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City of Canada Bay Council			
Occupational Health & Safety Policy			

CITY OF CANADA BAY COUNCIL

OCCUPATIONAL HEALTH AND SAFETY POLICY

The City of Canada Bay Council and its management recognises their duty in regard to the health, safety and welfare of their employees, local residents and the public in Council work places and areas under the care, custody and control of Council.

AIM

The aim of the Policy is to:

1. Ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to health arising out of or in the course of work and;
2. That every member of the public is safeguarded against physical injury or damage to third party property in areas under the care, custody and control of Council.

Identifying and eliminating or reducing hazards in the workplace and public area will achieve this aim. Such efforts will include:

1. Acceptance that the primary objective of all Health and Safety programmes is prevention;
2. Developing in the workplace a spirit of joint commitment by the employer and employees designed to promote occupational health, safety and rehabilitation;
3. The provision of appropriate forums which foster consultation and co-operation at all levels.

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MANAGEMENT RESPONSIBILITIES

Council and its management have responsibility to provide and maintain, safe and healthy working environments and work practices.

To fulfil these responsibilities, the following steps will be undertaken by Management to:

- Establish standards and procedures for a safe working environment;
- Promote the image of safety as a subject of prime concern throughout the Council;
- Afford the opportunity for consultation between management and employees regarding matters of safety and hazard reporting;
- Provide and maintain premises, machinery and equipment in safe working condition;
- Train employees in safety practices;
- Provide control of chemicals, fumes, noise and harmful substances;
- Provide appropriate medical and preventative, health, first aid and rehabilitation services;
- Provide evacuation plans for Council buildings and establish standards and training for fire safety;
- Investigate accidents and possible safety and health risks and take remedial action;
- Regularly inspect and maintain all Council property and property falling within Councils control to eliminate any hazard with the potential or actual effect of adversely affecting the safety of staff or members of the public;
- Ensure that employees are medically fit to carry out their duties in a safe manner;
- Ensure safety training of all staff;
- Ensure the provision of an annual budget for continuation of the safety programme;
- Regularly review effectiveness of this policy and revise it as necessary.

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COUNCILORS

Councilors, as the corporate body have the following statutory corporate responsibilities which have implications for the capacity of the corporate body to meet its obligations under the OHS Act 2000 and the OHS Regulation 2001.

Section 232 of the Local Government Act 1993 provides for:

- The allocation of Council's resources for the benefit of the area;
- Development of the Council's objectives, policies and criteria relating to the exercise of its regulatory functions;
- The review of the performance of Council in meeting its objectives as stated in the Council's Management Plan, and
- The performance review of the General Manager.

At all times Councilors will:

- Follow the Council's relevant safety procedures while at a Council workplace;
- Demonstrate a commitment to promoting a safe Council workplace;

At an individual level, through demonstrated support of the Council's commitment to promoting a safe Council workplace, be a positive role model for occupational health and safety

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SUPERVISORY STAFF RESPONSIBILITIES

Managers/supervisors are directly responsible for the health and safety of all persons authorised to work or be present in their area of responsibility.

To fulfil their responsibilities, the following steps will be taken:

- Ensure that all safety systems and procedures are clearly understood, explained and consistently applied at work;
- Ensure that all equipment is in a safe working order;
- Ensure that work conditions are maintained at a high standard;
- Ensure that orientation procedures are followed;
- Ensure that employees wear personal protective clothing/equipment provided;
- Apply sanctions and incentives to ensure the above steps are taken.

EMPLOYEE RESPONSIBILITIES

Employees are responsible for working safely, taking the utmost care of the safety and welfare of themselves and others at work and observing Council's Safety Procedures.

In particular to:

- Become informed about safe working procedures and apply those procedures sensibly;
- Be alert to safety and health risks and report those found to supervisors;
- Report injury, damage and sickness when they occur;
- Observe all safety instructions with the use of equipment and chemicals, act with caution and avoid unnecessary risks;
- Except for any approved maintenance or repair, not interfere or misuse any safeguard or piece of equipment provided for safety reasons;
- Keep work areas clean and tidy;
- Give due regard at all time to the safety of the public;
- Wear personal protective clothing/equipment provided whilst carrying out tasks requiring same

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CONTRACTORS AND SUB-CONTRACTORS

All Contractors and sub-contractors engaged to perform work on the Council’s premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the Council.

Therefore, all directions regarding health and safety are to be observed.

Failure to comply with or observe a direction will be considered a breach of contract and will be considered sufficient grounds for termination of the contract.

I have read, understand and accept my responsibilities as outlined in the OHS policy above

Name

Date

Signature