

Questions to ask:

When is the bomb going to explode? _____
Where did you put the bomb? _____
When did you put it there? _____
What does the bomb look like? _____
What kind of bomb is it? _____
What will make the bomb explode? _____
Why did you place the bomb? _____
What is your name? _____

Callers Voice

Sex of caller: Male / Female
Callers voice: Asian American English Australian European Other _____
Voice: Loud / Soft / Other _____ Speech: Loud / Soft / Other _____
Impediment: Lisp / Stutter Other _____ Manner: Calm Emotional / Other _____
Did you recognize the voice? Yes / No
Was the caller familiar with the area? Yes / No

Threat Language

Well-spoken Yes / No Incoherent Yes / No Taped Yes / No
Message read by caller Yes / No Abusive Yes / No
Other _____

Background Noises:

Local call _____ STD _____ Music _____
Voices _____ Street noise _____ Aircraft _____
House noise _____ Machinery _____ Other _____

Call Taken:

Time _____ Date _____

Duration of call _____

Additional Information:

Number called _____
Call taken by _____
Signature _____

PERSONAL THREAT

PERSONAL THREATS INCLUDE ASSAULTS, CONFRONTATIONS WITH ARMED AND UNARMED PERSONS, ARMED HOLD UPS, HOSTAGE AND KIDNAP SITUATIONS AND ROBBERY.

- REMAIN CALM:** Do not panic or shout, avoid eye contact, do not make any sudden movements
- DO NOT TAKE RISKS:** Hand over whatever is requested
Do not do anything which may antagonise the assailant.
- DO ONLY WHAT YOU ARE TOLD:** Do not volunteer other information
- OBSERVE OFFENDER'S** Face, height, voice, clothing, tattoos, jewellery, items touched
- CHARACTER:** Also Note: Type of vehicle used for escape, registration number if possible and direction of escape
- ALERT:** Other staff members if safe to do so
- TELEPHONE:** Police, Dial "000" from the nearest extension. Give your location, name and request urgent assistance
- RECORD:** Immediately after assailant has departed, write down all details which may be relevant

MEDICAL EMERGENCY

IN THE EVENT OF A CARDIAC ARREST OR THE NEED FOR URGENT MEDICAL ASSISTANCE.

REMAIN CALM: Do not panic

ASSESS PATIENT: Danger
Response
Airway
Breathing
Circulation

RAISE ALARM: Call for Help
Do not leave the patient
Call an ambulance “000”
Provide Name, address, nearest cross street, nature of the incident

COMMENCE: CPR (Cardiopulmonary Resuscitation)
or
First Aid as required, if trained

FIRST AID KIT LOCATED: On wall in the kitchen

EMERGENCY TELEPHONE NUMBERS

Fire Brigade	000
Police	000
Ambulance	000
R.F.S	000
S.E.S.	132 500
Walgett Hospital	6828 6000
Lightning Ridge Hospital	6829 1022
Collarenebri Hospital	6756 4888
Aboriginal Medical Service	6828 1611
Country Energy	132356 or 132080
Council On-Call	0428 420 588

When giving an address to an Emergency Services Operator state the following:

Name of Business	Walgett Shire Council
Street Address	77 Fox Street
Town	Walgett
Nearest Cross Street	Euroka Street
Nature of Incident	Fire, Medical etc
Number of Persons	Trapped or injured etc

EVACUATION

EVACUATION IS THE RAPID REMOVAL OF PEOPLE FROM IMMEDIATE OR THREATENED DANGER IN A SAFE AND ORDERLY MANNER.

REMAIN CALM: **DO NOT PANIC**

ALERT: Fellow Employees
Ensure Emergency Services has been alerted

ASSEMBLY: Assembly area is at **GRAY PARK**

EVACUATE:

1. People in immediate danger
2. People out of immediate danger
3. Out of Section of Building
4. Total Evacuation of Building

CHECK: All rooms, especially toilets and storage areas, behind doors, upstairs, all offices etc

RECORDS: If safe to do so, save as many records as possible

HEAD COUNT: Wardens will conduct a head count

DO NOT leave the assembly area until told to do so by the Warden

DO NOT re-enter the building until cleared and told by the Fire Brigade

REPORT: To the Chief Warden
Notify Emergency Service of any persons unaccounted for

EXTERNAL EMERGENCY

AN EXTERNAL EMERGENCY COULD BE CAUSED BY NATURAL DISASTERS, BUSHFIRE, EARTHQUAKE, FLOODING, MAJOR ROAD ACCIDENTS, AIRCRAFT CRASH, CIVIL DISTURBANCES ETC.

CONTACT: The person receiving notification of a disaster should contact the relevant emergency service if assistance is required.

PREPARE FOR: Evacuation if considered necessary.
Isolate services such as electricity, gas and water.

ADVISE: Fellow workers of the situation.
Calmly explain the situation and how it will affect them.

RECOVERY: Plan how you will recover from the disaster. Have continuity plans.

DO NOT USE TELEPHONES – WAIT TO BE CALLED.

INTERNAL EMERGENCY

OTHER THAN FIRE / SMOKE, AN INTERNAL EMERGENCY COULD BE CAUSED BY EXPLOSION, ELECTRICAL POWER FAILURE, WATER SUPPLY FAILURE, SPILLAGE OR LEAK OF HAZARDOUS SUBSTANCES, ILLEGAL OCCUPANCY

REMAIN CALM: **DO NOT PANIC**

ALERT: Call “000” (If appropriate)

State exact location and nature of the emergency

Give your name.

RESTRICT ACCESS: To affected Area

DO NOT ATTEMPT ANY ACTION WHICH PUTS YOUR LIFE IN DANGER

Follow instructions of the warden

Prepare to evacuate if necessary

ESSENTIAL SERVICES FAULTS:

Essential Services faults include faults in electricity water, gas, telephones, plumbing, security services or computers.

PROCEDURE:

- When an essential service is faulty or fails, the warden is to be notified.
- After assessment of failure, a decision is made on the urgency of the matter.
- If the situation or the likely consequences are considered urgent, appropriate action should be taken immediately.
- If the situation is non-urgent, appropriate action should be taken as soon as possible.

Training

All Wardens shall be trained in emergency procedures and the use of firefighting equipment.

All new workers will be instructed during the initial induction, evacuation procedures, location of fire extinguishers, location of exits and location of the assembly areas.

An emergency evacuation drill will be practiced at least twice a year.

Revision Register

Edition	Issue Date	Review Date	Authorised by	Position
1	March 2016	March 2017	Donald Ramsland	General Manager
2	August 2017	August 2018	Donald Ramsland	General Manager
3	May 2020	May 2021	Michael Urquhart	A. General Manager

POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Local Government Act 1993
- Local Government (State) Award 2017
-

RELATED WSC POLICIES



FIRST AID POLICY & PROCEDURE

Adoption Date: 28 July 2020

Review Date: 14 May 2020

Responsible Officer: WHS Officer Rehabilitation Coordinator

POLICY STATEMENT

Walgett Shire Council is committed to the provision of an effective First Aid service in the event that any worker, contractor, visitor or others may be affected by accidents, incidents, and / or injuries arising from the work carried out at Walgett Shire Council.

Objectives:

Walgett Shire Council will ensure that:

- The legislative requirements for First Aid are complied with
- The workplace hazards relative to council's operations have been considered when equipping and staffing the First Aid service
- Adequate equipment, facilities, supplies and staffing have been provided
- First Aid personnel have been trained and are deemed suitable for their position
- First Aid treatment is recorded
- The First Aid treatment records will be examined and reviewed with the view to developing strategies for the prevention / reduction of workplace injuries, incidents and illnesses
- Where required, injured personnel will be transported by ambulance to hospital.

Scope

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Council or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2017 and relevant Codes of Practice.

Procedure

The purpose of this procedure is to assist Walgett Shire Council to provide reasonable first aid assistance to persons suffering an injury or illness in the workplace.

Scope

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Council or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2017 and relevant Codes of Practice.

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Definitions.

First Aid

Is the initial and immediate treatment required to save the life of an injured or ill person until such time as professional medical assistance can be rendered.

First Aid can also relate to the comfort of a sick or injured person.

First Aid aims to:

- Preserve life
- Protect the Unconscious
- Prevent further injury
- Promote recovery

First Aid Officer

Means a worker who holds a current accredited First Aid qualification and who has been appointed as a First Aid Officer as per the Local Government (State) Award 2017 at Walgett Shire Council.

References.

Work Health and Safety Act 2011 – Part 2, clause 17.

Work Health and Safety Regulation 2011 – Chapter 3, Division 3, Clause 42

WorkCover First Aid in the Workplace Code of Practice

Local Government Act 1993

Workers Compensation Act 1987 No.70

Workplace Injury Management and Workers Compensation Act 1998 No 86

Local Government (State) Award 2017

Compliance

Failure to comply with this policy and procedure or any procedure produced in accordance with this policy or procedure may result in disciplinary action in accordance with Walgett Shire Council's current discipline policy.

