

POLICY NAME: Health, Safety and Wellbeing

POLICY NUMBER: HR020

ADOPTED DATE: 10 September 2018

REVIEW DATE: 20 November 2024

POLICY OWNER: Human Resources

PURPOSE: We are committed to providing a safe and healthy working environment for our councillors, workers, contractors, volunteers, and visitors to our workplaces.

1 SCOPE

This policy applies to all employees within Barcaldine Regional Council [BRC]. This includes but is not limited to, councillors, workers, contractors, volunteers, and visitors.

Employees within BRC must comply with and understand the Queensland Workplace Health and Safety Legislation.

We expect all workers, contractors, volunteers, and visitors to our workplaces to follow safe work practices as prescribed under both the Queensland Workplace Health and Safety legislation, and Barcaldine Regional Council Safety Management System to make every effort to reduce the risk of injury to themselves and others.

2 POLICY OBJECTIVE

Barcaldine Regional Council's (BRC's) priority is to create and maintain a safe and healthy working environment, committing to eliminating and reducing risk through the development of proactive safety strategies in consultation with relevant workers while adopting a risk management approach to WHS to minimise risk and provide an injury/illness free workplace.

BRC acknowledges maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all workers, contractors, volunteers, and visitors are responsible and accountable for the health and safety of both themselves their colleagues and any other person/s effected during the course of work activities.

3 HEAD OF POWER

Work Health & Safety Act
WorkSafe Australia
BRC Code of Conduct

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4 DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

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| Person Conducting a Business or Undertaking (PCBU) | A PCBU has the primary duty of care to ensure the Health and Safety of workers whilst they are at work. |
| Worker | A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking. The term worker includes Councillors, employees, contractors, volunteers, visitors, and others. |
| Health and Safety Representative (HSR) | A worker elected by members of their work group to represent them in Health and Safety matters |

5 POLICY STATEMENT

Barcaldine Regional Council is committed too:

- Integrating workplace health and safety into all aspects of its operations.
- Identifying hazards, assessing risk, and implementing control strategies to minimise injury to people.
- Ensuring that relevant health and safety legislation that applies to working conditions and environments are observed and enforced.
- Developing and implementing safe systems of work.
- Providing adequate safety information, training, and supervision.
- Identifying safe systems and implementing industry best practice when designing, purchasing, installing, commissioning and maintaining plant, equipment, and structures.
- Ensuring that the workplaces and workers under their control are safe and work is completed without undue risks to health.
- Providing a framework for behaviour of all persons in the workplace to ensure safety without undue risks to health.
- Identifying known hazards and risks associated with workplace health and safety.
- Consulting with workers and other parties to address identified hazards and risks and improve decision making on workplace health and safety matters; and
- Supporting and assisting workers in effective injury management and rehabilitation.

5.1 Responsibilities

As a PCBU Council will:

- Provide and maintain a work environment that identifies risks to health and safety.
- Provide and maintain a safe work environment for others during work carried out as part of its operations.
- Provide instruction in the safe use, handling and storage of plant, structures and substances.
- Regularly conduct maintenance on plant and structures.
- Provide and maintain safe systems of work.
- Provide adequate facilities.
- Provide information, training, instruction, and supervision.
- Monitor the health of workers and the conditions of our work environments.

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Specific duties as a PCBU also include:

- Consult so far as reasonably practicable with additional PCBU's or others who have a duty regarding work being conducted at Barcaldine Regional Council operated facilities or workplaces.
- Consult so far as reasonably practicable with workers, and Health and Safety Representatives on work health and safety matters.

5.2 Contractors

Contractors, sub-contractors, and self-employed persons are defined as "workers" under the WHS Act

if they carry out work in any capacity within BRC. They are required to:

- Taking reasonable care of their own health and safety and for the health and safety of other persons.
- Comply with and provide documentation addressing the requirements of the QLD WHS legislation.
- Have in place relevant insurances, licences, permits and certifications.
- Consult with BRC about safety matters and comply with BRC policies.
- Comply with all reasonable safety directions provided by Barcaldine Regional Council.

5.3 Visitors

Visitors to BRC also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include:

- Taking reasonable care of their own health and safety and for the health and safety of other persons.
- Comply with all reasonable safety directions provided by Barcaldine Regional Council Reporting all safety related incidents to BRC staff.
- Ensuring the adequate supervision of any accompanying children.
- Not entering any restricted area without authorisation or escort.
- Not wilfully or recklessly interfering with BRC property.

