



2.05 – WORK, HEALTH AND SAFETY POLICY

1. INTRODUCTION

Norfolk Island Regional Council is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

2. POLICY OBJECTIVE

Norfolk Island Regional Council Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safe and healthy methods of work;
- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources;
- To comply with all relevant laws, rules, standards and codes of practice.

3. POLICY SCOPE

This policy applies to:

- All employees of Norfolk Island Regional Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Norfolk Island Regional Council (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as 'workers'); and
- All of Norfolk Island Regional Council's workplaces and to other places where workers may be working or representing Norfolk Island Regional Council for example, when visiting a customer, client or supplier (collectively referred to as 'workplace').

4. DEFINITIONS

Norfolk Island Regional Council Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including (without limitation):

- WHS Strategy Plan;
- Defined WHS Responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to manage health and safety risks;
- Consultation with employees on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employees.

5. LEGAL AND POLICY FRAMEWORK

- *Employment Act 1988 (NI)*,
- *Work Health and Safety Act 2011* (not in force, used for guidance),
- *Work Health and Safety Regulations 2011* (not in force, used for guidance),
- Council's Code of Conduct.

6. IMPLEMENTATION

6.1 Management Responsibilities

All Officers, Managers and Team Leaders/Supervisors are responsible and accountable for the safety of employees, contractors and company property under their control so far as reasonably practicable. Managers and Team Leaders/Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

6.2 Employee Responsibilities

All employees are required to comply with health and safety legislation where applicable and Norfolk Island Regional Council's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

6.3 Contractors

All contractors engaged to perform work for Norfolk Island Regional Council are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of Norfolk Island Regional Council as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

7. REVIEW AND VERSION CONTROL

Norfolk Island Regional Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

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