Council's Responsibilities

Walgett Shire Council has a responsibility to ensure there is adequate first aid provided at each site. This includes:

- Adequate and appropriate first aid kits at each work site
- All workers have access to first aid facilities
- An adequate number of workers are trained to administer first aid
- Every first aider has a current certificate
- Every first aid treatment is recorded
- Ensure there are first aid kits in all company vehicles including trucks etc

Managers and Supervisors Responsibilities

Managers and Supervisors are responsible for ensuring that:

- The objectives of this policy are implemented into work practices, and
- The first Aid service continues to meet Walgett Shire Council's needs.
- Ensure that the first aid facilities in each area are assessed every year to ensure that they are appropriate to Council's needs. The assessment will include consultation with the First Aid Officers and workers. A copy of the assessment shall be kept as a record. The assessment will have regard to:
 - (a) The nature of the work being carried out at the workplace,
 - (b) The nature of the hazards at the workplace,
 - (c) The size and location of the workplace,
 - (d) The number and composition of the workers and other persons at the workplace.

Worker and Contractor Responsibilities

In any situation where first aid is required or an incident resulting in an injury has occurred, a qualified First Aid Officer must be notified immediately. To enable this to occur, the following steps should be taken:

- Ensure that you know the name and the telephone / mobile contact number for the nominated First Aid Officer in your area,
- Notify the First Aid Officer and state the location and situation
- Make the incident area as safe as possible,
- If conscious, try to keep the person calm,
- Stay with the injured person until the First Aid Officer arrives,
- Assist with the care of the injured person as directed by the First Aid Officer

First Aid Officer and Safety Considerations

Walgett Shire Council First Aid Officers shall:

- Ensure that their first aid qualifications are current. Note: Walgett Shire Council First Aid Officers will be trained to undertake Workplace First Aid by completing the necessary First Aid training as per the national requirements. Certificates are to be renewed every three years to remain current. The costs of approved First Aid Certificate Courses will be met by Walgett Shire Council.
- Provide first aid treatment only to their level of qualifications and experience
- Recommend further treatment or actions as required (i.e) call an ambulance
- Keep up-to-date emergency contact information
- Have a detailed knowledge of Council's First Aid policy and procedures.
- Participate as requested in any review of the First Aid Policy and Procedures
- Record accurate details of each person treated for first aid using council's current Incident Report Form
- Ensure that a current list of contents is maintained in every First Aid kit under their responsibility
- Restock and maintain allocated kits including checking the contents (ie) Expiry dates etc.
- Have a knowledge of the hazardous substances used in their designated First Aid areas and know where the SDS sheets are located, and have a general knowledge of the treatments recommended in the SDS for those areas.
- It is the responsibility of the First Aid Officer to ensure that their first aid qualifications are maintained.
- Senior First Aid Courses and re-fresher courses will be coordinated through Human Resources. Copies of certificates will be kept on an employee's staff file.

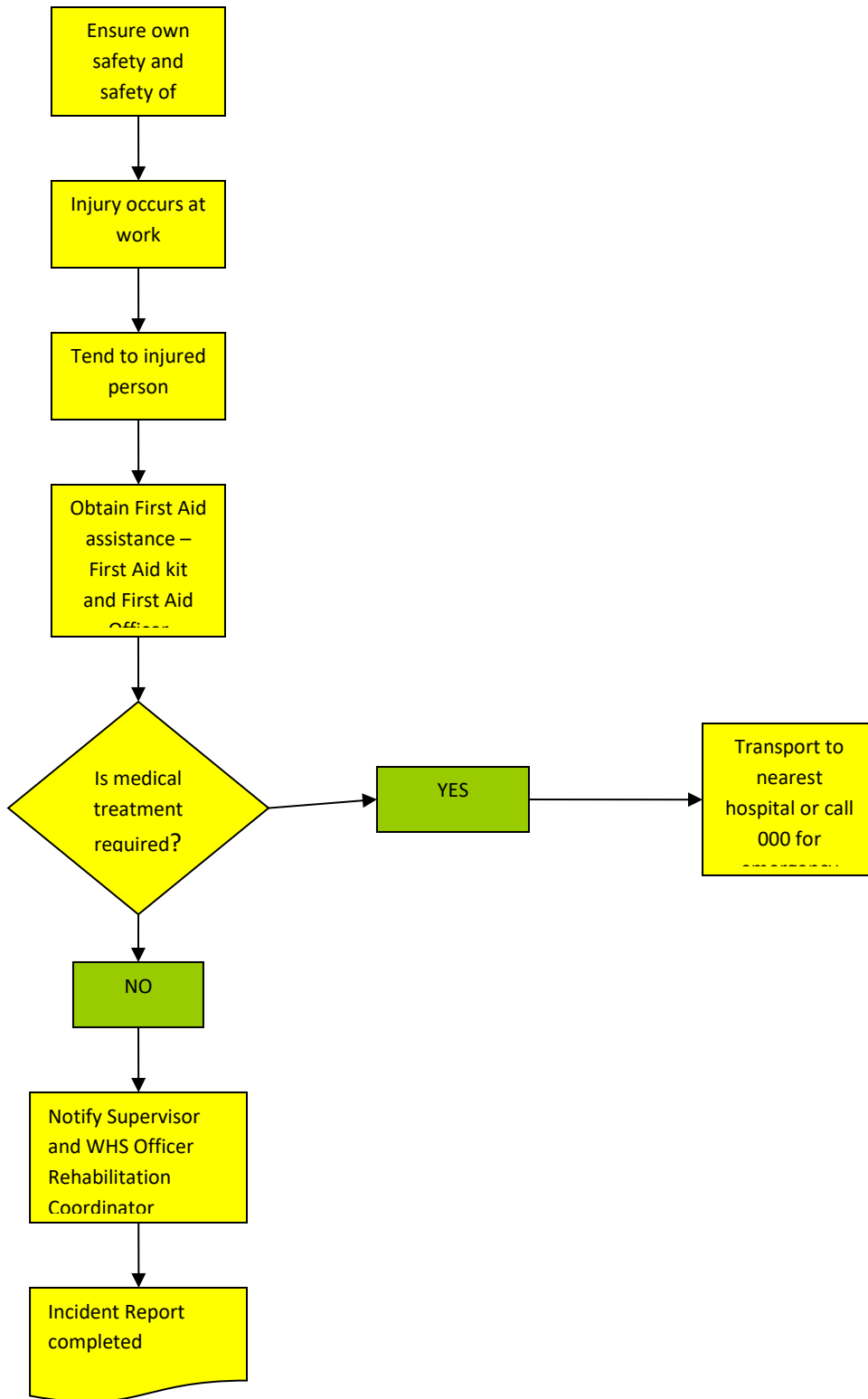
First Aid Officers are at all times responsible for **protecting themselves from infection and injury**.

Things to remember:

- Treat all people as being potentially infectious
- Always wash your hands immediately after treatment of an injured or ill person
- Cover any cuts you may have with waterproof dressings
- Always wear disposable gloves when treating Workers or customers
- Always wear a one-way mask when providing mouth-to-mouth resuscitation.

Reporting Accidents and Incidents

- Every work illness or injury, regardless of its severity, must be reported to the immediate supervisor.
- All incidents must be reported on Walgett Shire Council's Incident Report Form and lodged with Council's WHS Officer Rehabilitation Coordinator before end of shift to enable an investigation to be undertaken.



First Aid Officer Training

The appointment of designated First Aid Officers is to be undertaken by the Work Health and Safety Officer Rehabilitation Coordinator every twelve months in consultation with employees and Human Resources. As a general guide the following workplaces should have a designated First Aid Officer appointed:

- Administration Building
- Libraries
- Visitor Information Centre
- Council Depots
- Council Workshop - Walgett
- Work Crews with three or more workers
- Regulatory Officer
- Lone Workers

Employees appointed as First Aid Officers should:

- Show evidence of a capacity to deal with injury and illness and be able to relate well to other staff;
- Be in reasonable health;
- Be present in the designated workplace for a majority of normal working hours, Monday to Friday and be able to be called away from their ordinary work at short notice;
- Be able to act calmly in an emergency; and
- Be able to competently record all injuries and treatment given on an Incident Report Form.

First Aid Officers shall be paid an allowance in addition to their weekly rate accordance with Clause 15 (xiii) First Aid in the workplace, First Aid work allowance (a) Local Government (State) Award 2017.

A First Aid Officer may request in writing at any time to cease responsibilities as a First Aid Officer. Consequently appointment of a new First Aid Officer for the particular area will be undertaken as soon as possible after the position becomes vacant and once organisational requirements are assessed.

A list of all first aid trained employees shall be held by the Human Resources department.

Emergency evacuation arrangements and site kits must identify First Aid Officers and other first aid trained employees.

Council will continue to promote first aid training to all interested employees. However only appointed First Aid Officers will receive a first aid allowance in accordance with Local Government (State) Award 2017.

Orders to replace stock shall be raised by the First Aid Officer and forwarded to stores as appropriate. This should be done soon after a stock item is used or noticed missing during an inspection.

