HR04: Work Health and Safety

Policy Title	Work Health and Safety	**Policy Number**	HR04
Status	Endorsed	**Category**	Human Resource
Endorsement Date	29th September 2026	**Resolution**	14.01.09.26
Version	2		

Background

The Belyuen Community Government Council (the Council) is committed to providing employees with a safe and healthy working environment free from the risks of injury or illness for all persons within the workplace.

Objectives

This policy is designed to:

- Establish and maintain a health and safety management system
- Identify and maintain compliance with health and safety legislative obligations
- Ensure the provision of health and safety induction and training for all workers
- Ensure the dissemination of health and safety information and instruction to all workers in the workplace
- Develop and maintain a culture that encourages all workers to actively manage health and safety risks
- Develop and maintain effective consultative arrangements, to ensure all workers are included in the decision-making processes impacting on workplace health and safety
- Define, document and communicate health and safety responsibilities, authority to act and reporting requirements for officers and workers
- Actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- Ensure incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- Maintain physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use
- Establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

Scope

This policy applies Elected Members, CEO and other staff, contractors and volunteers engaged or appointed by the Council.

Legislative References

- Section 172 of the *Local Government Act 2019* (section 104 of the *Local Government Act 2008)*
- *Work Health & Safety (National Uniform Legislation) Act*
- *Work Health & Safety (National Uniform Legislation) Regulations*

Policy Statement

The Council will ensure that Health and Safety is considered a priority and does not come second to other operational goals, budgetary objectives or other competing considerations.

The Council will provide sufficient financial and physical resources to ensure the effective implementation of the health and safety management system.

Responsibilities

The Council will provide and maintain as far as reasonably practicable:

- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that all workers are safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continuous improvement through effective safety management procedures

The Council expects that all workers will:

- Comply with safe work practices
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where it is provided
- Comply with any safety direction given for the purpose of health and safety
- Comply with all relevant policies and procedures related to workplace health and safety
- Not misuse or interfere with any health or safety equipment or process
- Report all accidents, incidents and near misses immediately
- Report all known or observed hazards

Failure to comply with this policy and any procedures related to work health and safety may result in disciplinary action.

Document Control

Policy Owner	BCGC
Endorsed by	BCGC
Date approved	28 July 2020

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Amendments	
Next revision due	Sept 2029