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### 1. Scope

- 1.1 This Policy applies to all City of Parramatta Council (**Council**) employees, visitors, contractors, and volunteers.

### 2. Purpose

- 2.1 This Policy establishes Council's commitment to providing and maintaining a safe and healthy work environment for all in the workplace, including where risks are identified and controlled as far as is reasonably practicable.
- 2.2 This Policy sets out the guidelines and procedures to be followed to ensure both compliance with all related legislation, standards, and codes of practice, and provides the framework for a committed and proactive safe working culture at Council.

### 3. Policy

- 3.1 Council is committed to providing and maintaining a safe and healthy work environment for all in the workplace. Council will empower employees to proactively lead in all areas of safety. Council expects all employees to consistently implement safety practices and will empower proactive leadership regarding safety.

Work Health and Safety Policy		
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3.2 Council is committed to the following safety principles, which underpin the way Council will deliver business services with safe systems of work. To deliver a safe and healthy work environment for all in the workplace, Council will:

- (a) demonstrate that safety is paramount. All Council employees and stakeholders have a responsibility to work towards a safe and healthy work environment for all in the workplace, where all risks are managed to a level as low as reasonably practicable for our employees, visitors, contractors, and volunteers;
- (b) act in a manner consistent with its obligations under all relevant legislation, codes of practice, and recognised industry standards, and aspire to best practices in Workplace Health & Safety (WHS);
- (c) expect all workers, visitors, contractors, volunteers, and suppliers to practice safety in accordance with Council's Policies, Procedures, and Guidelines;
- (d) consult with employees in a meaningful and effective manner about WHS issues to enable each employee to contribute to decisions that may affect their health, safety, and wellbeing at work;
- (e) adopt the philosophy that all incidents are preventable and in the event they occur, implement corrective actions based on a continuous improvement approach with the primary outcome of learning from the system deficiencies; and
- (f) support NSW Health and Public Health Orders to manage the risks arising from public health pandemics to protect work related health safety and wellbeing.

#### 4. Delegations

4.1 There are Administrative and/or Legislative Delegations applicable to this Policy, which are provided for in Council's Delegations Manual.

#### 5. Procedures

5.1 This Policy supports Council's WHS Management System, and must be read in conjunction with Council's applicable WHS Procedures. Council expects employees to

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ensure they understand the WHS accountabilities and responsibilities applicable to their role.

5.2 Council will work to embed a committed and proactive workplace safety culture by:

- (a) providing Intranet availability of the Work Health and Safety Policy;
- (b) regularly communicating about key WHS safety messages at team meetings / toolbox talks;
- (c) investigating all incidents promptly and implementing appropriate corrective actions, as per Council's WHS Incident Notification & Investigation Procedure;
- (d) completing regular workplace inspections or safety observations in the workplace using Safety System Vault Check; and
- (e) undertaking Council's risk based WHS audit program.

## 6. Definitions

Accountability	To be held responsible for carrying out actions in a specified timeframe to agreed standards.
Contractor	A person or firm engaged by Council to undertake a contract to provide materials or labour to perform a service or do a job.
Employee	A person who is directly employed by Council on a full time, part time, temporary and casual basis. Also known as worker who is a person who performs work for a PCBU.
Person conducting a business or undertaking (PCBU)	A legal term under WHS laws for individuals, businesses or organisations that are conducting business.
Responsibility	The tasks designated to those responsible for ensuring a safe and secure workplace.
Safety System Vault Check	An online inspection system to record WHS observations and hazards.
Visitor	A member of the public who attends a council facility or workplace.
WHS Management System	The combination of Council's WHS Policy, WHS related procedures and associated tools, and an online system to record events, injuries, hazards, and safety observations.
Workplace	A place where work is carried out by employees and includes any place where a worker goes, or is likely to be, while at work.

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REFERENCES	<p>ISO 45001: 2018 Occupational Health &amp; Safety Management Systems – Requirements with guidance for use</p> <p>ISO 45005: 2020 Occupational Health &amp; Safety Management: General Guidelines for safe working during the Covid-19 pandemic</p> <p>Work Health and Safety Act 2011</p> <p>Work Health and Safety Regulation 2017</p>
ASSOCIATED POLICIES	<p>Return to Work Policy</p> <p>Health and Wellbeing Leave Policy</p>
ATTACHMENTS	<p>PR2.1 WHS Legal Compliance</p> <p>PR2.2 WHS Planning, Reporting &amp; Review</p> <p>PR2.3 WHS Roles and Responsibilities</p> <p>PR3.1 WHS Risk Management</p> <p>PR3.2 Managing Risk of Falls</p> <p>PR3.5 Construction Safety</p> <p>PR3.6 Contractor Safety</p> <p>PR3.7 Safety in Design</p> <p>PR3.8 Hot Work</p> <p>PR3.9 Hazardous Manual Tasks</p> <p>PR3.11 Hazardous Chemicals</p> <p>PR3.13 Hazardous Noise</p> <p>PR3.14 Traffic Management</p> <p>PR3.16 Bullying Prevention &amp; Management Procedure</p> <p>PR3.17 Preventing &amp; Responding to Aggression &amp; Violence</p> <p>PR3.18 Electrical Safety</p> <p>PR3.20 Event Risk Management</p> <p>PR3.21 Infection Control</p> <p>PR3.22 Remote Work / Lone Working</p> <p>PR3.23 Outdoor Work Environment</p> <p>PR3.24 Indoor Work Environment and facilities</p> <p>PR3.25 Personal Protective Equipment</p> <p>PR3.26 Managing the Risk of Fatigue</p> <p>PR3.27 Driver Safety</p> <p>PR4.1 WHS Consultation &amp; Communication Procedure</p> <p>PR5.1 WHS Training and Competency</p> <p>PR6.1 Emergency Preparedness</p> <p>PR6.2 First Aid Procedure</p> <p>7.1 WHS Purchasing</p>

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	PR8.1 Management of Plant and Equipment PR9.1 Physical Health Management Procedure PR10.1 Incident Management & Investigation PR12.1 WHS Inspection and Audit
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