Requirements for First Aid (Code of Practice –First Aid in the Workplace 2012)

Item	Kit contents
	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

First Aid Equipment – First Aid Cabinet Contents

The following is a description of items that must be in the first aid cabinet.

QTY	Description
1	Adhesive dressing strip – 7.5cm width x 1 metre
50	Adhesive strips – detectable (blue)
1	Adhesive tape – Hype allergenic, 1.25cm
1	Adhesive tape – elastic, 2.5cm
1	Bactisidal antiseptic wipes – packet of 10
1	Bandage – 10cm cotton crepe
1	Bandage – 7.5cm cotton crepe bandage
1	Bandage – 5cm cotton crepe bandage
1	Betadine lotion – 50ml
1	Burn Dressing – large
1	Burn Dressing – Medium
1	Chemical Cold Pack (strike and use)
1	Combine wound dressing – Large
1	Combine wound dressing – Medium
1	Combine wound dressing – Small
1	Cotton tipped applicators – packet of 50
1	CPR instruction card – laminated
10	Dressings – 7.5cm x 7.5cm, non adherent
3	Drinking tumblers – disposable
2	Eye pads – sterile
1	First aid kit contents list – laminated
1	Gauze Swab 10cm x 10cm – sterile
1	Kidney dish – small plastic
10	Latex gloves – disposable
1	Plastic bag with seal for amputated parts – medium
1	Rescue blanket – silver space
1	Resuscitation mask with no returnable valve
1	Safety pin – large
1	Saline for eye washing – 30ml sterile
1	Scissors – 12.5cm
1	Splinter forceps
1	St John Ambulance book “Simple First Aid” – pocket size
1	Triangular bandages – large
1	Wound closure strips – large
	Additional items not stored in kits
2	Large reusable cold packs to be stored in staff room fridge

First Aid Kits

First Aid Kit A: Construction sites at which 25 or more persons work or other places of work at which 100 or more persons work.

First Aid Kit B: Construction sites at which fewer than 25 persons work or other places of work at which fewer than 100 and more than 10 persons work (worksites and workshop).

First Aid Kit C: Places of work other than construction sites which 10 or fewer persons work (company vehicles).

First Aid Kit Contents & Quantities

Item Description	First Aid Kit Type		
	A	B	C
	Quantity		
Adhesive dressing tape – 2.5cm x 5.0cm	1	1	
Adhesive plastic dressing strips – sterile – packets of 50	2	1	1
Bandage – 5cm - cotton crepe	3	1	1
Bandage – 10cm - cotton crepe	3	1	
Swabs pre-packed antiseptic – packets of 10	1	1	
Triangular Bandages – minimum 90cm	8	4	1
Wound dressing – sterile large non medicated	10	3	1
Dressings – 7.5cm x 7.5cm – non adherent	5	2	
Gauze swab – pre-packed 10cm x 10cm sterile – packets of 10	1	1	
Plastic bag with seal for amputated parts:			
SMALL	2	1	1
MEDIUM	2	1	1
LARGE	2	1	1
Scissors – blunt short-nosed 12.5cm	1	1	
Safety Pins – packets	1	1	1
Eye pads – sterile	5	2	
Gloves – Disposable	10	4	2
Rescue Blanket Silver Space	1	1	
Splinter Probes (disposable)	1	1	1
Sterile eye wash solution 10 ml single use ampules	12	6	
First Aid pamphlet as approved by WorkCover	1	1	1

Syringes

If a Worker discovers a needle or syringe it should be brought to the attention of a First Aid Officer. The First Aid Officer should dispose of the syringe in the following method:

- Obtain puncture resistant gloves.
- Disposable tong, puncture proof container.
- Wear the gloves while picking up the syringe with the disposable tongs. Place the syringe in the puncture proof container and dispose of the container correctly at a chemist or hospital.

If a Worker suffers a needlestick injury the procedures detailed in council's SHARPS AND NEEDLESTICK INJURY policy must be followed:

- First aid
- Detailed report
- Baseline testing
- Counselling
- Follow-up
- Complete Documentation

Revision Register

Edition	Issue Date	Review Date	Authorised by	Position
1	March 2016	March 2017	Don Ramsland	General Manager
2	March 2017	August 2017	Don Ramsland	General Manager
3	May 2020	May 2021	Michael Urquhart	A. General Manager



WALGETT SHIRE COUNCIL

Work Health and Safety Policy

Walgett Shire Council is committed to the implementing of Council's statutory obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2017.

It shall apply to all Walgett Shire Council operations; however it must be read in conjunction with all other statutory legislation that applies in regards to health and safety requirements.

Council is committed to providing a safe and healthy work place for all employees, contractors and visitors and acknowledges the following obligations to:

- Secure and promote the health, safety and welfare of staff, contractors and visitors in the workplace
- Promote a safe and healthy workplace that protects them from injury and illness
- Provide for consultation and co-operation between employers and employees in achieving the objectives of the Work Health and Safety Act 2011
- Ensure that risks to health and safety in the workplace are identified, assessed and eliminated or controlled
- Develop and promote community awareness of Work Health and Safety issues
- Provide a framework that allows for progressively higher standards of Work Health and Safety to take account of changes in technology and work practices
- Protect staff, contractors and visitors against risks to Health and Safety arising from the use of plant that affects public safety.

Michael Urquhart
Acting General Manager
Signature: _____

Date: _____



WALGETT SHIRE COUNCIL

Work Health and Safety Manual

Scope

This Manual will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This Manual will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Council or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2017 and relevant Codes of Practice.

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Responsibility of Councillors

Under the provisions of the *Local Government Act 1993* Councillors, as elected representatives, have no direct responsibility for the day to day operations of Council. Councillors, as the governing body, have however the following statutory corporate responsibilities that have implications for the capacity of the corporate body to meet its obligations under the Act and the Regulation.

Section 232 of the Local Government Act 1993 defines the role of a Councillor:

- To direct and control the affairs of council in accordance with (the) Act
- To participate in the optimum allocation of the council's resources for the benefit of the area
- To play a key role in the creation and review of the council's policies and objectives and criteria relating to the exercise of the council's regulatory functions
- To review the performance of the council and its delivery of services, and the management plans and revenue policies of the council.

As such a Councillor must seek to promote an organisational environment that reinforces Council's statutory obligations to ensure a safe and healthy workplace.

Councillors must be committed to ensuring that in undertaking their corporate responsibilities that attention is given to the organisational objectives for occupational health and safety. Council, when adopting the Management Plan, will consider the practical implications for health and safety with regard to the following matters:

- The statement of principal activities which Council proposes to undertake (Section 403(1) of the Local Government Act 1993)
- The activities to be undertaken by Council (Section 403(2) of the Local Government Act 1993)
- Identified human resources activities, including the provision of resources for training programs relating to work health and safety requirements (Section 403(2) of the Local Government Act 1993)
- The performance review of the General Manager (Section 338(1) of the Local Government Act 1993)

At all times Councillors must:

- Follow Council's relevant safety procedures while at a Council workplace;
- Demonstrate a commitment to promoting a safe Council workplace;
- At an individual level, through demonstrated support of Council's commitment to promoting a safe Council workplace, will be a positive role model for occupational health and safety.

Responsibility of the General Manager

The General Manager is responsible for the day to day management of Council. The General Manager must implement the decisions of Council without undue delay whilst ensuring that they are undertaken in a safe manner.

With regard to Work Health and Safety, the General Manager is responsible for:

- ensuring that there is an appropriate risk management system in place to meet the statutory obligations of Council under the Act and the Regulation;
- ensuring the policy framework to promote a safe and healthy workplace is in place, at all levels of Council, for all Council employees;
- developing Council's Work Health and Safety Policies and Procedures;
- ensuring that the health and safety of non-employees who may be at the Council workplace are addressed;

- promoting the health, safety and welfare of all employees and others at the workplace;
- ensuring the financial resources and expertise are available to develop and maintain an effective occupational health and safety system;
- providing effective leadership to promote organisational compliance with statutory obligations under the Act and the Regulation;
- as part of the periodic reporting on the implementation of the Council's Management Plan, information on the Council's Work Health and Safety performance is provided to Council;
- in determining the performance review criteria for senior staff ensure that WHS performance targets are incorporated into their staff appraisals;
- convening consultation with staff to ensure that arrangements are in place to enable Council employees to be involved in identifying hazards, contribute to risk assessments and assist in developing risk management procedures;
- ensuring there is demonstrated commitment and effective management of the Work Health and Safety policies and procedures and improvement in performance by all Council Directors.
- ensuring that all accidents and near misses are thoroughly reported, recorded and investigated and where necessary remedial action implemented.
- ensuring that the following occurs:
- SafeWork NSW is notified as soon as practical of any non-disturbance accident which has occurred at a Council workplace (clause 38 Work Health and Safety Act 2011);
- that subject to the exceptions stated in the Act appropriate arrangements are made not to disturb the area of the accident (clause 39 (3) Work Health and Safety Act 2011);
- SafeWork NSW is notified as soon as practical of any matter, other than a non-disturbance accident, which is required to be notified under the provisions of the Regulation which has occurred at a Council workplace (clause 699 of the Work Health and Safety Regulation 2017).

