

OCCUPATIONAL HEALTH AND SAFETY POLICY

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Responsible Officer:	Coordinator Safety and Wellbeing
Owner:	People and Culture
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	AS/NZS ISO 45001:2018 Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Workplace Injury Rehabilitation and Compensation Act 2013
DOCSETID:	3157309

1. PURPOSE

The purpose of this policy is to:

- Express the City of Greater Bendigo's (the City) commitment to the Health and Safety of individuals, visitors and members of the public;
- Acknowledge that workplace injuries can be prevented and that everyone in the organisation should have clearly defined Occupational Health and Safety (OHS) responsibilities; and
- Outline the responsibilities that are defined under the *Occupational Health and Safety Act 2004* (Vic) (the OHS Act).

2. BACKGROUND

In Victoria the OHS policy framework is designed to ensure a safe and healthy working environment. Originating from the OHS Act, this policy framework mandates that employers provide a safe workplace by identifying, assessing, and mitigating risks. The OHS Act is enforced by WorkSafe Victoria, which oversees compliance and provides guidance on best practices. This legislative approach reflects Victoria's commitment to reducing workplace injuries and illnesses by setting clear standards for workplace safety, establishing procedures and promoting a culture of proactive health management.

3. SCOPE

This policy applies to all Individuals.

4. DEFINITIONS

In this Policy:

City of Greater Bendigo Building or Site means any building or public space owned or under the management and/or control of the City.

Contractor means a person (sole trader), partnership or business engaged by the City via purchase order, contract or other legally binding document and present at a City Workplace. The City has an obligation to provide a safe workplace. The Contractor follows their own supervision and safety documentation.

Health means health as a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity (World Health Organisation definition).

Individual(s) means an Employee, Trainee/Apprentice or Volunteer engaged by the City.

OHS means Occupational Health and Safety.

People Manager means person who has control of the management of people and activities responsible for the Work.

Safety means the condition of being protected from or unlikely to cause danger, risk, or injury (including psychological) or something designed to prevent injury or damage.

Volunteer means an unpaid person who is working at a workplace, either as an Individual or as part of a volunteer organisation. If the supervision of the Volunteer is the City's responsibility, they will operate under the City's safety procedures, work instructions or other documents relating to safety. When the supervision is delegated to a Volunteer organisation the Volunteer may operate under their safety procedures, work instructions or other documents relating to safety and this should be negotiated in the development of the work the Volunteer will undertake (e.g. via an Event Risk Management Plan).

Work means service or other duties.

Workplace means any premises or area where one or more Individuals work, whether or not they receive any payment for that work.

5. PRINCIPLES

The City's primary workplace safety objective is to eliminate risks to health and safety so far as is reasonably practicable and, if it is not reasonably practicable to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable.

The City will ensure that all Individuals and Contractors at City workplaces understand and comply with their duties to:

- Take reasonable care for their safety and the safety of others who may be affected by their actions or omissions.
- Cooperate with any actions taken by the City to comply with the OHS Act and associated legislation.
- Demonstrate leadership in Occupational Health and Safety and the need for consistency across all sites using best practice frameworks for OHS.

6. POLICY

6.1 Resources

The City will allocate sufficient resources to provide a workplace, equipment and systems of work that are safe for all Individuals and members of the public affected by our workplace activities.

6.2 Consultation

The City will ensure effective consultation with Individuals on matters relating to workplace safety and will provide opportunities, encourage and support them to raise and resolve health and safety issues. Consultation will be achieved through the City's OHS Committee structure, including Health & Safety Representatives (HSRs), and by other means, including team meetings.

6.3 Continuous Improvement

Together and in consultation, People Managers and Individuals are committed to continuously reviewing and improving the City's performance to ensure that we, as an organisation, comply with all relevant legislation, regulations, standards and industry sector best practice.

The City will continue to improve performance by:

- Effectively allocating and accepting accountability for OHS responsibilities relevant to our roles and responsibilities;
- Taking reasonable steps to provide and maintain: a safe working environment, facilities and plant and equipment, for the welfare of all Individuals, visitors and members of the public;
- Developing and maintaining OHS systems of work and documentation to guide performance and set compliance standards for the organisation;
- Regularly reviewing and auditing our Safety Management Systems;
- Providing the information, instruction, training and supervision needed to make sure where reasonably practicable that all Individuals are safe from injury and risks to their health and safety; and
- Acknowledging that workplace health and safety legislation applies equally to physical and mental health.

Through these actions the City will foster and promote a positive workplace safety culture.

7. ROLES AND RESPONSIBILITIES

The Executive Management Team will:

- Understand their Duty of Care obligations as defined in the OHS Act and within this Policy;
- Provide safety leadership and demonstrate due diligence;
- Ensure the health, safety and wellbeing of all Individuals at the City as reasonably practicable; and
- Ensure that a systematic approach to safety and wellbeing has been established and is appropriately resourced and monitored.

People Managers' Responsibilities

- Be responsible for the implementation of this policy and ensure that Individuals comply with this policy as appropriate;
- Have an understanding of OHS obligations and responsibilities, including the identification of hazards, risk assessments and implementation of effective controls in consultation with HSRs and relevant Individuals;
- Ensure all aspects of the Safety Management System are implemented in operational areas under their control;
- Ensure direct reports understand their responsibilities under this policy, offer reasonable support to Individuals to meet these requirements; and
- Raise any identified breach of this policy with the Individual/s and support them to meet their expectations in accordance with the Managing Misconduct Procedure.

Individual Responsibilities

- Take reasonable care for their own health and safety and for the health and safety of persons (colleagues, members of the public, visitors) who may be affected by their acts or omissions at the workplace;
- To cooperate with the City with respect to any action taken by the City to comply with requirements imposed by under the OHS Act or regulations;
- Observe and follow health and safety policies, procedures and other safety related documents;
- Undertake training to understand their OHS obligations and responsibilities;
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) for their health and safety;
- Report hazards, incidents and near misses in Elumina as soon as they become aware of them and to assist with any investigations or other follow up; and
- Co-operate with their supervisors, managers and other Individuals to achieve a workplace that promotes health, safety and wellbeing.

Contractors' Responsibilities

- Not put themselves or any other person at the workplace at risk
- To ensure they have a Safety Management System in place and where required, comply with the City's safety policy and procedures.

Safety and Wellbeing Team

- Provide advice and support to facilitate the City's compliance with legislative requirements, and to coordinate consultation, review and update of the policy and other Safety Management System documentation.

8. RELATED DOCUMENTS

- [Code of Conduct \(DOCSETID 3603208\)](#)
- [Corporate Uniform and Personal Protective Equipment Policy \(DOCSETID 1339526\)](#)
- [Exposure to Sun and Heat Policy \(DOCSETID 4235400\)](#)
- [Hazard, Near Miss, Incident and Investigations Policy \(DOCSETID 3471048\)](#)
- [Risk Assessment Guide \(DOCSETID 3405561\)](#)
- [Risk assessment Template \(DOCSETID 2488681\)](#)
- Employee Assistance Program (See SharePoint People & Culture)
- [First Aid Procedure \(DOCSETID 3455572\)](#)
- [Managing Misconduct Procedure \(DOCSETID 2172947\)](#)

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
November, 2019	NH	People & Culture	Review	Version 13	November, 2023
October, 2024	AC	People & Culture	Review	Version 14	October 2028