

**WS003 - Work Health and Safety Policy**

---

**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</b>

**2. PURPOSE**

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

**3. ORGANISATIONAL SCOPE**

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

**4. POLICY STATEMENT**

- 4.1 RGRC 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 RGRC 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 Health and Safety Representatives with the objective to prevent workplace injury and illness.
- 4.4 RGRC will:
  - 4.4.1 Ensure compliance with the *Work Health and Safety (National Uniform Legislation) Act*, and other applicable law, as well as RGRC’s Health and Safety Management System and policies;
  - 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;

**WS003 - Work Health and Safety Policy**

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 RGRC, including an employee, contractor, subcontractor, and volunteer undertaking work for RGRC
Workplace	The place where work is carried out for RGRC 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 RGRC, 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.

RGRC 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 RGRC activities.

Work health and safety is the responsibility of all RGRC elected members and staff who must ensure they observe all applicable law, RGRC safety policies and protocols, and ensure that they take an active part in hazard identification, elimination, and mitigation.

**7. REFERENCES**

Acknowledgements (original author/source documents)	Nil
Related Policies	WS002 Smoke Free Policy WS004 Pool Policy ADM023 Risk Management Policy HR001 Employee Code of Conduct
Related Publications	<ul style="list-style-type: none"> <li><i>Work Health and Safety (National Uniform Legislation) Act</i></li> <li><i>Local Government Act</i></li> </ul>

**8. DOCUMENT CONTROL**

**WS003 - Work Health and Safety Policy**

---

Policy number	<b>WS003</b>
Policy Owner	<b>Human Resources Manager</b>
Endorsed by	<b>Ordinary Meeting of council</b>
Date approved	<b>28<sup>th</sup> May 2014</b>
Revisions	<b>July 2017</b>
Amendments	<b>23 August 2017</b>
Next revision due	<b>June 2021</b>

**9. CONTACT PERSON**

Contact Person  
Contact number

**WHS Coordinator**  
**(08) 8972 9060**