

Policy Name	Work Health & Safety
Policy Type	Human Resources
Policy Number	HR26
Version	3
Approval Date	January 2019
Renewal Date	January 2022



**Policy Number**      **HR26**  
**Policy Name**        **Work Health & Safety**

## SUMMARY

West Daly Regional Council recognises its moral and legal responsibility to provide a safe and healthy work environment for employees and others. This commitment extends to ensuring that Council's operations do not place its communities, employees and others at risk of injury or illness.

Council believes that safety is an integral part of every job where accidents and injuries are preventable, and that industrial safety is a positive ideal. Council's approach to work safety is based upon consultation, cooperation, coordination, learning and continual improvement.

## POLICY OBJECTIVES

Council's adopted objectives for Work Health and Safety are to:

- protect workers and other persons against harm to their health, safety and welfare through elimination and minimisation of risks arising from their occupation or work places;
- improve compliance and performance with Work Health and Safety Act (WHS);
- ensure planning for implementation, integration, monitoring and review of WHS Risk Management, Health Promotion a Consultation processes;
- promote the provision of advice, information, education and training in relation to WHS as and when requested;
- allocate and make available appropriate resources and processes to maintain a safe and healthy work place; and
- provide an Injury Management Program aimed at early, safe and durable return to work of injured employees.

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email [info@westdaly.nt.gov.au](mailto:info@westdaly.nt.gov.au) | [www.westdaly.nt.gov.au](http://www.westdaly.nt.gov.au) | ABN: 25 966 579 574

## STRATEGIES

Council intends to:

- integrate WHS Risk Management systems into all aspects of operational management, purchasing building and service planning;
- detail WHS responsibilities and accountabilities for all levels and categories of employees as outlined in the WHS Policy and position descriptions;
- establish a system for development, review, evaluation and improvement of all WHS policies, procedures and programs;
- encourage employee participation through consultation, promotional activities and support of WHS Committees;
- provide WHS relevant training and information to the Chief Executive Officer, managers and employees;
- provide appropriate resources for the management and promotion of a safe and healthy workforce and workplace;
- implement and evaluate hazard management systems and hazard minimisation programs using risk management principles;
- implement and evaluate a comprehensive incident and injury/illness management system; and
- provide access to professional WHS advice and other resources to support WHS initiatives in the workplace.

## **POLICY STATEMENT**

1. Commitment to and implementation of this policy is the responsibility of every Council employee.
2. There is to be consultation and cooperation between management and employees regarding WHS implementation. Employees are to be involved in developing, reviewing and revising the policy. Participation in development and review of the policy will be conducted on a face to face basis.
3. All employees are to receive information about Council's WHS policy at time of induction.
4. Council is committed to provision of safe, healthy and secure workplaces for employees, contractors and visitors, promotion of employee wellbeing, achieving continuous improvement in work health and safety by establishing and reviewing

---

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email [info@westdaly.nt.gov.au](mailto:info@westdaly.nt.gov.au) | [www.westdaly.nt.gov.au](http://www.westdaly.nt.gov.au) | ABN: 25 966 579 574

measurable targets and objectives, compliance with all relevant health and safety legislation and provision of adequate resources to achieve this objective, provision of WHS training to all employees, active response to all incidents ensuring that injured employees are returned to suitable work at the earliest possibility, and regular inspection of all workplaces and plant to ensure they are safe and comply with WHS policy standards.

5. Employees and contractors must ensure that by their acts or omissions they do not put at risk their own health and safety or that of other employees, contractors or the public.
6. Employees must cooperate with management in all aspects of health, safety and security including proper use of equipment, following procedures, undertaking and completing any WHS training, reporting incidents and participating in rehabilitation programs.
7. Contractors and visitors have a responsibility to take care of their own health and safety and for that of others who may be affected by their acts or omissions.

## **TERMINOLOGY AND REFERENCES**

### **REFERENCES**

*Local Government Act*

*Work Health Safety Act*

### **FURTHER INFORMATION:**

*Chief Executive Officer*

---

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email [info@westdaly.nt.gov.au](mailto:info@westdaly.nt.gov.au) | [www.westdaly.nt.gov.au](http://www.westdaly.nt.gov.au) | ABN: 25 966 579 574