Responsibility of Senior Staff/Directors

Senior staff are identified in accordance with Section 332 of the Local Government Act 1993 and are employed under performance based contracts (Section 338). Senior staff as part of their obligation have specific responsibilities with regard to the development and implementation of the Council's Work Health and Safety policies and procedures. It is a responsibility shared with the General Manager. In particular the responsibilities of senior staff are to:

- co-operate with the General Manager to assist in developing a strategic approach to promoting a safe Council workplace;
- inform and advise, as appropriate, the General Manager on Work Health and Safety matters relevant to the operational responsibilities;
- ensure that within their operational responsibilities there are appropriate arrangements for workplace hazards to be identified;
- with regard to the identified workplace hazards ensure risk assessments have been undertaken;
- as appropriate, from time to time, review the risk assessments to verify they are adequate and reflect the reality of the workplace;
- review the arrangements for workplace consultation to ensure that it has taken place and is in accordance with the agreed procedures for Work Health and Safety workplace consultation;
- review the effectiveness of the approved risk control measures;

- assess the degree of compliance with approved risk control measures;
- if required indicate additional measures as are considered necessary.
- at the appropriate managers' meetings report on the operational area's contribution to the Council's Work Health and Safety performance;
- in reviewing the performance of managers ensure that health and safety criteria are incorporated into the staff appraisal as part of promoting a safer Council.

At all times Senior Staff will:

- satisfy themselves that the operational areas for which they are responsible have adequate resources, skills and expertise to undertake their tasks in a safe manner;
- ascertain that in undertaking their tasks neither employees of Council or other persons who are at the workplace are exposed to unsafe work conditions;
- ensure the adopted risk management procedures are appropriate;
- ensure that managers are supervising the risk management procedures;
- ensure breaches of risk management procedures are subject to investigation and appropriate disciplinary action.

At the individual level senior staff are required to:

- observe the Council's relevant safety procedures while at a Council workplace;
- demonstrate leadership and commitment to promoting a safe Council workplace;
- through their day-to-day activities set a high standard of commitment for Work Health and Safety matters;
- set a high standard of behaviour as an example for other Council employees

Responsibility of Managers

Managers within Council are employees who exercise a managerial function and are not employed as senior staff. As part of their obligation Managers have particular responsibilities with regard to assisting in the development and implementation of the Council's Work Health and Safety policies and procedures. It is a responsibility shared with Senior Staff and the General Manger. Managing Work Health and safety is inherent in the overall role of the Manager.

The responsibilities of Managers are:

- to review the performance of their operational area of responsibility to ensure compliance with the Council's risk management procedures;
- as required provide information on the operational area's contribution to the Council's Work Health and Safety performance;
- in undertaking the performance review of staff where necessary draw attention to the need to improve performance with regard to implementing Work Health and Safety policies and procedures;
- as necessary provide guidance and support to senior staff to assist them to improve the safety performance of their operational areas.
- At all times the Managers will:

- satisfy themselves that the operational areas for which they are responsible have the capacity to undertake the tasks in a safe manner;
- ensure that all foreseeable hazards have been identified;
- ensure the approach adopted for determining risk assessment is suitable for producing dependable assessments;
- ensure that the proposed risk management procedures represent practical solutions to controlling the assessed risks ;
- with regard to the proposed risk management procedures, ensure Council has the resources, technical expertise and skills to enable staff to implement the proposed measures;
- where necessary arrange for Council employees to undertake appropriate training to undertake the risk management procedures;
- when considering the risk management procedures to be adopted by Council, ensure that consideration is given to other persons who are not employees of Council and who may be at the workplace.

Managers are not to tolerate breaches of risk management procedures. In the circumstances that a manager observes a breach of risk management procedures the manager is required to:

- insist the breach of the risk management procedure cease immediately;
- instruct the employee(s) or other person(s) as to the appropriate procedures;
- review the circumstances in which the breach occurred to check as to why it was necessary to depart from a procedure;
- subject to the risk management procedure still being considered suitable for the task take steps to remind other staff that proper procedures must be followed;
- if the breach continues consider further training of staff;
- if necessary refer to the relevant Director for possible disciplinary action in accordance with the disciplinary procedures under the award.

At the individual level managers are required to:

- ensure that the Council's hazard identification, risk assessment and risk management procedures are appropriate for the undertaking of the operational tasks for which they are responsible;
- while at a Council workplace ensure the Council's risk management procedures are observed;
- provide support and guidance to supervisors to assist them to promote a safer Council workplace;
- demonstrate a commitment to supporting a safe Council workplace;
- establish a high standard of commitment for Work Health and Safety matters;
- be a good role model for employees.

Responsibilities of Supervisors

Supervisors within Council are employees of Council who exercise a direct supervisory role over other staff at the workplace and are accountable to managers. At the practical level, Supervisors have responsibilities with regard to the implementation of the Council's Work Health and Safety policies and procedures. It is a responsibility shared with their Manager. The specific responsibilities of Supervisors are:

- to ensure that before commencing a task or project that, in consultation with the involved Council employees, all foreseeable hazards have been identified;
- with regard to the identified hazards that there has been an assessment of the risks undertaken;
- to be satisfied that the approach adopted for undertaking the risk assessments is suitable for producing dependable risks assessments;
- in consultation with Council employees and the appropriate manager, risk management procedures be developed to control the risks to an acceptable level;
- be satisfied that the adopted risk management procedures represent workable solutions for controlling the assessed risks;
- with regard to the proposed risk management procedures ensure that there is available the resources, technical expertise and skills to enable staff to undertake risk management procedures in a safe manner;
- where necessary advise the appropriate manager of any identified training requirements to enable Council employees to carry out the relevant risk management procedures;
- in reviewing the hazards identification, risk assessment, and the risk management procedures to be adopted by Council consideration will be given to other persons who are not employees of Council and who may be at the workplace.

If a Supervisor observes a breach of risk management procedures the Supervisor is required to:

- instruct the employee(s) to cease the unauthorised practice;
- instruct the employee as to the appropriate risk management procedures to be followed;
- review with the employee their understanding of the appropriate risk management procedures to be followed;
- ensure that the employee is aware of their obligation to follow the approved risk management procedures;
- make it clear to the employee that failure to follow risk management procedures could be considered to be breach of the law;
- remind the employee that proper procedures must be followed;
- if the breach continues consider which additional measure may be required to ensure that the proper risk management procedures are followed at all times;
- if necessary refer it to the appropriate manager for possible disciplinary action in accordance disciplinary procedures under the award.

At the individual level Supervisory staff are required to:

- ensure that Council staff under their supervision have the knowledge and appropriate skills to safely undertake the operational tasks for which they are responsible;
- review the performance of their operational area of responsibility to ensure compliance with the Council's risk management procedures;
- at the workplace at all times, the adopted risk management procedures are observed by Council's employees;
- as required provide support and practical guidance to Council employees to enable them to undertake their tasks in a safe manner consistent with the Council's adopted risk management procedures;
- by personal example demonstrate a commitment to promoting a safe Council workplace;
- be a good role model for employees.

Responsibility of Council Employees

Council employees have a critical contribution to ensuring a safe Council workplace. Their responsibilities are as follows:

- to assist Council supervisors and managers in identifying hazards at the workplace;
- to participate in the assessment of the risks associated with the identified hazards;
- to be involved in the development and review of risk management procedures;
- at the workplace to ensure, by their individual actions, that they do not place themselves or other persons at risk of harm or ill-health;
- at the workplace not to, by way of omission or negligence, place themselves or others at the risk of harm or ill-health;
- be aware of and follow the Council's adopted risk management procedures when undertaking tasks and projects;
- follow the reasonable directions of supervisors and managers with regard to safety;
- do not interfere or misuse any device or equipment which has been provided as a part of a risk control measure;
- report as soon as practical and without delay to supervisors any matter which relates to hazard identification or risk assessment which effects the Council capacity to ensure a safe and healthy workplace;
- report, as soon as practical, and without undue delay any matter which indicates that the risk management procedures are inadequate to control a risk;
- report as soon as practical and without undue delay to supervisors any incidents or near misses which relate to Work Health and Safety at the Council workplace;
- in the event of a non-disturbance accident not to disturb or interfere with the accident scene other than to:
 - ❖ rescue a person from the scene of the incident, or
 - ❖ take such steps as are necessary to prevent further harm to employees, or

- ❖ render the scene of the accident safe for the purpose of inspection and if required WorkCover investigation;
- if requested respond and render assistance to any person who is working at a Council workplace who is suffering injury or illness.

At the individual level Council employees are required to:

- co-operate with Council as far as necessary to assist Council to comply with the statutory obligations under the Act and the Regulation;
- report immediately any unsafe work practices to their supervisors;
- report immediately any unsafe workplace condition which could place employees and other persons at risk;
- at all times follow the adopted risk management procedures;
- be a good role model to other employees.

Responsibility of Volunteers

While a volunteer undertaking tasks on behalf of Council is not considered to be an employee covered by a contract of employment, Council will apply the same standards with regard to the health and safety of volunteers as if they were employees of Council.

