



# KATHERINE TOWN COUNCIL

## POLICIES & PROCEDURES

### 5.5 OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

#### POLICY

This policy recognises that the safety and health of all employees within the Katherine Town Council (Council) is the responsibility of the Council and all employees.

#### OBJECTIVE

Ensure as far as is practicable, a working environment is maintained in which employees are not exposed to hazards.

The Council, in partnership with employees will attempt to recognise the potential risks associated with hazards that may exist within the workplace and will take practicable steps to provide and maintain a safe and healthy work environment for all employees.

The objective of this policy is to:

- Promote and secure the safety and health of people working for the Council;
- Protect people at work from hazards;
- Assist in securing a safe and hygienic working environment;
- Eliminate, reduce and control hazards;
- Establishing accident investigation procedures;
- Encourage co-operation and establishing consultative mechanisms; and
- Promote education and awareness of occupational safety and health.

#### PROCEDURE

##### ***Council's Responsibility***

In fulfilling this responsibility, the Council has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards. This will be achieved by:

Providing and maintaining safe plant and systems of work;	✓
Making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;	✓
Establishing, promoting and enforcing procedures which are conducive with safe work practices;	✓
Maintaining the workplace in a safe and healthy condition; and	✓
Providing information, training and supervision for all employees thereby enabling them to work in a safe and healthy manner.	✓

In fulfilling the objectives of this policy, the Council is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.



# KATHERINE TOWN COUNCIL

## POLICIES & PROCEDURES

Aspects to be considered in this process are:

- The effective implementation of the Council's safety and health policy;
- To observe, implement and fulfil its responsibilities under Acts and Regulations which apply to Council;
- To ensure that the agreed procedures for regular consultation between the Council and those with designated and elected safety and health responsibilities are followed;
- To make regular assessments of safety and health performance and resources in co-operation with those persons having designated and elected safety and health functions;
- To ensure that all specific policies operating within the Council e.g. fire and evacuation, purchasing, training, first aid and safe systems of work, are periodically revised and are consistent with the Council's safety and health objectives;
- To provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council;
- To report incidents and accidents occurring on Council premises or to employees so that safety and health performance can be accurately gauged;
- To ensure when a situation requires immediate action, it is the Manager's responsibility to attempt to resolve the issue or where the issue can not be resolved then refer the matter to the Safety and Health Committee for determination and action; and
- To ensure that the Council employees are not allowed to continue work if an environment is unsafe to do so, after having regard to the potential risks.

### ***Appointing a Occupational Health and Safety Committee and Safety Co-ordinator***

The Council may form an Occupational Health and Safety Committee and the Chief Executive Officer shall assign an employee with the authority to act as the Safety Co-ordinator.

The Safety Coordinator is responsible for initiating and driving all safety strategies and Safety Committee meetings on behalf of the Council.

### ***Managers/Supervisors Responsibilities***

- The Manager/Supervisor must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council.
- Managers and Supervisors are responsible for ensuring that personal protective equipment is supplied to employees where necessary and should be used by employees when directed or in circumstances where the level of protection is required to be increased.
- The Manager/Supervisor must report all incidents and accidents occurring on Council premises to the Administration Manager and Chief Executive Officer and to employees so that safety and health performance can be accurately gauged.
- When a situation requires immediate action, it is the Managers or Supervisors responsibility to attempt to resolve the issue.



## KATHERINE TOWN COUNCIL

### POLICIES & PROCEDURES

- It is the responsibility of the Manager/Supervisor to ensure that employees are not allowed to continue work if an environment is unsafe to do so, after having regard to the potential risks.

#### ***Other Council Responsibilities***

##### ***Plant and Equipment***

When purchasing new plant or machinery for a workplace, it is the responsibility of the Council to, as far as practicable:

- Recommend the most suitable plant or machinery to the needs of the enterprise and having regard to the safety of the users;
- Design and construct plant so that employees who install, maintain and use the plant are not exposed to hazards;
- Test and examine the plant before it is used;
- Provide information regarding the safe operation or guidelines of the machinery and any potential risks associated with the use or common mistakes during use of the machinery; and
- Ensure the plant is installed or erected so it can be used safely.

The Council will endeavour to develop a repair and maintenance program to specify:

- Where servicing is required;
- The extent of service required;
- The nature of the servicing required;
- The frequency of servicing;
- Who is responsible for maintaining repair and maintenance programs;
- That the persons responsible for such maintenance are suitably qualified;
- How defects will be corrected; and
- The developing, keeping, maintaining and implementing of accurate maintenance and service records.



# KATHERINE TOWN COUNCIL

## POLICIES & PROCEDURES

### ***Hazardous Substances at Work***

Many substances used at work may be hazardous. Provided these hazards are known and understood and appropriate precautions are taken, the substances can be safely used.

Material Safety Data Sheets are used internationally to provide information required to allow the safe handling of hazardous substances and mixtures of hazardous substances in workplaces. The guidance notes developed by the National Occupational Health and Safety Commission shall be located in workplaces where such substances exist that are toxic or hazardous to employees.

It shall be the responsibility of the Managers and Supervisors to ensure that the necessary guidance notes, warning signs, safety equipment and training is provided to employees.

### ***Employees Responsibility***

In fulfilling their obligations pursuant to this Policy employees:

- Have a duty to display a level of care for their own safety and of others;
- Must comply with the safety procedures and directions;
- Must not wilfully interfere with or misuse items or facilities provided by the Council;
- Always utilise the safety equipment and protective clothing provided by the Council; and
- Report potential accidents, actual hazards and accidents or incidents to their Manager or Supervisor.

### ***Working Together***

This policy requires the Council and employees to actively work together with a common aim of improving standards of safety and health in each workplace.

A Safety and Health Committee may be established to provide means of consultation and co-operation. All legal responsibilities at the workplace shall continue to rest with the Council. However, the consultation process may help in reaching decisions by openly accepting information and recommendation provided by employees through the committee.



## KATHERINE TOWN COUNCIL

### POLICIES & PROCEDURES

The Council and employees shall endeavour to work together to:

<b>Identify workplace hazards;</b>	Involves recognising things which may cause injury or harm to the health of a person, for instance flammable material, ignition sources and unguarded machinery.
<b>Analysing and assessing the risk; and</b>	Involves looking at the possibility of injury or harm occurring to a person if exposed to a hazard.
<b>Implementing processes, control measures and procedures for reducing the risk</b>	By introducing measures which will eliminate or reduce the risk of a person being exposed to a hazard.