5.4 Communication

Open communication between workers and managers is important in ensuring a safe workplace.

Workers are encouraged to:

- Raise WHS concerns and questions.
- Make recommendations and provide feedback on WHS matters.
- Become involved in evaluation of safety issues.
- Participate in WHS related problem solving issues.

It is important that workers help shape decisions about WHS particularly when:

- Identifying hazards and assessing risks.
- Making decisions about ways to eliminate or minimise those hazards or risks.
- Proposing business changes that may affect the health and safety of workers.
- Purchasing of new equipment or substances.
- Developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their Supervisor, Manager and/or Health and Safety Representative. Issues may be raised formally or informally. If the issue identified remains unresolved, it can be raised directly with the People and Culture team.

5.5 Health and Safety Representatives (HSR)

HSR's are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSR's must undertake approved training to exercise their powers and may:

- Direct workers in their work group to cease work if they have a reasonable concern that doing the work would expose them to a serious risk to their health and safety from immediate or imminent exposure to a hazard.
- Consult with workers on a regular basis.
- Participate in workplace inspections.
- Participate in workplace accident and incident investigations.
- Participate in discussions on matters that may affect the health and safety of workers.
- Provide advice to managers on the welfare of workers.

5.6 First Aid

Barcaldine Regional Council acknowledges the requirements for providing a safe work environment, and in consultation with its workers will regularly review and conduct risk assessments to identify and maintain its first aid requirements.

5.7 Fatigue Management

Fatigue management is a shared responsibility between Council management, workers and other relevant persons including councillors, workers, contractors, volunteers, and visitors.

Barcaldine Regional Council will continue towards its goal of providing a safe and healthy workplace for all workers. This applies to all sites and covers all our activities and services where fatigue management may be required.

Where required, BRC will develop a Fatigue Management Plan by conducting a risk assessment through consultation with identified personnel. The fatigue management plan shall cover all affected workers who work on planned rosters and unplanned work such as overtime and call outs.

5.8 Emergency evacuation

Barcaldine Regional Council acknowledges the requirements for providing a safe work environment, and in consultation with its workers will regularly review and conduct evacuation drills.

5.9 BRC is committed to be a Smoke free workplace

Smoking is banned in all enclosed workplaces and in some unenclosed areas that are also places of work.

BRC is committed to providing a safe and healthy work environment for all Councillors, employees, contractors, visitors and clients. Council has a duty of care under the *Work Health & Safety Act*, to provide a safe and healthy working environment for all persons within the workplace.

All workplace participants are required to comply with BRC being a smoke free area at all times.

5.9.1 Vapes/e-cigarettes

Under the smoke-free environment act 2000, people are prohibited to use e-cigarettes in smoke-free areas, or any place where smoking is banned. This includes all enclosed public places and some outdoor public places that involve close contact with others and children.

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Visitors will be informed of this policy through signage, and it will be explained by the Council hosts.

5.9.2 Non-smoking areas

Smoking is prohibited in the following areas:

- Within five metres of entry to a Council building
- Within any Council building or structure
- On the veranda of any Council building
- In breezeways or under associated with Council buildings
- Council Storage facilities
- Council Toilets
- Grandstands at sporting facilities
- Within 10 metres of a children’s playground or sports area
- Within 5 metres of ingress and egress points, filtration systems e.g. air conditioner units and ventilation sources to buildings
- Where combustible fumes can collect, areas where chemicals are used and all other areas where it is a fire, hygiene or health hazard.
- On or in any Council item of plant including but not limited to motor vehicles, graders, loaders, trucks, mowers, tractors etc.
- In Confined entry spaces e.g. manholes

6 Responsibility and authority

Human Resources will monitor the day to day compliance with this Policy and provide guidance to the CEO. If you have any questions or wish to make any comments regarding this policy, please contact the HR Manager

7 Review

Human Resources will review the contents of, and compliance with, this Policy at least once a year.

| Doc ID No. | Version No. | Owner | Next Review Date |
|------------|-------------|------------|------------------|
| HR-016 | 3 | HR Manager | July 2026 |

8 ASSOCIATED DOCUMENTS

Nil