

Policy – Council - Health Safety and Wellbeing 2023

The Pyrenees Way

Date amended:	July 2023
Date of next review:	August 2026
Adopted by:	Risk Management/HSW Committee/Council
Date adopted:	16/8/2023
Responsible officer:	Manager Governance and Performance

1 PURPOSE AND SCOPE

This policy affirms Council’s commitment to providing a healthy and safe workplace for all Councillors, staff, volunteers, contractors and visitors of the Pyrenees Shire Council; and maintaining compliance with all applicable Victorian and Australian safety laws. This policy applies to all Council premises, workplaces, worksites and any other locations where activities are undertaken by Council representatives or those undertaking activities on behalf of Council.

Council recognises health, safety and wellbeing as an integral part of our business.

2 THE PYRENEES WAY

‘The Pyrenees Way’ describes how the Pyrenees Shire Council manages its Health, Safety and Wellbeing obligations – representing a culture where safe work practices and attitudes, and a speak up culture are reflective of the ‘way we do things at the Pyrenees Shire Council- safely and without harm.’

3 POLICY STATEMENT

The Pyrenees Shire Council will work towards minimising harm by focusing on four key pillars:

- Leadership:** *provide direction and support in the provision of high standards of health, safety, wellbeing and environmental standards; aiming to eliminate or reduce as far as is easily practicable the risk of harm and promoting a zero tolerance to workplace aggression or violence;*
- Systematic Approach:** *establish a management framework that supports a strong and compliant health, safety and wellbeing culture, inclusive of behavioural standards that promote good mental health;*

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3. **Active OHS and Speak Up culture:** promoting an organisational culture that actively supports the health, safety and wellbeing of its employees, volunteers and Councillors; all while encouraging continuous improvement as an integral part of the way that Council and its workforce undertakes its activities; and
4. **Workplaces and equipment:** ensuring a deep understanding of the nature of hazards inherent within Councils work, activities and undertakings.

The Pyrenees Shire Council will achieve these goals by:

- Ensuring that health, safety and wellbeing is adequately resourced and maintained as an integral part of business planning processes;
- Complying, as a minimum, with all relevant OHS laws and regulations;
- Identifying, eliminating or mitigating risks, as far as is reasonably practicable, to Council's workforce;
- Implementing, maintaining and reviewing our OHS Management system;
- Continual and effective improvement of OHS performance, through the setting and review of objectives and targets, which relate to key aspects of the business;
- Providing and maintaining an effective mechanism for consultation, communication and partnership with all Councillors and staff on health, safety and wellbeing matters;
- Maintaining a culture of employee consultation and teamwork in all aspects of health, safety and wellbeing;
- Providing and maintaining an effective process and tools to encourage the reporting, management and resolution of health, safety and wellbeing hazards, risks, incidents and issues;
- Providing appropriate health, safety and wellbeing awareness and training to develop an informed and knowledgeable Council and workforce; and
- Requiring all Councillors, employees, contractors and volunteers to accept responsibility for their own actions, and to behave in a manner that reflects safe work practices.

4 KEY LEGISLATIVE DUTIES

Council as an employer:

- To provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to health.
- To ensure that the health, safety and wellbeing of others is not put at risk from any Council activities or undertakings.

Councillors, employees, volunteers, contractors and visitors:

- Take reasonable care of their own health, safety and wellbeing;
- Take reasonable care for the health, safety and wellbeing of others who may be affected by their acts or omissions;
- Cooperate with anything Council does to comply with OHS requirements; and

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- Not intentionally or recklessly interfere with or misuse anything provided at the workplace for OHS reasons.

4.1 Obligations regarding Councillors

Pyrenees Shire Councillors are deemed to be an employee of Council in the following circumstances:

- While they are performing duties as a Councillor; and
- If they are injured while performing duties as a Councillor.

Councillors are included within the OHS designated workgroup ‘Direct Line Customer Contact;’ alongside Directors and operational staff with duties that primarily include direct line customer contact; for the purposes of Health, Safety and Wellbeing consultation and communications.

5 IMPLEMENTATION

The Manager Governance and Performance is responsible for ensuring that this policy is communicated to all Councillors, employees, contractors and visitors to maximise awareness, and for the updating of this document as required.

This policy is approved by Council, with the strategic management responsibility belonging to the Chief Executive Officer. This Policy must be prominently displayed at all permanent Shire workplaces and will be available electronically for all staff.

5.1 Compliance

Employees - Failure by any Council employee to comply with this policy is likely to result in disciplinary action in accordance with the relevant Council procedure.

Contractors – Contractors that fail to comply with the policy shall be stood down until such time as the Manager/relevant officer or coordinator is satisfied that the contractor will not commit any further breaches. Any serious or continued non-compliance with this policy will be considered a breach of the contract and grounds for termination of that contract.

Volunteers – the participation of volunteers in Council activities is conditional upon compliance with Councils policies and procedures. Any serious or continued non-compliance with this policy will result in the volunteer being instructed to leave the site and will be refused permission to participate in further volunteer activities.

Visitors – visitors that fail to comply with this policy will be required to leave the premises or worksite immediately.

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6 REFERENCE & RELATED DOCUMENTS

Occupational Health and Safety Act 2004(Vic)

Occupational Health and Safety Regulations 2017(Vic)

Pyrenees Shire Council Health, Safety and Wellbeing Strategy

The Altus ERM for the reporting and management of Hazards, Risks and Incidents

All Pyrenees Shire Council procedures, guidelines and work instructions developed as part of the overall Pyrenees Shire Council OHSMS (Occupational Health and Safety Management System)

Pyrenees Shire Council Workforce Management policy

Pyrenees Shire Council Employee Code of Conduct

Pyrenees Shire Council Human Rights Responsibilities policy

Pyrenees Shire Council Operational Equal Employment Opportunity and Workplace Behaviour Policy Procedure

Pyrenees Shire Council Fit for Work policy.

Pyrenees Shire Council Councillor Code of Conduct

6.1 Consultation and impact

Pyrenees Shire Council is committed to consultation and cooperation between management and its employees. Council will involve elected employee health and safety representatives in any workplace change that may affect the health, safety or wellbeing of any of its employees.

Development of this Policy was conducted in consultation with relevant staff and consultative committees prior to approval. It is considered that this Policy does not impact negatively on the rights identified in the Charter of Human Rights and Responsibilities (2007).

7 VERSION HISTORY

Version Number	Issue date	Description of change
1.0		Initial release
2.0	July 2018	Complete Review of policy
3.0	December 2020	Minor updates to policy and transfer to new template
3.1	May 2023	Scheduled Review

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