Before volunteers are permitted to undertake an activity on behalf of Council a risk assessment of the activity will be undertaken to ensure the following:

- the activity is suitable for volunteers and does not place risk to their health and safety;
- the volunteer has the physical capacity to undertake the activity;
- the volunteer has the knowledge and skills required to undertake the activity in a safe manner.

When satisfied that the activity is appropriate for volunteers Council is to ensure the following matters are addressed before the activity is commenced:

- the potential hazards have been identified;
- a risk assessment has been completed;
- consultation has been undertaken with the volunteers regarding safe work methods;
- appropriate risk management procedures have been developed;
- volunteers have been provided with information, instruction and training with regard to risk management procedures;
- any plant or equipment to be used by volunteers is safe;
- there is in place a system of work for the safe handling, use, storage and transport of plant, equipment or any substances to be used in the activity;
- at the location for the activity there are safe means of entry and exit which are identified to the volunteers;
- arrangements are in place for the appropriate monitoring and supervision;
- records are kept of attendance, tasks undertaken and any incidents including near misses.

Council also has the responsibility to ensure volunteers are provided with appropriate training which, depending on the activity, may include the following:

- WHS induction training;
- hazard identification;
- first aid;
- responding to an emergency;
- use of communication equipment;
- on-the-job training in specific risk management procedures as required.

While undertaking activities on behalf of Council, volunteers have responsibilities for health and safety. In particular volunteers, through their actions or omissions, are not to place themselves or other persons at risk while undertaking Council related activities. Depending upon the nature of the activity the responsibilities for volunteers may include the following:

- be aware of and follow the approved risk management procedures for the activity;
- follow the directions of the person in charge of the activity;
- use plant or equipment in accordance with the correct procedures;
- bring to the attention of the appropriate person any matter which could affect the safe undertaking of the activity;
- report to the appropriate person as soon as practical any incidents or near misses which relate to health and safety of the voluntary activity.

Duty to Other Persons

In addition to Council's obligations with regard to employees, Council has a duty to protect a wider range of persons than employees. Others at the workplace could include:

- contractors and their employees;
- subcontractors and their employees;
- visitors, whether invited or otherwise, who are legally at the place of work
- elected Councilors who may be on official business;
- regulatory officers on official business;
- members of the public who are at the workplace.

Responsibilities of Visitors to Council Workplace

Given the wide range of services provided by Council there is a particular obligation to ensure persons at a Council workplace are not placed at risk of harm or ill-health. While the visitor is on the Council premises they are also at a workplace for Council employees. Council is required to take into consideration not just employees but all persons who could be at a Council workplace.

On the part of the visitor to the Council workplace, there are also obligations. As part of managing the risks to visitors to a Council workplace visitors are required to:

- inform the person in charge of the operational area of their presence;

- indicate to the person in charge of the operational area the nature of the work or tasks to be undertaken;
- make themselves aware of the Council's relevant safety measures to the undertaking of the tasks;
- ensure they have checked on the emergency exits and procedures for the area;
- follow the reasonable directions to observe safety procedures;
- avoid doing anything which creates a hazard to others at the workplace;
- not, by omission or neglect, cause a hazard to be created or a risk to be increased at the workplace;
- at the direction of the person in charge of the area, cease an unsafe work practice;
- co-operate with Council employees to promote a safe and healthy Council workplace for all;
- not interfere with any equipment or device provided as a risk management measure;
- report to the person in charge.

Council's Approach to Risk Management Procedures

Walgett Shire Council will provide a clearly defined risk management framework that will provide the highest possible level of protection based upon the hierarchy of controlling risks. This framework is identified in AFM – Risk Management and Insurance procedures. In accordance with the statutory requirements the following approach will be undertaken to manage risks and to achieve the lowest level of risk that in the circumstances is reasonably practical for Council to achieve at the workplace:

- Council will seek to **eliminate** the identified hazard.
- If elimination of the hazard is not attainable then the next best option for Council will be to consider the **substitution** of the hazard which is less harmful to employees.
- In seeking to apply substitution of the hazard the principle of hazard minimisation will be followed in that the substituted hazard must present a lesser hazard than the hazard which has been substituted.
- If substitution does not reduce the risks to an acceptable level then Council will seek to consider **isolating** Council employee(s) from the hazard.
- In the event that it is not practical to isolate the Council employee from the hazard, or the isolation method provides a level of protection which is considered inadequate, then Council will seek to manage the risk through the application of appropriate **engineering controls** to reduce the risk to an acceptable level.
- In the event that the application of engineering controls are by themselves inadequate to lower the level of risk to an acceptable level then Council will seek to lessen the risk to an acceptable level through the application of appropriate **administrative** measures.
- The use of personal protective equipment (**PPE**) is to be considered as the last resort measure. Before adopting the use of PPE Council will ensure all other measures have been considered which, either singly or in combination, have been unable to establish an acceptable level of protection for the employee.

Responsibilities and Risk

Council must ensure a risk management approach is adopted to controlling hazards at the workplace. In particular Council is to ensure there is in place arrangements for the following matters to be addressed:

- identification of workplace hazards;

- consultation with staff in regard to the identified hazards;
- an assessment of the risks associated with the identified hazards;
- documented risk management procedures are developed and adopted to control the hazards;
- information, instruction and training is available to enable staff to implement the adopted risk management procedures;
- the risk management procedures are monitored and as required reviewed and revised.

Risk Assessments Required by Legislation

In addition to the risk assessments that are carried out as a result of internal processes, the Work Health and Safety Regulation 2011 specifically requires the following risk assessments to be completed:

- Controller of premises to assess risks
- Asbestos – risk assessment and control
- Manual handling – assessment of risks
- Plant – designer to assess risks
- Plant – manufacturer to assess risks
- Plant – hirer or lessor to assess risks

Council Premises

Council will ensure that any premises controlled by Council and used by Council employees as a place of work are safe and without risks to health and safety.

In addition any premises which Council leases to other parties for use by that party as a place of work will be subject to the requirement that it is safe for the use of employees as a place of work.

Plant Used by Council Employees

Council will ensure that any plant, equipment and appliance used by Council employees and under the control of Council is safe and without risks to Council employees when properly used.

In addition any plant, equipment and appliance which Council hires or loans to other persons, for whatever purpose, for the use of that party, will be subject to the requirement that it is safe for the use of the party.

Substances used by Council Employees

Council will ensure that any substances used by Council employees and under the control of Council are safe and without risks to the health of Council employees and other persons at the workplace when properly used.

Any substances which Council permits other parties to use at a Council workplace will be subject to the requirement that it is safe for use at the workplace with respect to Council employees and other person who may be at the workplace, either at the time of use or at any time subsequent to the use of the substance.

Where appropriate when complying with the Work Health and Safety Act 2011, Council will also consider the requirements of:

- the Pesticide Act 1999, and
- the Work Health and Safety Regulation 2017

With regard to control of premises, plant or substances Council acknowledges that it may cover the following situations:

- where Council has only shared control of the premises, plant or substances, and
- where Council has, under any contract or lease, an obligation to maintain or repair the premises or plant.

For example, where Council employees have a work location which is in premises shared by other parties, Council is responsible for the work location consistent to the extent that Council has control over the premises.

Associated Legislation

Council is required to take into consideration other relevant legislation.

Council must, where appropriate, take into consideration:

- *Coal Mines Regulation Act 1982*;
- *Dangerous Goods Act, 1975*;
- *Mines Inspection Act 1901* (covers quarries, bitumen hot mix, plants etc.).

Council acknowledges that it is important to take the following into consideration:

- associated legislation does not act in an exclusionary manner, and
- associated legislation is to be observed in addition to the Act, and
- the Act or Regulation takes precedence over the association regulation in the event of any inconsistency.

In addition to the defined associated legislation there are other statutes relevant to health and safety which are not specifically addressed.

When Does Work Health & Safety Act 2011 Apply?

The obligations of the Act apply throughout the time an employee is at their place of work. With regard to volunteers it applies to them during the period they are undertaking tasks on behalf of Council in their capacity as a volunteer. With regard to 'other persons' and the public at the workplace the obligations apply when they are at a Council place of work.

Approved Industry Codes of Practice

Council, in fulfilling its statutory obligation to ensure a safe workplace, will give particular attention to any approved industry code of practice which is appropriate and relevant to undertaking and completion of the activities.

As a minimum Council will ensure that all activities will meet the standards set by any relevant and appropriate approved industry code of practice.

Australian Standards

If an Australian Standard has been incorporated into the work Health and Safety Regulation 2017, it is obligatory for Council to comply with it. Australian Standards are considered to provide practical guidelines which reflect a minimum standard which Council will seek to achieve. Where possible Council will be guided by the appropriate Australian Standard.

