

Date adopted	March 2001
Last review	March 2021
Next review	March 2024
Responsible Officer	Organisational Development Manager

Fully compliant with Victorian  
Charter of Human Rights and  
Responsibilities Act 2006



**POLICY TITLE            OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY**

**POLICY NUMBER        CPOL/OHS901**

**1. PURPOSE**

This Policy outlines how Council will work towards a goal of zero harm.

**2. SCOPE**

This policy applies to all Councillors, employees, volunteers, contractors, and visitors at Council workplaces.

**3. POLICY**

Swan Hill Rural City Council (Council) is committed to maintaining a safe and healthy operation for all Councillors, employees, volunteers, contractors, and visitors, and recognises that this is an integral part of our business.

Council will work towards achieving ZERO HARM by focussing on four key areas:

1. **Leadership** – provide direction and support in the pursuit of improved workplace health and safety, and environment standards.
2. **Systematic approach** – provide an organised and consistent approach to all OHS matters across the organisation.
3. **Active OHS Culture** – ensure continued improvement in performance occurs.
4. **Workplaces and equipment** – ensure there is, within the workplace, a deep understanding of the nature of hazards within Council's work areas, activities and undertakings.

Council will achieve these goals by:

- Implementing, maintaining and reviewing our Occupational Health and Safety Management System;
- Continual and effective improvement of OHS performance, through the setting and review of objectives and targets, which relate to key aspects of the business;
- Elimination of, or reduction of risks, as far as reasonably practicable, to employees, contractors, volunteers, and others that may be affected by the undertakings of Council;
- Complying, as a minimum, with all relevant OHS laws and regulations;
- Maintaining a culture of employee consultation and team work in all aspects of health and safety;
- Developing and maintaining an effective program to ensure all employees are trained to carry out their work in a safe manner;

- Encouraging the identification and reporting of hazards;
- Requiring all employees to accept responsibility for their own actions and to behave in a manner that reflects safe work practices and to report workplace incidents and injuries; and
- Working closely with its employees, contractors, and other stakeholders, as Council recognises the value of these partnerships in improving its OHS performance.

Council will provide adequate and appropriate resources to implement this policy and will ensure it is properly communicated and understood. OHS performance will be regularly reviewed as part of our commitment to continuous improvement.

#### 4. RELATED POLICIES/PROCEDURES/DOCUMENTS

Occupational Health and Safety Management Plan

#### 5. RELATED LEGISLATION

*Occupational Health and Safety Act 2004*  
*Occupational Health and Safety Regulations 2017*

#### 6. DOCUMENT HISTORY

Version Number	Issue Date	Description of Change
1.0	March 2001	Initial release
2.0	July 2016	Review
3.0	March 2018	Review to ensure consistence with National Audit Tool requirements
3.1	March 2021	Review

Signed: Bill Moar Mayor Date: 18/03/2021