

OCCUPATIONAL HEALTH AND SAFETY POLICY

Policy Number:	2.1.2
Approved by:	Chief Executive Officer
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Councillors, Council employees and temporary staff, volunteers, contractors and consultants engaged by Council
Responsible Officer:	General Manager Corporate Services
Related Policies:	Child Safe Policy Equal Opportunity and Anti-discrimination Policy Health and Wellbeing in the Workplace Policy Human Rights Policy Risk Management Policy
Related Documents:	Internal Occupational Health and Safety Management System Human Rights Charter Child Safe Standards ISO 45001:2018 Occupational Health and Safety Management Systems Occupational Health & Safety Strategic Plan 2022-2026 Wellington Shire Council Plan 2025-2029
Statutory Reference:	<i>Occupational Health and Safety Act 2004</i> <i>Occupational Health and Safety Regulations 2017</i>

OVERVIEW

Wellington Shire Council is committed to providing and maintaining, as much as is reasonably practicable, a safe work environment, and protecting the health, safety and welfare of staff, labour hire personnel, volunteers, contractors, customers, associated authorities and visitors and all other persons whose health or safety could be at risk through our work.

We will do this by ensuring:

- Compliance with relevant Victorian Occupational Health & Safety (OHS) legislation, including supporting regulations; and
- The implementation of the OHS management system, and the plans, policies, procedures, and programs necessary to support and implement this policy.

THE POLICY

Wellington Shire Council will implement and maintain this policy, through our OHS management system by ensuring that:

- We establish measurable safety performance objectives and targets and that we review these to continuously improve OHS performance. This shall include leading and lagging indicators and regular workplace inspections and the prompt control of identified hazards.
- The risk management principles are integrated into our everyday operations, ensuring the elimination or minimisation of hazards to as low as reasonably practicable.
- We commit to ensuring continuous improvement of safety systems, and reducing work related injuries, risks, and hazards.

- We provide and maintain safe vehicles, plant, and systems of work.
- We allocate appropriate resources to facilitate responsibilities and accountabilities.
- Mechanisms are provided for employees to consult and participate in OHS matters and improvement initiatives.
- We manage workplace incidents to minimise harm and prevent recurrences where reasonably practicable.
- Adequate workplace facilities, amenities and conditions are provided.
- All managers, supervisors, employees, contractors, and other persons are inducted into the requirements of the OHS Management System and are held accountable for enacting their roles and responsibilities as defined in the OHS Management System.
- Effective employee and contractor consultation on health and safety matters include the two-way communication of relevant information, toolbox meetings, reporting and feedback mechanisms.
- Adequate resources are provided to enable implementation of this OHS Policy and OHS Management System.
- Where Council does not have the necessary in-house knowledge or expertise to enable it to meet its health and safety objectives, it will ensure that advice and guidance are obtained from competent health and safety professionals.
- This OHS Policy will be reviewed biennially to ensure it is relevant and appropriate to the organisation operations.
- The OHS Management System will be systematically reviewed internally on a regular basis or when required to ensure sections are reviewed and appropriate to the organisation's operations.
- We provide information, instruction, training, and supervision to ensure staff, labour hire personnel, volunteers and contractors can perform their work safely and without risk to health.
- Supporting OHS guidelines and safe work procedures are developed and implemented.
- Management and staff expectations to work co-operatively to effectively implement this policy are adhered to.
- All employees and contractors engaged by Council will always comply with relevant sections of the OHS Management System.

Management is accountable within their area of responsibility for:

- Ensuring senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of employees and contractors under their control.
- The development, promotion and implementation of OHS policies and procedures.
- Ensuring the provision and maintenance of a healthy and safe workplace, including identifying, assessing, and mitigating hazards to as low as reasonably practicable.
- Developing, monitoring and reporting appropriate leading and lagging OH&S measures, targets, and associated trends.
- Providing adequate and competent supervision for their staff.
- Providing resources to ensure OHS requirements are maintained.
- Providing relevant information, instruction and training to maintain a healthy and safe workplace.
- Ensuring the safe use, handling, storage, and transport of substances.

- The provision of support, assistance and consultation with staff on OHS issues.
- Ensuring contractors are fully aware of the hazards associated with their work and implementing appropriate hazard control measures.

Staff/Labour Hire Personnel and Contractors are to:

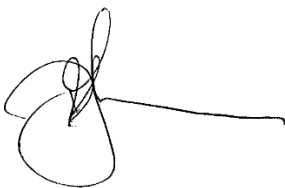
- Comply with all OHS policies and procedures.
- Accept responsibility and take reasonable care of their own safety and not adversely affect the safety of others at the workplace.
- Co-operate with management regarding OHS actions taken by the employer to maintain health and safety.
- Immediately report all incidents, near misses, and hazards to their supervisor.
- Not willfully interfere with or misuse items provided in the interests of occupational health and safety.

CONSULTATION AND APPLICATION

This policy has been developed and implemented throughout the workplace by management and Health and Safety Representatives (HSR's) in consultation with staff. In accordance with the duty of employers to consult with employees (section 35 of the *Occupational Health and Safety Act 2004*), management will be responsible for consulting or communicating with HSR's (with or without other affected stakeholders) regarding any workplace change that impacts occupational health and safety.

This policy is applicable to Wellington Shire Council in all its operations and functions including those situations where staff /labour hire personnel and contractors are required to work at various Council locations.

This policy is approved by the Chief Executive Officer on 18 December 2025.



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DAVID MORCOM
Chief Executive Officer

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review.
1.1	December 2023	Date of Next Review updated to: December 2024. Minor changes to reflect current Council practices. Responsible Officer: Removed <i>Manager People and Capability</i> and added <i>General Manager Corporate Services</i> .
1.2	December 2024	Date of Next Review updated to: December 2025. Minor changes to reflect current Council practices.
1.3	December 2025	Date of Next Review updated to: December 2027 (every 2 years). Minor changes to reflect current Council practices and input from Audit & Risk Committee.