Voluntary Industry Code

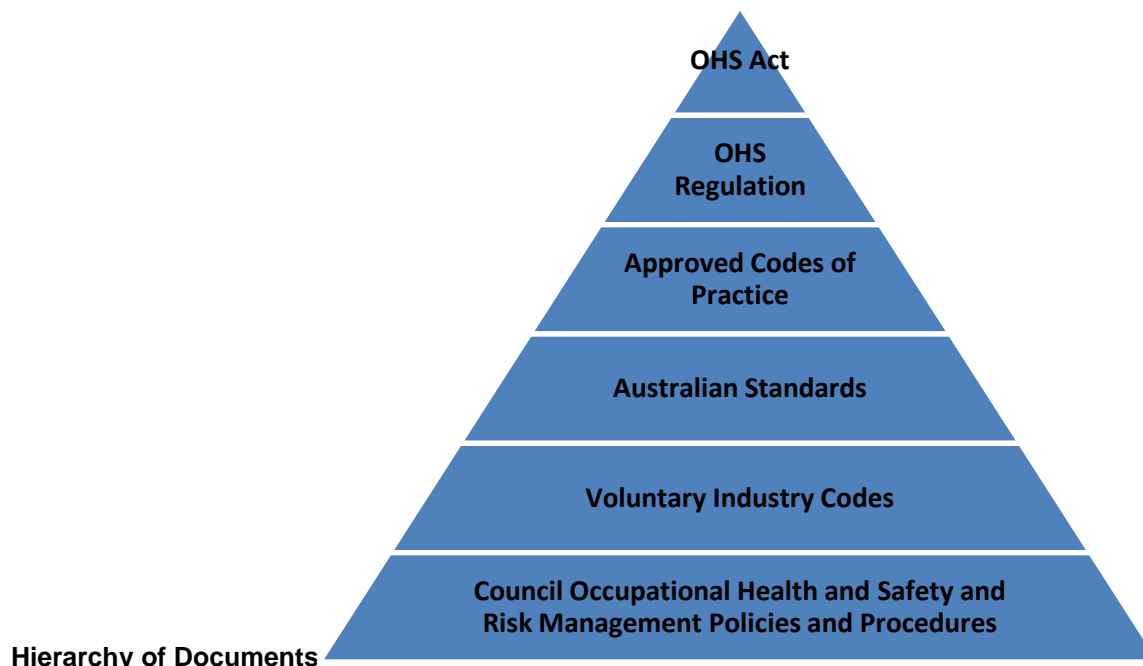
A voluntary industry code, in the absence of any other specific statutory requirement, an Approved Industry Code of Practice, or an Australian Standard, provides a benchmark which a prudent employer would seek to attain. It can contribute to setting the standard a 'reasonable' employer would achieve. In the absence of any other specific requirement Council will, where appropriate, adopt a relevant voluntary industry code of practice. An industry code of practice establishes what the prudent employer would do and to that extent sets a useful benchmark. An example of a voluntary industry code is the Road Transport Authority code for traffic management at or adjacent to roadway construction or repair sites.

Council Work Health and Safety and Risk Management Policies

Work Health and Safety and risk management policies can, in the absence of any other guidelines, provide a benchmark as to how Council may discharge its obligations. In the absence of any other specific statutory requirement, an Approved Industry Code of Practice, an Australian Standard, or a voluntary industry code, where appropriate Council will follow Work Health and Safety policies.

Hierarchy of Documents

The following documents are to be followed in descending order of priority. Any alleged failure to follow a procedure is a potential offence under the legislation for the legislation above the dotted line. Below the dotted line any alleged failure to follow a procedure may be used as evidence of a failure to exercise all due diligence.



Contractor Safety

There are a large number of contractors employed by Council including plant and equipment operators and construction contractors. Each of these will introduce hazards and risks into the workplace. Any hazards and risks that already exist will affect contractor staff and therefore it is vital that the employer and contractor consult and liaise with one another as to the risk control measures that each needs to introduce to protect the other's staff.

Council's Responsibility

- Council has a responsibility for ensuring that the contractor carries out any works required in a safe and competent manner:
- The council may share liability for:
 - accidents or injuries to members of the public where the contractor is responsible for the causative source;
 - accidents or injuries to its own staff where the contractor is responsible for the causative source;
 - accidents or injuries to the contractor's staff where the council is responsible for the causative source.
- Council's obligation is to ensure that the contractor was competent and the systems and practices the contractor used were suitable for the purpose.
- Council should create an approved contractor list through which only contractors that have been through the detailed appraisal and assessment regime detailed below will be entitled to tender for work. Even though contractors are on this list, they can be removed at any time and especially at the time of a regular audit.
- All contracts for the supply of goods and services shall take into consideration the Council's purchasing policy and procedures.
- A tender specification shall include the Work Health and Safety risks identified. Each tender specification shall identify the areas of legislation, procedures and records, safe work method statements, site rules, training levels and personal protective equipment that the contractor shall comply with as well as provide formal documentation as evidence of compliance within a contract safety plan, as appropriate.
- Council shall develop a standard set of tender conditions that lay down all the WHS criteria expected.
- References and assessment of previous job history by each tender/contractor shall be examined.
- Each tender shall be fully evaluated against the selection criteria with special emphasis on the risk control measures that are to be implemented in the discharge of the contract.
- The contract may also include conditions that permit Council to terminate the contract for failure to comply with Work Health and Safety requirements as set out in the contractual agreement.

- A full inspection of the contractor's Work Health and Safety systems must be carried out. The areas that will require inspection include, amongst others:
 - Policy
 - Roles and responsibilities
 - Documents control
 - Hazard identification and risk assessment
 - Safe work method statement
 - Skills and competencies
 - WHS induction
 - Workers Compensation and rehabilitation
 - Hazard reporting
 - Electrical
 - Hazardous substances
 - Lifting gear
 - Plant
 - Personal protective equipment
 - Fire protection
 - Tool box talks/consultation
 - First aid
 - Accident investigation

Principal Contractor (including sole contractor appointments)

The requirements imposed on a Principal Contractor are in addition to any requirements placed upon them as employers or self-employed persons under Work Health and Safety legislation (except for demolition work or asbestos removal work where other requirements apply and high risk construction or construction work where the cost exceeds \$250,000).

Appointment Requirements for a Principal Contractor

The requirement to have a Principal Contractor is determined by the Work Health and Safety Regulation 2017.

Where:

- any high risk construction work as defined in WHS Regulation 2011, and/or
- construction work is undertaken and the cost of the work exceeds \$250,000, or
- demolition work or asbestos removal work for which a licence is required under Chapter 8 of the WHS Regulation 2011 to carry on the business of that work is undertaken (regardless of the cost of the work).

An owner of a place of work must:

- appoint a Principal Contractor for the construction work carried out by or on behalf of the owner;
- authorise the Principal Contractor who is appointed to exercise such authority of the owner as is necessary to enable the Principal Contractor to discharge the responsibilities imposed on a Principal Contractor by this Part.

A person cannot be appointed as a Principal Contractor unless the person is responsible for the construction work at all times until the work is completed.

If a Principal Contractor is not appointed in relation to demolition work or asbestos removal work referred to above, the employer carrying out that work is taken to be the Principal Contractor for the work. If Council does not appoint a Principal Contractor for the construction work, Council is taken to be the Principal Contractor for the construction work. Council can appoint itself as the Principal Contractor for the construction work.

Council must ensure that signs stating the name and telephone numbers including an after-hours emergency telephone number of the Principal Contractor are placed on each construction site and clearly visible from outside the site.

The cost of any construction work is:

- the cost of the work as assessed for the purposes of the payment of any fee for approval to carry out the work under the Environmental Planning and Assessment Act 1979, or
- if there is no such cost assessed, the contract price for carrying out the work, or
- if there is no such contract price, the value of the work carried out.

Principal Contractor Work Health and Safety Induction Training

A Principal Contractor for a construction project must not direct or allow another person to carry out construction work on the construction project unless the Principal Contractor is satisfied that the person has undergone WHS induction training.

A Principal Contractor for a construction project must:

- identify any change in the construction site and in the activities performed by each person carrying out construction work at the construction site that might affect the health or safety of any person on the construction site;
- if any such change is identified, ensure that each person carrying out construction work at the construction site undergoes WHS induction training including general health and safety induction training, work activity based health and safety induction training and site specific health and safety induction training;
- do whatever is necessary to enable the person to work safely despite changes to the construction site.

Principal Contractor Records

A Principal Contractor for a construction project must keep for at least three years, after the project is completed, a record of each person carrying out construction work. Each record should contain:

- a copy of any relevant statement of WHS induction training or a statement indicating that the Principal Contractor is satisfied that the relevant WHS induction training has been undertaken;
- a brief description of the site specific training that has been undertaken by the person in accordance with this Part for the site at which the construction work is carried out.

Principal Contractor Work Health and Safety Management Plan

Where construction work is undertaken and the cost of the work exceeds \$250,000 the Principal Contractor for the construction work must ensure that:

- a site specific Work Health and Safety Management Plan is prepared for each place of work at which the construction work is to be carried out before the work commences;

- the plan is maintained and kept up-to-date during the course of the work.

