

# Work Health and Safety Policy

RS01-CP (Superseding CP134 Workplace Health & Safety Policy)



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## 1. Purpose

MacDonnell Regional Council (MRC) is committed to providing a safe and healthy working environment for all employees, visitors and contractors.

## 2. Scope

This policy applies to all MRC employees, visitors and contractors on MRC premises and any other locations where activities are undertaken by MRC representatives or on behalf of MRC.

## 3. Objectives

The aims of this policy are, so far as is reasonably practicable, to:

- Ensure a safe working environment for all employees, visitors and contractors
- Reduce the risk of workplace incidents and workers compensation claims through the effective implementation of this policy and work, health and safety procedures.
- Develop and maintain effective consultative arrangements, to ensure all workers are included in the decision making processes impacting on Work Health and Safety, including the dissemination of health and safety information and instruction to all workers, contractors and visitors in the workplace.
- Ensure Officers and Workers are aware of their work, health and safety responsibilities.

## 4. Definitions

Officer	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of a business or undertaking. For the purposes of this policy and MRC, this definition applies to the positions of Chief Executive Officer and Director.
PCBU	PCBU means a “person conducting a business or undertaking” and is a new term in the <i>Work Health and Safety (National Uniform Legislation) Act 2011</i> that replaces ‘employer’ in the Northern Territories old health and safety legislation. MacDonnell Regional Council is a PCBU.
Worker	A person who carries out work in any capacity for MRC, including an employee, contractor, subcontractor, and volunteer undertaking work for MRC
Workplace	The place where work is carried out for MRC and includes any place a worker goes, or is likely to be, while at work
Work Health and Safety Management System	An integrated system that provides a systematic management approach to managing Work Health and Safety at the workplace. It comprises the Work Health and Safety policy, management standards, procedures, guidelines, forms and checklists, online systems, and tools

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## 5. Statement

- 5.1. This policy outlines MRC's commitment to providing a safe and healthy working environment, through the development, implementation and continuous improvement of MRC's Work Health and Safety Management System.
- 5.2. MRC recognises that success in achieving a safe and healthy working environment depends on the commitment and cooperation of workers, contractors, and visitors throughout all its areas of activity. All MRC workers, contractors, and visitors should take reasonable care to prevent personal injury, injury to others, and prevent or minimise damage to plant and equipment.
- 5.3. The MRC Work Health and Safety policy will:
  - 5.3.1. Be available as documented information on MRC's electronic records management system (Magiq) and the MRC website;
  - 5.3.2. Be communicated within MRC;
  - 5.3.3. Be available to all interested parties, as appropriate; and
  - 5.3.4. Be reviewed and updated as part of the MRC Policy review requirements
- 5.4. MRC will, as far as reasonably practicable:
  - 5.4.1. Ensure compliance with the *Work Health and Safety (National Uniform Legislation) Act 2011* (the Act) and *Work Health and Safety (National Uniform Legislation) Regulations 2012* (the Regulations), and other applicable law, as well as MRC's Work Health and Safety Management System and procedures.
  - 5.4.2. Ensure the consultation obligations of the Act are adhered to in relation to consultation with workers on issues affecting their health and safety. This includes identifying hazards and assessing risks arising from work, and proposing changes that may improve the health and safety of workers.
  - 5.4.3. Ensure that MRC meets its duties as a PCBU under the Act including:
    - a) providing and maintaining a working environment that is safe and without risks to health (e.g. control of physical, chemical, biological and organisational risks)
    - b) providing and maintaining plant, structure and systems of work that are safe and do not pose health risks (e.g. providing effective guards on machines and regulating the pace and frequency of work)
    - c) providing and maintaining safe systems of work (e.g. how work is organised, work pace and work demands, and procedures to prevent or manage fatigue, stress and violence)
    - d) ensuring the safe use, handling, storage and transport of plant, structure and substances (e.g. toxic chemicals, dusts and fibres)
    - e) providing adequate facilities for the welfare of workers (e.g. washrooms, drinking water, lockers and dining areas)
    - f) providing workers with the necessary information, instruction, training or supervision to work safely and without risk to their health
    - g) monitoring the health of your workers and workplace conditions to prevent injury or illness (e.g. collection and review of injury and incident data, regular hearing tests for workers in noisy environments and analysis of results)
    - h) Maintaining any building owned or under your management and control to ensure the health and safety of workers occupying the premises.
    - i) Ensure the workplace and the means of entering and leaving the workplace are without risks to the health and safety of any person.
    - j) Ensure fittings, fixtures and plant are without risks to the health and safety of any person.
    - k) Ensure plant or structure is installed, constructed or commissioned in a way that does not cause risks to health and safety.

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- 5.5. MRC requires that all Officers as defined in this policy fulfil their WH&S requirements under the Act including:
  - 5.5.1. to acquire and keep up-to-date knowledge of work health and safety matters;
  - 5.5.2. to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations;
  - 5.5.3. to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking;
  - 5.5.4. to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
  - 5.5.5. to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the Act.
  
- 5.6. MRC requires that all workers fulfil their WH&S requirements under the Act including:
  - 5.6.1. Complying with safe work practices
  - 5.6.2. Taking reasonable care of the health and safety of themselves and others
  - 5.6.3. Wearing personal protective equipment and clothing where it is provided
  - 5.6.4. Complying with any safety direction given for the purpose of health and safety
  - 5.6.5. Complying with all MRC policies and procedures related to work health and safety
  - 5.6.6. Not misusing or interfering with any health or safety equipment or process
  - 5.6.7. Reporting all accidents and incidents
  - 5.6.8. Reporting all known or observed hazards
  
- 5.7. Failure to comply with this policy and any procedures related to Work Health and Safety may result in disciplinary action.

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## 6. Policy Details

<b>Replaces Policy No: (if applicable)</b>	CP134 Workplace Health & Safety Policy
<b>Responsible Directorate/Department:</b>	Corporate Services – Human Resources
<b>Approval Date:</b>	28 August 2020
<b>Minutes Reference:</b>	OCM Item # 15.2 – Resolution OCM2020-087
<b>Review Cycle:</b>	August 2024 – Review every four (4) years or after changes to relevant legislation.

## 7. Legislation and References

<b>Related Legislation:</b>	<i>Work Health and Safety (National Uniform Legislation) Act 2011</i>
	<i>Work Health and Safety (National Uniform Legislation) Regulations 2012</i>
	<i>Return to Work Act 1986</i>
<b>Related Policies:</b>	HR21-OP Employees Code of Conduct Policy
<b>Associated Documents:</b>	Work Health and Safety Management System Guide

## 8. Version Control

Version No.	Approval Date	Policy No.	Minutes reference and Resolution number
1.	23 May 2014	CP134	SCM Item #8.2 – no Res. No.
2.	15 December 2017	CP134	OCM Item #13.2 – OCM2017-028
3.	28 August 2020	RS01-CP	OCM Item #15.2 – OCM2020-087