

## 1. POLICY CERTIFICATION

Policy title:	<b>Work Health and Safety Policy</b>
Policy number:	<b>WS003</b>
Category:	<b>Policy</b>
Classification:	<b>Workplace Safety</b>
Status:	<b>Approved (OCM 28 May 2014)</b>

## 2. PURPOSE

The Roper Gulf Regional Council is committed to providing a healthy and safe workplace environment for all employees, visitors and contractors.

## 3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees, visitors and contractors on Roper Gulf Regional Council premises and any other locations where activities are undertaken by Roper Gulf Regional Council representatives or on behalf of Roper Gulf Regional Council.

## 4. POLICY STATEMENT

- 4.1 Roper Gulf Regional Council is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.
- 4.2 Health and safety is the responsibility of everyone, all workers and visitors play an important role in contributing to a healthy and safe workplace.
- 4.3 Roper Gulf Regional Council will continue to evolve its Health and Safety Management System through a process of continuous improvement with a focus to manage health and safety risks. This will be achieved in consultation with workers and Safety and Health Representatives with the objective to prevent workplace injury and illness.
- 4.4 Roper Gulf Regional Council will:
  - 4.4.1 Ensure compliance with relevant legislation and the Roper Gulf Regional Council's Health and Safety Management System;
  - 4.4.2 Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
  - 4.4.3 Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
  - 4.4.4 Maintain an effective mechanism for consultation and communication of health and safety matters;
  - 4.4.5 Maintain an effective process for resolving health and safety issues and

managing health and safety risks;

4.4.6 Provide appropriate health and safety training;

4.4.7 Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met;

4.4.8 Require the same standards of compliance from all contractors, partners and suppliers.

## 5. DEFINITIONS

Worker	A person who carries out work in any capacity for Roper Gulf Regional Council, including an employee, contractor, subcontractor, and volunteer undertaking work for Roper Gulf Regional Council
Workplace	The place where work is carried out for Roper Gulf Regional Council and includes any place where a worker goes, or is likely to be, while at work.
Health and Safety Management System	An integrated system that provides a systematic management approach to managing Health and Safety at the workplace. It comprises Health and Safety policies, management standards, procedures, guidelines, forms and checklists, online systems and tools.

## 6. PRINCIPLES

All persons charged, on behalf of Roper Gulf Regional Council, with the management and/or supervision of others, are responsible for the health and safety standards of the working environment and health and safety of workers and visitors under their control.

Roper Gulf Regional Council expects that all workers and visitors will accept their joint responsibility and cooperate in ensuring that the highest possible health and safety standards are maintained in all Roper Gulf Regional Council activities.

## 7. REFERENCES

Acknowledgements (original author/source documents)	Nil
Related Policies	WS002 Smoke Free Policy WS004 Pool Policy
Related Publications	<i>Nil</i>

## 8. DOCUMENT CONTROL

Policy number	<b>WS003</b>
Policy Owner	<b>Human Resources Manager</b>

---

Endorsed by	<b>Nil</b>
Date approved	<b>28<sup>th</sup> May 2014</b>
Revisions	<b>Nil</b>
Amendments	<b>Nil</b>
Next revision due	<b>February 2015</b>

## **9. CONTACT PERSON**

Contact person  
Position  
Contact number  
Email address

**Julie Cook**  
**Human Resources Manager**  
**8972 9000**  
**hr.manager@ropergulf.nt.gov.au**