The Work Health and Safety Management Plan must include:

- a statement of responsibilities listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for work health and safety;
- details of the arrangements for ensuring compliance with the requirements for work health and safety induction training;
- details of the arrangements for managing work health and safety incidents, including the identity of and contact details for the person or persons who will be available to answer Safework NSW enquiries
- preparation for, response to and recovery from work health and safety incidents;
- any site safety rules and details of the arrangements for ensuring that all persons at the place of work (whether employees or visitors) are informed of the rules;
- safe work method statements for all work activities assessed as having safety risks.

The Principal Contractor must ensure that a copy of the Work Health and Safety Management Plan is available for inspection during the course of the construction work by:

- any person working at the place of work concerned and by any person about to commence work at that place;
- the WHS Officer Rehabilitation Coordinator, a member of the WHS committee, or Council representative.

The Principal Contractor must ensure that copies of any parts of the Work Health and Safety Management Plan that are relevant to a subcontractor are provided to the subcontractor before the subcontractor commences work at the place of work concerned.

The Principal Contractor must ensure that if any change is made to the Work Health and Safety Management Plan during the course of the construction work, a copy of any part of the plan that has been changed and that is relevant to a subcontractor is provided to the subcontractor as soon as practicable after the change is made.

Principal Contractor Control over Subcontractors

Where:

- construction work is undertaken and the cost of the work exceeds \$250,000;
- high risk construction work is undertaken and the cost of the work does not exceed \$250,000;
- demolition work or asbestos removal work for which a licence is required under Chapter 8 Work Health and Safety Regulations 2017, to carry on the business of that work is undertaken (regardless of the cost of the work);

The Principal Contractor for the construction work must ensure that each subcontractor, before commencing work at a place of work, provides the Principal Contractor with a written safe work method statement for the work to be carried out by the subcontractor.

The Principal Contractor must ensure that a subcontractor is directed to comply with:

- the safe work method statement that the subcontractor has provided;
- the requirements of the work Health and Safety Act 2011 and the work Health and Safety Regulation 2017.

If the subcontractor does not comply, the subcontractor must be directed to take action immediately to comply with the safe work method statement or other legal requirements. If a risk to the health or safety of

a person arises because of the non-compliance, the subcontractor must be directed to stop work immediately and not to resume work until the safe work method statement or those requirements, or both, are complied with, unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the subcontractor must be directed to stop work as soon as it is safe to do so.

Lack of Subcontractor

If there are no subcontractors for the construction work, the Principal Contractor must:

- undertake an assessment of the risks associated with the work to be carried out and prepare a written safe work method statement that includes a copy of the assessment of risks;
- maintain and keep up to date the statement;
- ensure that the work is carried out in accordance with the statement;
- if a risk to the health or safety of a person arises because of non-compliance with the statement, ensure that work is stopped immediately and not resumed until the statement is complied with (unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the Principal Contractor must stop the work as soon as it is safe to do so).

Principal Contractor's Hazardous Substances Register

Where:

- construction work is undertaken and the cost of the work exceeds \$250,000, or
- demolition work or asbestos removal work for which a licence is required under Chapter 8 Work Health and Safety Regulation 2011 to carry on the business of that work is undertaken (regardless of the cost of the work)

The Principal Contractor for the construction work must ensure that:

- a register of hazardous substances at a place of work at which construction work is carried out is kept and maintained during the course of the work;
- the register is readily accessible to all persons working at the place of work; copies are kept during the course of the work of any records of atmospheric monitoring or health surveillance in relation to the place of work;
- copies are kept of any reports written during the course of the work;
- a risk assessment prepared in relation to risks associated with exposure to a hazardous substance at the place of work is reported.

If more than one subcontractor is using hazardous substances at the place of work, the Principal Contractor must ensure that the register of hazardous substances kept contains details of all hazardous substances being used at the place of work.

Duties of Principal Contractors as Controllers of Work Premises, Plant or Substances

The Principal Contractor who has control of premises used by people as a place of work must ensure that the premises are safe and without risks to health.

The Principal Contractor who has control of any plant or substance used by people at work must ensure that the plant or substance is safe and without risks to health when properly used.

The duties of the Principal Contractor:

- do not apply to premises, plant or substances used only by employees of the person;
- do not apply to premises occupied only as a private dwelling or to plant or substances used in any such premises;

- extend to the means of access to or exit from a place of work;
- apply only if the premises, plant or substances are controlled in the course of a trade, business or other undertaking (whether for profit or not) of the person.

A person who has control of premises, plant or substances includes:

- a person who has only limited control of the premises, plant or substances (in which case any duty under this section applies only to the matters over which the person has control);
- a person who has, under any contract or lease, an obligation to maintain or repair the premises, plant or substances (in which case any duty under this section applies only to the matters covered by the contract or lease).

Employees of Contractors

In addition to the training required by the general requirements, specific induction training must be given by the Principal Contractor, as detailed above.

As well as the requirements to safeguard the work health and safety of employees, contractors must ensure that employees are provided with sufficient information, instruction, training and supervision to carry out their work in accordance with the rules and procedures of their company and clients.

Employees must be provided with the required personal protective equipment at no cost to themselves and suitable arrangements should be in place to manage this equipment.

Subcontractors

The requirements imposed on a subcontractor are in addition to any requirements placed upon them as employers or self-employed persons have under work health and safety legislation (except for demolition work or asbestos removal work where other requirements apply).

Responsibilities of Subcontractors

Where :

- construction work is undertaken and the cost of the work exceeds \$250,000, or
- demolition work or asbestos removal work for which a licence is required under Chapter 8 Work Health and Safety Regulation 2017 to carry on the business of that work is undertaken (regardless of the cost of the work).

A subcontractor must not commence construction work at a place of work unless the subcontractor:

- has been provided by the Principal Contractor for the construction work with a copy of the parts of the work Health and Safety Management Plan for the place of work that are relevant to the subcontractor;
- has completed induction training **with** respect to work health and safety as specified in the Work Health and Safety Management Plan for the place of work.

In addition to these requirements, where high risk construction work is undertaken and the cost of the work does not exceed \$250,000, the sub contractor must have undertaken an assessment of the risks associated with the work to be carried out. A written safe work method must be provided to the Principal Contractor that includes a copy of the assessment of risks. An employee of the subcontractor must not commence working at a place of work at which construction work is carried out unless the employee has completed induction training with respect to occupational health and safety as specified in the Work Health and Safety Management Plan for the place of work.

A subcontractor must maintain and keep up-to-date the subcontractor's safe work method statement for a place of work and must provide the Principal Contractor with any changes made to the safe work method statement.

A subcontractor must provide the Principal Contractor for the place of work with any information known to or records held by the subcontractor concerning hazardous substances or atmospheric monitoring or health surveillance that is required by this Regulation to be entered in the register of hazardous substances or kept for the place of work.

Ensuring Compliance

On a regular basis, the Contract Manager shall carry out an on-site safety inspection using an appropriate checklist to ensure that

- the Contractor is complying with the all site rules and completing the work in the manner prescribed;
- a review is made of any hazards and complaints that are made, especially safety non-conformances and the time frame in which such non-conformances have been actioned;
- all documentation shall be reviewed to ensure that it remains current and up to date;
- employees of the Contractors will be questioned to determine the level of induction training that has been carried out and to ensure that any licenses that need to be obtained have been via the correct authorities;
- a review is made of the Contractor accident report book to ensure correct reporting procedures and actions relating to the cause of the accidents;
- Safety audits are carried out with the Contractor;
- the contract is reviewed. This will be carried out on a regular basis depending upon the length of the contract period.

Dealing with Breaches of Contractor Safety

Breaches of the contract shall be notified to the Contractor in writing for action. There should be a procedure in place for tracking breaches of contract to ensure that they are rapidly remedied and that suitable control measures are implemented to prevent the breaches recurring.

In the worst-case scenario, the Contractor may be removed from the contract and the approved suppliers list.

Consultation

Walgett Shire Council supports workplace consultation through, and encourages staff participation in, an active Work Health and Safety Committee reflecting Council commitment and desire for a representative group to come together in a co-operative way to improve the employer's systems for managing health and safety.

The WHS Act 2011 provides that consultation requires:

- The sharing of relevant information about WHS and welfare with employees;
- That employees be given the opportunity to express their views and to contribute in a timely fashion to the resolution of WHS and welfare issues at their place of work;
- That the views of employees are valued and taken into account.

The Code of Practice outlines that effective consultation can result in:

- improved management decisions through gathering a wider source of ideas about WHS;
- greater employee commitment to WHS through a better understanding of WHS decisions and employee ownership of the outcome of the consultation;
- greater openness, respect and trust between management and employees through developing an understanding of each other's point of view;
- higher employee morale and job satisfaction through the employer demonstrating that employee views are valued and taken into account;
- healthier working environments and increased productivity;
- opportunities for learning through sharing of information, concepts and ideas;
- reduced injury and disease with consequent savings to the employer, employees and the general community.

Employee participation enables the employee to contribute to determining how the work can be undertaken safely.

