

Work, Health and Safety Policy

The City of Sydney (City) is committed to the health, safety and welfare of all its workers, those contracted to perform work on behalf of the City, and volunteers/visitors to the City's 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.

Purpose

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

Scope

All officers, managers and workers of the City, have a shared responsibility for contributing to the health and safety of all persons in the workplace. The promotion, maintenance and dissemination of WHS information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and keeping under review the City's WHS program.

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.

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.

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.

Implications

- Appointment of WHS Manager, WHS Coordinator, WHS Business Partner, Process & Systems Specialist – Safety, Site Safety and Environment Advisor and a WHS Advisor - Property
- 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

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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

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 participating in WHS training when required, following reasonable instructions from City workers, complying with established safe systems of work and wearing the appropriate PPE when required.

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.
- Management 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

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

Approval status

The Chief Executive Officer approved this policy on 19 June 2017.



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.	2017/349442
Next review	May 2019		

Ownership and approval

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