



1 POLICY GUIDELINE PURPOSE

The purpose of this policy guideline is to document Pormpuraaw Aboriginal Shire Council's (Council) commitment to the management of work, health, safety and well-being in the workplace.

2 POLICY GUIDELINE OBJECTIVE

The Work Health and Safety (WHS) policy guideline demonstrates Pormpuraaw Aboriginal Shire Council's (Council) commitment to providing a safe and healthy workplace for all people who work or visit any of our workplaces or have the potential to be affected by our activities.

3 POLICY GUIDELINE SCOPE

This policy guideline applies to all Council employees and all persons performing work at the direction of, or on behalf of Council, including contractors, agents, consultants, volunteers, trainees and visitors, collectively referred to as "workers". Further, the policy applies at all Council workplaces and other places where workers may be working, providing a service or representing Council.

4 LEGAL AND POLICY FRAMEWORK

Council will comply with the *Queensland Work Health and Safety Act 2011* (WHS Act), the *Work Health and Safety Regulation 2011*, and other relevant legislation, codes and industry standards. Council will also meet its license conditions wherever these may apply.

Council understands that failure to follow safe systems of work, misuse WHS equipment, bypass risk control measures or interfere with another person's efforts to work safely, may lead to prosecution under the WHS Act and/ or be dealt with under the *Council Code of Conduct*.



5 POLICY GUIDELINE STATEMENT

Council acknowledges that the people we employ are our most valuable asset. Council workers understand that managing work health and safety (WHS) in all environments, is everyone's responsibility. We are dedicated to ensuring the health, safety and well-being of all persons during Council operations and other business activities by working as a team to meet all WHS objectives and commitments.

Council Officers will exercise due diligence in relation to WHS management within Council to ensure its legal duties as the person conducting the business or undertaking (PCBU) are met.

The following principles form the basis of Council's approach to achieving best practice:

- Understanding we are each responsible for our own health and safety, and that of others
- Recognising that injuries can be prevented by actively pursuing incident free workplaces
- Ensuring policies, procedures and other WHS documentation is consistent with relevant legislation and endorsed and supported by our executive and senior management
- Implementing and maintaining a WHS risk management process to eliminate hazards wherever possible or otherwise reduce risks consistent with Council's activities, services and scale of risks
- Ensuring compliance with WHS legislation and other requirements to which the organisation subscribes, including workers' compensation requirements
- Facilitating joint decision-making through communication, consultation and participation to promote safe workspaces and systems of work
- Supporting safe service environments through culturally safe and trauma aware care practices
- Providing and maintaining sufficient resources, facilities, equipment and materials
- Establishing measurable objectives and targets to ensure Council's WHS legal and other obligations are fulfilled
- Ensuring workers are properly trained and receive sufficient information to work safely
- Responding promptly and proactively to issues and incidents that arise, and
- Monitoring systems and processes to enable learning and continuous improvement
- Undertaking regular refresher training for all staff of WHS principals

This policy applies to all Council workers, contractors, agents, consultants, volunteers, trainees and visitors. It is an expectation that all applicable parties follow any reasonable instruction given, and work in accordance with Council policies and procedures, whilst making every effort to reduce the risk of injury to themselves and others.

Further, it is expected that all applicable parties identify and rectify unsafe conditions or report these, along with any incidents.

Janelle Menzies
Chief Executive Officer

Gus Yates
Executive Manager

Tracey Graham
Executive Manager

Shelina Bartlett
Executive Manager

6 IMPLEMENTATION

The strategies to implement this policy include:

- Development, implementation, maintenance, and review of Council's WHS Management System (WHSMS)
- Implementation and maintenance of Council's WHS Risk Management Program
- Ensuring WHS risk management is undertaken for all activities, and the responsible person is satisfied that all foreseeable hazards are identified, risks are assessed (where appropriate) and controls are adequately applied
- Establishment of measurable objectives and targets to facilitate continual improvement of WHS in the workplace and to reduce work related illness and injury
- Provision of appropriate WHS training and communication of WHS information to all workers and visitors to the workplace
- Consultation with workers and other stakeholders (including contractors and affiliated entities) about decisions that may affect their WHS
- Provision of adequate resources to ensure effective implementation of the WHSMS
- Documentation and communication of WHS responsibilities for all workers, and
- Communication of this policy throughout Council through induction and training

7 ROLES, RESPONSIBILITIES AND AUTHORITIES

Council's *Delegations Register* details the general roles, responsibilities and accountabilities for WHS within the Council. Outlined below are responsibilities for this WHS policy.

7.1 ELECTED MEMBERS

Responsible for complying with all laws that apply to local governments and being accountable to the community for the local government's WHS performance by leading, managing, and providing strategic direction to, the chief executive officer in order to achieve high quality administration across local government.

Elected members must be proactive in ensuring the organisation complies with its duty and takes all reasonable steps to exercise due diligence in respect of WHS matters.

7.2 CHIEF EXECUTIVE OFFICER

Responsible for establishing WHS objectives and targets in line with the requirements of this policy and ensure these targets are being met.

7.3 SENIOR MANAGERS AND TEAM LEADERS

Responsible for meeting and implementing objectives within their area of responsibility and taking steps to ensure that identified hazards are eliminated as far as reasonably practicable or controlled using the hierarchy of risk controls.

7.4 WORKERS

Responsible for following the WHS policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.

7.5 WHS COMMITTEE AND HEALTH AND SAFETY REPRESENTATIVES

Workplace Committees and Health and Safety Representatives (HSRs) are responsible for ensuring effective consultation takes place within their representative area, providing WHS advice and assisting with the implementation of the WHSMS as required.

7.6 WHS DEPARTMENT

Responsible for the review and maintenance of the WHSMS and providing WHS support and advice to all stakeholders across Council and/ or those conducting work for and/ or on behalf of Council.

8 SUPPORT AND ADVICE

For further information, support or advice regarding this policy and/ or matters covered within, workers are directed to the Chief Executive Officer (CEO) or WHS department.

9 COMMUNICATION

The WHS policy can be accessed on Council's internal Shared Drive. The WHS policy will be displayed in all workplaces and communicated during onboarding and/ or the WHS induction process. A copy of the WHS policy will be provided on request by workers, contractors and others conducting work for and/ or on behalf of Council.

10 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy guideline has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

11 DEFINITIONS

Term	Definition
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job
Due Diligence	Taking every precaution reasonable in the circumstances to protect the health, safety and wellbeing of all workers and others who could be put at risk from the work carried out as part of Council's business or undertaking

Term	Definition
Officer	Someone who: • makes, or participates in making, significant decisions that affect the whole, or a substantial part, of the business, or • has the capacity to significantly affect the business' financial standing
Person Conducting a Business or Undertaking (PCBU)	Broad term to describe all forms of modern working arrangements – referred to as businesses. A PCBU can be a company, an unincorporated body or association, a sole trader or self-employed person.
Worker	A person who performs work for a PCBU

12 RELATED LEGISLATION AND OTHER DOCUMENTS

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Work Health and Safety Codes of Practice*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Sector Ethics Act 1994*
- *Council Code of Conduct*
- *Psychosocial Health Safety and Wellbeing Policy Guideline*

13 MONITORING AND REVIEW

The monitoring and evaluation of this policy guideline will occur on an annual basis, or when any of the following occurs:

- Significant changes in operations that affect the policy
- Changes in legislation and/ or standards
- It is evident that application of the policy fails to deliver the required outcomes

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

14 RESPONSIBILITY

This policy guideline is to be implemented by the CEO; and reviewed and amended in accordance with section 13 above.

15 VERSION CONTROL

Version	Details	Res No:	Date
V1	Developed	2025/89	30/07/2025
V2	Amended and adopted	2026/193	19 October 2026