Effective Consultation

Consultation with regard to work health and safety is:

- promoting a pro-active safety culture based on providing opportunities for employees to contribute to hazard identification, risk assessment and preparing risk management procedures with regard to their workplaces;
- the sharing of relevant information with regard to hazards and risks which impact on workplace safety for all persons at the Council workplace (including any contractors or volunteers that are involved in the work);
- before making a decision which relates to workplace safety the views of the employees are taken into consideration;
- the development of appropriate consultative arrangements based on the inclusion of all Council employees.

Open communication between employees and their employer is important for safety success. Council will:

- ask questions;
- raise safety concerns;
- make safety recommendations;
- be a part of the problem-solving process.

Management will implement consultation arrangements to ensure employees have the opportunity in the following circumstances to make their views known:

- when hazards arising from the workplace are being identified;
- when hazards arising from the system of work are being considered;
- when hazards arising from the operation of plant are being considered;
- when hazardous substances are being used at the workplace;

- when risk assessments are being undertaken with regard to any identified hazards arising from the workplace;
- when considering the introduction of risk management procedures to control the identified hazards;
- when altering any risk management procedures previously adopted by Council;
- when terminating any risk management procedures previously adopted by Council whether or not the procedures were previously subject to consultation;
- when considering changes to Council's premises which may affect the health, safety and welfare of Council employees;
- when considering decisions as to the introduction or changes to any facilities provided for the welfare of Council employees.

Consultative Arrangements

The Act requires that an employer consult about whether WHS consultation is to be undertaken by means of a WHS Committee, WHS Representative or other agreed arrangement or a combination of these. Therefore before adopting any formal consultative arrangements Council will ensure views of Council employees are sought on the following matters:

- the duty to consult;
- the purpose of consultation;
- role of employees as an WHS Representative or member of the WHS Committee;
- an employee's right to request union representation for the purpose of consultation on WHS consultative arrangements;
- the basis for the determination of workgroups;
- the possible location and activities of the Council's workgroups;
- which models of consultation are available to Council employees;
- the composition of an WHS Committee if considered to be an appropriate mechanism;
- procedures for the election and resignation of any WHS Committee members;
- timetable for the WHS Committee elections;
- arrangements for filling, by election, casual vacancies;
- notification for meetings including frequency of ordinary meetings and provision for calling a special meeting;
- arrangements for communicating between members of the committee and the employees who elected them with regard to:
 - raising a workplace safety issue;
 - minutes of meetings on WHS matters;
 - outcomes of workplace issues raised by the workgroup;
 - procedures for identifying and resolving workplace work health and safety issues.

Before concluding the consultation about the options for work health and safety, Council will also seek the views of the following:

- employee representative bodies who have members at the Council workplace;

- the current WHS Committee.

The Code of Practice maintains that the WHS Committee:

- allows a planned and structured discussion about WHS matters;
- encourages a cooperative approach between an employer and their employees;
- brings together a group of employee and employer representatives to collectively discuss and develop ways of improving the systems for managing safety;
- encourages the development and retention of a body of expertise, including Committee minutes and reports.
- The merits of an WHS Representative may include that it provides:
 - an easily identifiable point of contact for individual employees seeking to provide input about WHS matters;
 - a direct link to employees in the workgroup that elected the WHS Representative;
 - direct feedback to the employer.

Employer Nominations

The General Manager, on behalf of Council, will nominate to any agreed forum of management representatives with sufficient responsibility to consult on an issue and authority to agree or recommend an appropriate course of action. In making the nomination the General Manager will ensure management representatives have direct knowledge of the safety issues at the workplace.

Undertaking Consultation in the Workplace

Persons elected by employees to be either an Work Health and Safety Representative, or employee member of an Work Health and Safety Committee, or both, have the following functions:

- to keep under review the risk management procedures at the workplace from which they have been elected;
- to notify the appropriate manager of any health or safety matter that could effect the Council's capacity to fulfill a statutory duty under the WHS Act 2011 or WHS Regulation 2017:
- to assist in the review of risk management procedures;
- undertake from time to time work health and safety inspections of the workplace;
- as necessary, to make recommendations on risk management procedures;
- to assist in the investigation of any matter that could be a risk to the health and safety of any persons at a Council workplace;
- to assist in the resolution of workplace health and safety issues;
- to assist in the development of arrangements for recording workplace hazards and incidents;
- to review and make recommendations on the training of Council employees in risk management procedures;
- to review and make recommendations in regard to the training of persons who are elected to either an WHS Committee or as a workgroup WHS Representative.

In addition the WHS Representative or WHS Committee member can:

- request to accompany a SafeWork Inspector as an observer on an inspection of the workgroup place of work;
- request to be present during any formal report by a SafeWork Inspector to Council in regard to a health and safety matter concerning the workgroup;
- at the request of an employee of the workgroup accompany the employee during an interview by the employer on any work health and safety issues;
- be an observer during any Council internal investigation into any of the following:
 - ❖ an accident involving injury and or damage to plant or equipment; or
 - ❖ a near miss that could have resulted in injury or damage to plant or equipment; or
 - ❖ a non-disturbance occurrence at a Council workplace; or
 - ❖ any accident or matter which is required to be notified to SafeWork NSW in accordance with the provisions of WHS Regulation 2017.

Effective Workplace Consultation

To facilitate effective consultation Management will provide the following to elected WHS Representatives and/or WHS Committee members:

- reasonable access to employees and the workgroups they represent for the purpose of undertaking consultation at the workplace;
- during working hours reasonable access to facilities to assist in conducting workplace consultation;
- where necessary to facilitate consultation with other employers and their employees where non-council employees are working at a Council workplace;
- not to suffer a financial disadvantage due to participation in the consultation process or attendance at a meeting held in accordance with the consultative arrangements.

Work Health and Safety Committees

The Code of Practice outlines:

- WHS Committee meetings should do more than discuss the latest WHS hazards and incidents that have been identified. They should be providing input and expertise into the ongoing refinement and improvement of the employer's system for managing safety.
- Employees and supervisors should be encouraged to resolve everyday WHS issues. Where issues are unable to be resolved at this level, only then should the WHS Committee become involved. The role of the WHS Committee should move beyond routine hazard spotting and suggesting corrective action to include making recommendations about how systems of work can be put in place to avoid hazards arising.

The requirements for Council WHS Committees good practice are:

- all designated workgroups can elect one member to the WHS Committee;
- the election of employees as WHS Committee members must be conducted in a method consistent with democratic principles;
- if a majority of employees request an employee representative body may conduct the election of WHS Committee members;
- the period of election as an WHS Committee member will be for two years unless by agreement there is a change to the consultative arrangements then it may be less than two years;
- subject to the details of the agreement new elections will take place as early as practical;

- a member of an WHS Committee can stand for re-election to represent their workgroup;
- management WHS Committee representatives and deputies are to be nominated by the General Manager of Council. The person must have the authority to act on behalf of the General Manager;
- the number of nominated management WHS Committee members will not exceed the number of elected employee WHS Committee members;
- the Chairperson is to be elected from the elected representatives of the WHS Committee but is not to be a management representative;
- all members of the WHS Committee are eligible to vote for the election of the Chairperson;
- the WHS Committee will adopt its own rules and procedures for the conduct of its meetings;
- in adopting its rules and procedures the WHS Committee will not adopt any procedure which is inconsistent with the WHS Act 2011, the WHS Regulation 2017; the Code of Practice on Consultation;
- a copy of the adopted rules and procedures are to be made available at each designated workgroup;
- after each election, not being a by-election for a casual vacancy, the WHS Committee is to review the adopted rules and procedures for meetings;
- the WHS Committee may change its adopted rules and procedures in the light of a review;
- it may be decided that alternate members are elected (for employee representatives) or appointed (for management representatives) to attend meetings in the absence of the member.

The WHS Committee also has the following functions:

- assisting in the development of arrangements for recording hazards and accidents to promote improved WHS;
- making recommendation on WHS training for Committee members;
- making recommendations on WHS training for employers.

Training for Members of WHS Committee

WHS representatives and WHS Committee members will undertake appropriate work health and safety consultative training. To ensure it meets its obligations Council will seek to:

- ensure all elected WHS representatives and management representatives are given the opportunity to attend an appropriate course of training;
- an appropriate training course is a course which has been accredited in accordance with provisions of the WHS Regulation 2017;
- ensure all reasonable costs and expenses incurred by the employee in attending the approved course will be met by Council;
- ensure no employee suffers a financial loss with regard to wages or salaries as a result of attending an approved training course to undertake their role as an WHS representative or member of an WHS Committee.

Volunteers

Volunteers make a valuable contribution to the community. When determining the consultative arrangements attention will be given to providing an opportunity to consult with volunteers wherever possible.

References

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017
WorkCover Risk Management Guide 2001 No.425
WorkCover Code of Practice for Risk Assessment
WorkCover Six Steps to Occupational Health and Safety No.217
Local Government Act 1993
Local Government (State) Award 2014

Revision Register

Edition	Issue Date	Review Date	Authorised by	Position
1	March 2016	March 2017	Don Ramsland	General Manager
2	January 2019	January 2020	Greg Ingham	General Manager
3	May 2020	28 July 2020	Michael Urquhart	A. General Manager

