

# Work, Health and Safety Policy

## Purpose

The purpose of this policy is to show our commitment to the health, safety and welfare of all our workers, those contracted to perform work on behalf of the City of Sydney (City), and volunteers/visitors to City workplaces. The City regards its work, health and safety (WHS) responsibilities with the utmost importance and as such, resources are made available to comply with all relevant acts and regulations to ensure, as far as reasonably practicable, the workplace is safe and without risk to health.

## Scope

This Policy applies to all workers as defined by the Work Health and Safety Act 2011 including all City employees, contractors, workers of contractors and volunteers in the workplace.

## Definitions

Term	Meaning
<i>Worker</i>	A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, contractor, apprentice, trainee and outworker.

## Policy statement

This policy provides the framework for:

- Developing safe systems of work
- Achieving a safe working environment
- Promoting good health within the workforce
- Providing work health and safety advice, information, education and training to workers and others in the workplace
- Reducing the number and severity of injuries in the workplace
- Complying with all relevant acts, regulations, standards and codes of practice
- Consulting with workers, worker representatives and management

## WHS Risk Management

The City has established and maintains a documented Safety Management System (SMS) with procedures for identifying, assessing, controlling, maintaining and reviewing workplace hazards.

## Executive Management Team SMS Review

The WHS Manager will facilitate an annual review by the executive management team of the SMS and develop an action plan to implement. Management will use the outcomes of the executive management team SMS review to aid in the development of WHS objectives and targets.

Doc No. 14.1 WHS Policy Hard copy document is only valid for 26 weeks from date printed 15 July 2019. Owner: WHS Manager	Created on: 05/05/2005 Reviewed on: 1/07/2019	Page 1 of 4 Version No. 1.8 Next review: July 2021
--	--	--

**Evaluation**

The City is committed to the establishment and achievement of measurable objectives and targets for WHS to ensure continuous improvement aimed at the elimination of work related illness and injury. The effectiveness of this policy will be measured by the development, implementation and achievement of City and business unit objectives and targets by Business Unit Managers.

**Resources**

- Appointment of WHS Manager, WHS Coordinator, WHS Business Partner, Process & Systems Specialist – Safety, Site Safety and Environment Advisor, a WHS Advisor – Property, 2 WHS Advisors (Depots), and a WHS Support Officer.
- Budgetary provision for the WHS Program
- Allocation of time for effective safety training of the workforce

**Responsibilities**

**Executive Management Team**

- The Executive have the authority to allocate appropriate resources for the implementation and maintenance of this policy and the WHS program.
- The Executive are responsible for gaining an understanding of the hazards and risks associated within their division’s operations and to verify risks are effectively managed in the workplace.
- Implementation of this policy and WHS program activities will be reviewed by the Executive at scheduled intervals.

**Managers**

- Each manager is required to ensure that this policy and the WHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.
- Implementation of this policy and the associated program activities will be evaluated as part of the performance feedback system.
- Implementation of the City’s WHS risk management procedures shall be a primary responsibility for managers in each area.

**Supervisors**

- Each supervisor is responsible, and will be accountable, for taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risks to health.
- The supervisor will be held accountable for detecting any unsafe work practices or unhealthy conditions or behaviour.
- If supervisors do not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a manager with the necessary authority to affect a remedy.

**Workers**

- All workers are required to cooperate with the WHS policy and program to ensure their own health and safety and the health and safety of others in the workplace.
- All workers will carry out their work according to the safe systems of work, use personal protective equipment (PPE) provided and use all plant, materials, tools and substances in the manner for which they are intended.

<p>Doc No. 14.1 WHS Policy                  Hard copy document is only valid for 26 weeks from date printed 15 July 2019.                  Owner: WHS Manager</p>	<p>Created on: 05/05/2005                  Reviewed on: 1/07/2019</p>	<p>Page 2 of 4                  Version No. 1.8                  Next review: July 2021</p>
---	---	---

**Contractors and Sub-Contractors**

Contractors and sub-contractors engaged to perform work on the City’s premises or locations are required, as part of their contract, to comply with the City’s WHS policy, procedures and programs and to comply with instructions on health and safety from designated officers of the City. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

**Volunteers and Visitors**

All volunteers and visitors are required to cooperate with the WHS policy and program in order to assist the City to be able to fulfil its obligations toward volunteers and visitors. This includes following reasonable instructions from City workers, complying with established safe systems of work and wearing the appropriate PPE when required. Volunteers must undertake the appropriate WHS training if required for the role.

**Consultation**

- A Health and Safety Committee comprising of worker and management representatives is maintained to provide an effective consultative mechanism. Worker representatives and workers are able to provide independent input into the WHS policy and program. Management representatives who have the necessary power to authorise committee recommendations have been appointed to the committee.
- Managers will consult with contractors, volunteers and visitors when planning work activities to determine the most effective means of ensuring both parties fulfil their WHS responsibilities.
- For further information on the City’s commitment to consultation, refer to the WHS Consultation Statement.

**References**

<b>Laws and standards</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulation 2017</li> </ul>
<b>Policies and procedures</b>	<ul style="list-style-type: none"> <li>• Alcohol and Other Drugs Policy</li> <li>• Employee Assistance Program Policy</li> <li>• Injury Management Policy</li> <li>• Locally developed procedures and work methods</li> <li>• Safety Management System Procedures</li> <li>• Security and Emergency Management Policy</li> <li>• WHS Consultation Statement</li> <li>• Workplace Adjustment Policy</li> <li>• Workers Compensation Policy and Procedures</li> </ul>

**Approval status**

The Chief Executive Officer approved this policy on 16/7/19.



## Approval history

Stage	Date	Comment	TRIM Reference
Original Policy	6 May 2010	Full review conducted in alignment with the requirements of the SMS and WorkCover National Audit Tool. Endorsed by the Executive.	2010/072706-01
Review	27 March 2012	Review conducted in alignment with new legislation. Endorsed by the Executive.	2010/072706-08
Review	18 June 2013	Additional commitment to workplace training added. Endorsed by the Executive.	2012/130499
Review	23 June 2015	Administrative changes only. Endorsed by the Executive.	2015/326788
Review	19 June 2017	Minor administrative changes. Endorsed by the Executive.	2017/349429
Review	1 July 2019	Minor administrative changes. Endorsed by the Executive.	2019/361449
Next review	1 July 2021		

## Ownership and approval

Responsibility	Role
Author	WHS Business Partner
Owner	WHS Manager
Endorser	City of Sydney Executive
Approver	Chief Executive Officer