

**POLICY NAME**

Work Health and Safety

**POLICY NUMBER**

PC 001

**DATE ADOPTED**

12 June 2023

**COUNCIL MINUTE NUMBER**

Adopted by General Manager.

**ECM NUMBER**

N/A

**POLICY TYPE**

Organisational

**REVIEW DATE**

12 June 2025

**RESPONSIBLE DEPARTMENT**

People and Culture

**RELATED DOCUMENTS**

Including, but not limited to, WHS Act 2011; WHS Regulation 2017; Workplace Injury and Workers Compensation Act NSW 1998; Workers Compensation Act 1987; Penrith City Council Work Health and Safety Management System; Local Government (State) Award (the Award); Injury Management Policy; Flexible Work Arrangements Policy and Procedure.

**Definitions**

WHS Management System	The systemic approach put in place by an employer to minimise the risk of injury and illness to workers and others affected by its work operations. It involved identifying, assessing, controlling and monitoring risks to workers in all workplace operations.
Workers	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including (but not limited to) working as: an employee; a contractor or subcontractor; an apprentice or trainee; a volunteer; a work experience student

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**Purpose**

This policy aims to provide a framework that facilitates the management of the health and safety of the Penrith City Council (Council) workers and customers to support our MySafety Values. The objectives of this policy are to:

- Establish and maintain a safe and healthy workplace
- Identification and management of WHS risks arising from the business' undertakings
- Working towards zero workplace injuries or illnesses
- Monitoring, reporting and continuous improvement of work health and safety practices
- Create a workplace culture that promotes positive health and wellbeing.

## Scope

This policy applies to all people considered workers under the WHS Act, as well as visitors and members of the public at Council workplaces.

## Policy Statement

Council acknowledges its responsibilities and commitment to providing a workplace that is safe for its workers and those directly affected by our operations in accordance with the WHS Act 2011 and WHS Regulation 2017, and other relevant legal and regulatory requirements.

Council will establish, implement and maintain a Work Health and Safety Management System (WHSMS), which will form the foundations for best practice by:

- Ensuring Council Officers are aware of and are supported to exercise their due diligence obligations
- Ensuring workers are aware and act on their responsibility to take reasonable care of their own and others safety and wellbeing
- Developing and maintaining a safe work environment and safe systems of work in consultation with workers
- Providing workers with the training, instruction and supervision necessary to understand the risks of their work and control measures
- Providing adequate resources to comply with relevant legislation, regulation and codes of practices
- Enabling WHS action plans, policies, objectives and targets to be refined to improve WHS risk and performance
- Establishing measurable objectives and targets for WHS to monitor continuous improvement towards zero injuries
- Creating a workplace safety culture that promotes Finding Balance principles and mental health and wellbeing
- Providing access to facilities for the welfare of workers at Council workplaces
- Implementing a consultation process to ensure workers are involved in work health and safety decision making processes
- Implement and maintain methodology relating to hazard, risk and incident investigation and corrective actions to improve and control risk
- Ensuring consistent dissemination of WHS information
- Establishing and maintaining an Injury Management Policy

## Accountabilities

### *Officers (GM, Directors and Managers)*

- Commit to active leadership in WHS and leading by example
- Ensure resources and process are implemented to achieve objectives and ensure compliance
- Ensure current knowledge of WHS legislation

### *People Leaders:*

- Ensure legal obligations are met in workplaces under their control
- Ensure consultation with worker or their representatives

- Ensure appropriate instruction and training is provided on safe work procedures and procedures are followed

*Health and Safety Representatives (HSRs):*

- Represent workers in their relevant work group on health and safety matters
- Assist in investigation of any matter that may pose a risk to health and safety, and monitor control measures
- Assist all workers of Council to meet their WHS responsibilities
- Advocate to the General Manager and Leadership Team on behalf of the workers they represent, regarding changes to WHS Policy objections and key WHS matters related to the workforce
- Consult with workers to achieve the objectives of the WHS Act

*Workers:*

- Take reasonable care of themselves and others and to not adversely affect the health and safety of others
- Comply with safe work procedures and all reasonable instructions
- Report unsafe behaviour or conditions as soon as reasonably practicable
- Ensure they present themselves for work in a fit state so that in carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety

*Visitors and others:*

- Take reasonable care of their own health and safety and the health and safety of others
- Comply with any reasonable instruction given by Council or its representatives to allow compliance with legislation