

HSW 001 Health, Safety & Wellbeing Management Policy

Adopted: 18 March 2019

Next review by: 19 March 2021

1. Objective

Far North District Council (FNDC) is committed to providing and maintaining a safe and healthy working environment for staff and visitors to its premises.

FNDC will ensure so far as reasonably practicable, that the health, safety and wellbeing of its staff and others are not put at risk by its facilities, work or activities.

2. Policy Statement

To ensure and maintain a safe and healthy work environment FNDC commits to the following activities:

Planning

- Development of a Health, Safety and Wellbeing focused five year strategy
- Set Key Performance Indicators (KPIs) for all staff with a focus on continuously improving the health, safety and wellbeing in the workplace. These KPIs will be annually reviewed against actual performance
- Work practices are designed to always ensure Councils obligations are met under the Health and Safety at Work Act (2015), relevant Codes of Practices, Guidelines or Standards

Hazard Management

- Systematically identify any potential hazards or risks in the workplace
- Control hazards and risks so far as reasonably practicable by taking steps to eliminate or minimise the exposure
- Monitor the workplace to ensure the control measures are effective and lead to safer work practices
- Ensure all staff and others are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner

Contractor Management

- Working with contractors who share our health, safety and wellbeing focus
- Have met our prequalification processes and adhere to the obligations under the Health and Safety at Work Act (2015)
- That the management of any hazards and/or risks involved with any work is an ongoing conversation between staff and the contractor

Reporting

- Actively encourage the accurate and prompt reporting and recording of all incidents and accidents involving injury, illness, harm, near misses, damage or risk, through the use of councils reporting system
- Investigate all reported incidents to ensure all contributing factors are identified and where appropriate plans are formulated to take corrective actions, with the primary goal of preventing the incidents from reoccurring
- Distribution of the Health, Safety and Wellbeing monthly reports throughout Council

Consultation

- Encourage consultation and participation of staff in all matters relating to health, safety and wellbeing
- Support elected Health and Safety Representatives (HSR's) in their role on the Health, Safety and Wellbeing Committee

- Performance reviews of staff will include a focused health, safety and wellbeing related KPI and discussion

Responsibilities

FNDC requires active participation from all staff to ensure health, safety and wellbeing is a priority in all our workplaces. FNDC shall, where it is reasonably practicable, take responsibility as follows:

Managers to:

- be actively involved in promoting and leading by example a positive safety culture
- have an understanding of the health and safety issues in their area of responsibility and attend appropriate training to maintain this
- take responsibility for the health, safety and wellbeing of their staff, including contractors under their direction
- share relevant health, safety and wellbeing related information at team meetings
- engage with staff in focused health, safety and wellbeing discussions, and
- ensure that their staff have access to the right plant, tools, personal protective equipment (PPE) competencies and information to work both safely and efficiently.

Staff to:

- work in a safe manner, that does not endanger themselves or others
- not proceed and continue to place themselves in harm's way, where they believe the work to be unsafe
- escalate in a timely manner any health, safety and wellbeing issues or concerns when they arise to their manager so that solutions and control measures can be put in place,
- ensure they understand and follow all policies, procedures and processes that are applicable to the task at hand (e.g. compliance under reporting of any incidents)
- report all incidents and accidents in a timely manner in councils reporting system
- monitor, supervise and engage with contractors, subcontractors, alliance partners and volunteers, where they undertake work on Council assets on our behalf to ensure they use safe work practices, and actively share in the commitment to this policy.

Rehabilitation

- FNDC supports the safe return to work of injured employees, whether that injury occurred at work or not.

3. Relevant Legislation, Policies and Procedures

Legislation	Health and Safety at Work Act (2015)
Council Policies and Procedures	All current health, safety and wellbeing policies are on TK2, refer to those for the latest version

4. Definitions

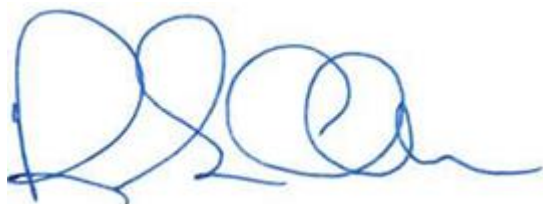
Contractor	A person engaged by any person (other than as an employee) to do any work for gain or reward.
PCBU	A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person (e.g. a sole trader) or an organisation, however in most cases a PCBU will be an organisation (e.g. a business entity such as a company). FNDC is an undertaking against this definition not a business.
Performance Reviews	These include <i>catch-up</i> conversations, end of year reviews or any performance related conversation that is held and recorded in the performance system, which currently is M7.

Prequalification processes	Currently the process and system FNDC use is SiteWise.
Reporting system	Currently the system FNDC use is PeopleSafe, which is accessible via TK2 or via the mobile phone App.
Volunteer	A person who: (a) does not expect to be rewarded for work to be performed as a volunteer; and (b) receives no reward for work performed as a volunteer Does not include a person who is in a place of work for the purpose of receiving on-the-job training or gaining work experience.
Worker	A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (e.g. managers are workers too).

5. Approval

This policy has been approved and will be reviewed every two years or when changes occur to health and safety legislation.

Signed by the Far North District Council – Chief Executive Officer



Date: 3 April 2019