

POLICY



CENTRAL TABLELANDS WATER

WORK HEALTH AND SAFETY POLICY

DOCUMENT CONTROL

Document Title		Work Health and Safety Policy			
Policy Number		CTW-PR010			
Responsible Officer		General Manager			
Reviewed by		Executive Corporate Services Manager			
Date Adopted		18 June 2025			
Adopted by		Council			
Review Due Date		18 June 2027			
Revision Number		3			
Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
V2	30/05/2016				16/079
V3	June 2025	Updated to align with WHS Act and best practices	CSM	Review	25/038

POLICY STATEMENT

Central Tablelands Water is committed to providing a safe and healthy work environment for all employees, contractors, trainees, and visitors, including Council's elected members, that may be affected by works undertaken by Council, through the elimination or minimisation of risks.

WORK HEALTH & SAFETY STATEMENT

Central Tablelands Water will demonstrate its commitment to Work Health and Safety by:

- Promoting a culture where the safety, health and wellbeing of every person is a fundamental priority ;
- Applying a risk management approach to all specific work-related Council activities and initiating controls as reasonably practicable where risk is identified, monitoring, and recording the same;
- Demonstrating commitment to aligning with relevant safety legislation, codes of practice, and standards wherever possible;
- Conducting inspections of the workplace to monitor effectiveness of controls and identification of hazards and report these outcomes to the WHS Committee;
- When procuring or using plant, substances, equipment and materials care is taken to handle , store and transport them in a ways that do not pose a risk to health and safety of personnel;
- Identifying any foreseeable hazards CTW will provide appropriate information, training and resources to control or eliminate the risk;
- Foster a workplace culture where all levels of management and staff are supported and empowered to contribute to the effective management of work, health and safety within the workplace;
- Consulting with management, employees, volunteers, and contractors on work health and safety issues;
- Provision and circulation of appropriate wellbeing and work, health and safety information to promote and educate the importance within the workplace;
- Support those who are injured at work to return to appropriate work duties in a safe and timely manner;
- Foster an environment where staff feel empowered to openly discuss wellbeing and work, health and safety in the workplace; and
- Council's Work Health and Safety Policy, practices and systems are monitored and reviewed to determine the achievement of the highest safety standards possible.

RESPONSIBILITIES

While the obligation for each person is different, all persons must carry out their work duties in a manner that does not interfere with the wellbeing, health and safety of themselves and other persons at the place of work.

Person conducting a business or undertaking (Council)

Council must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged by the person, and
- Workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

The General Manager has ultimate responsibility for the implementation of Council's WHS Protocol, reviewing overall organisational health and safety performance, and health and safety performance review of executive management.

Officer duties

Officers of Council have a duty to exercise 'due diligence' to ensure that Council complies with its duty to reasonably ensure health and safety. Officers are defined as a person who makes, or participates in making decisions that affect the whole or a substantial part of a business or undertaking.

Council shall fulfill these responsibilities through the appointed General Manager, Directors, and Managers who are responsible and accountable for the safety of workers including contractors, volunteers and Council property under their control.

All workers

All workers have responsibility for:

- Taking reasonable care for their own health and safety;
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Following all WHS legislation, Council safety requirements and relevant codes of practice;
- Co-operating with management in the support of promotion of Health and Safety in the workplace;
- Not undertaking any task without the relevant induction, training or competency;
- Promptly reporting all hazards, injuries and safety incidents;
- All employees are required to report all unsafe conditions or acts; and
- Presenting for work in a fit state that does not prevent them carrying out their duties in a safe and responsible manner.

Compliance with health and safety requirements

Council employees, contractors, trainees, and visitors including Council's elected members, must observe Council's WHS policies, protocols, procedures and instructions. If a breach occurs, it may be necessary for disciplinary action, or cancellation of contracts, in accordance with disciplinary procedures under the Local Government (State) Award.

RELEVANT DOCUMENTS

- Work Health and Safety Regulation 2017
- Work Health and Safety Act 2011
- Local Government Act 1993
- Corporations Act 2001
- Central Tablelands Water Health & Safety Committee Constitution
- Incident Reporting and Investigation Procedure