

Work Health and Safety Policy

Purpose

To provide a framework for the management of the health, safety and wellbeing of our workers, contractors and volunteers/visitors to City of Sydney (City) workplaces.

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. It also applies to visitors to City workplaces.

Definitions

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

Policy Statement

The City will ensure, as far as reasonably practicable, that the workplace is safe and without risk to health. 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.

Consultation and Communication

The City has a Health and Safety Committee comprising of worker and management representatives to provide an effective consultative mechanism. Worker representatives and workers can provide independent input into the WHS policy and SMS procedures. Management representatives who have the necessary power to authorise committee recommendations have been appointed to the committee.

Managers will consult with workers on changes to SMS procedures and risk assessment activities.

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.

Safety Management System Review

The WHS Manager will facilitate periodic reviews of the SMS procedures. The WHS Manager will also facilitate an annual review of the City's WHS performance and in consultation with the Executive and other relevant stakeholders use the outcomes of the review to develop the annual WHS Corporate Plan objectives and targets.

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 WHS objectives and targets by Business Unit Managers.

Responsibilities

Executive Management Team will:

- allocate appropriate resources for the implementation and maintenance of this policy and the WHS program.
- understand the hazards and risks associated within their division's operations and verify that risks are effectively managed.
- review this policy and WHS program activities at scheduled intervals.

Managers will:

- ensure that this policy and the SMS procedures are effectively implemented in areas under their control.
- Support supervisors and workers to implement their WHS requirements and hold them accountable for their specific WHS responsibilities.
- Identify and rectify unsafe work practices or unhealthy conditions or behaviour in their work areas.

Supervisors will:

- Take all practical measures to ensure that the workplace under their control is safe and without risks to health.
- Identify and rectify unsafe work practices or unhealthy conditions or behaviour. If they do not have the authority to fix a problem they will report the matter to their manager together with any recommendations for remedial action.
- Implement their responsibilities as documented in the SMS procedures.

Workers will:

- Cooperate with the WHS policy and SMS procedures to ensure their own health and safety and the health and safety of others in the workplace.
- Carry out their work according to 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.
- Undertake training as required.
- Promptly report hazards and incidents.

Contractors and sub-contractors will:

- Take reasonable care to ensure the health and safety of themselves and others in the workplace
- Comply with WHS legislation and the City's WHS policy and relevant SMS procedures.
- Promptly report hazards and incidents to the City.

Volunteers and visitors will:

- Take reasonable care to ensure the health and safety of themselves and others in the workplace.
- Follow reasonable health and safety instructions from City workers.
- Comply with safe work procedures and use appropriate PPE as required.
- Undertake training if required.

Consultation

This policy has been developed and reviewed in consultation with the Health and Safety Committee, the Joint Consultative Committee and Legal & Governance.

References**Laws and Standards**

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

Policies and Procedures

- Alcohol and Other Drugs Policy and Procedure
- Employee Assistance Program Policy
- Injury Management Policy
- Locally developed safe work procedures
- Safety Management System Procedures
- Security and Emergency Management Policy
- WHS Consultation Statement
- Workers Compensation Policy
- Workplace Adjustment Policy

Review period

This policy will be reviewed every 3 years.

Approval Status

The Chief Executive Officer approved this policy on 04/08/2021



Monica Barone, Chief Executive Officer

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
Reviewed	27 March 2012	Review conducted in alignment with new legislation. Endorsed by the Executive.	2010/072706-08
Reviewed	18 June 2013	Additional commitment to workplace training added. Endorsed by the Executive.	2012/130499
Reviewed	23 June 2015	Administrative changes only. Endorsed by the Executive.	2015/326788
Reviewed	19 June 2017	Minor administrative changes. Endorsed by the Executive.	2017/349429
Reviewed	1 July 2019	Minor administrative changes. Endorsed by the Executive.	2019/361436
Reviewed	4 August 2021	Administrative and language changes, new template. Endorsed by the Executive.	2019/361436
Commence Review Date	4 November 2023		
Approval Due Date	4 August 2024		

Ownership and approval

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