



LITHGOW CITY COUNCIL

Policy 9.14

OCCUPATIONAL HEALTH AND SAFETY POLICY

Version 1

9.14 OCCUPATIONAL HEALTH AND SAFETY POLICY

OBJECTIVE:

Our objective is the elimination of all accidents from Council workplaces.

POLICY:

1. INTRODUCTION

The health, safety and welfare of all persons employed within Lithgow City Council and those visiting a Council / workplace are important.

2. POLICY

Appropriate resources will be made available to assist in compliance with all relevant Acts, Regulations, and Codes of Practice to make the workplace safe and without risk to health.

3. STRUCTURE

Our objective is the elimination of all accidents from Council workplaces by the formation of an OH&S Committee with representation in all areas of the Lithgow City Council's activities.

As required by legislation Lithgow City Council adopts the practice of consultation on safety matters in the workplace via employee OH&S representative/committee.

A management representative who is empowered to make decisions on each of the matters discussed will attend committee meetings.

A program of activities relating to health and safety in the workplace will be introduced.

The program includes the following, but is not limited to:

- Health, safety and welfare awareness education and training.
- Workplace design and safe work method statements.
- Emergency procedures.
- Provision of personal protective equipment (PPE).
- Workplace inspections.
- Reporting and recording accidents, illnesses and dangerous occurrences.
- Risk assessment and hazard control.
- Promotion of workplace health and safety
- Take 5 Risk Assessments
- Material Safety Data Sheets

4. **RESPONSIBILITY**

- a) It is the responsibility of the supervisory staff to ensure that all employees are aware of this policy within the Council workforce and that the OH&S policy is displayed in a prominent position at the workplace.
- b) Supervisory staff shall require employees to adhere to this structure and policy and inform staff in an open forum of the requirement to adhere to this policy and structure.
- c) It shall be the employee's responsibility to strictly adhere to this policy when on Council business and or providing work under Council control and or working on Council controlled premises.
- a) Any responsible senior officer of the Council shall, through his/her various supervisors, ensure that this policy & structure as defined in the policy and structure is adhered to.

Maintained by Department:	Organisational Development	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	9.14	Effective Date:	16/10/2006
Min No:	06-349	Version No:	1	Review Date:	Oct 2007
Attachments:					