

OCCUPATIONAL HEALTH AND SAFETY POLICY

PURPOSE

The City of Sydney is committed to the occupational health, safety and welfare of all its' employees, those contracted to perform work on behalf of the City, and volunteers/visitors to the City's premises and locations where work is being carried out. The City regards its' occupational health and safety (OHS) responsibilities with the utmost importance and as such, resources will be made available to comply with all relevant acts and regulations to ensure the workplace is safe and without risk to health.

PRINCIPLES

All managers and employees of the City, including contractors, volunteers and visitors, have a shared responsibility for contributing to the health and safety of all persons in the workplace. The promotion, maintenance and dissemination of OHS information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and keeping under review the City's OHS program.

OBJECTIVES

This policy provides the framework for:

- the development of safe methods of work;
- the achievement of a safe working environment;
- the promotion of good health within the work force;
- reducing the number and severity of injuries in the workplace;
- complying with all relevant acts, regulations, standards and codes of practice; and
- consulting with employees, employee representatives and management.

STRATEGIES

OHS Risk Management

The City has established and maintains a documented OHS safety management system (SMS) with procedures for identifying, assessing and controlling workplace hazards.

Consultation

- An OHS Committee comprising of employee and management representatives is maintained to provide an effective consultative mechanism. Employee representatives and employees are able to provide independent input into the OHS policy and program. Management representatives who have the necessary power to authorise committee recommendations have been appointed to the committee.

- Management will consult with contractors, volunteers and visitors when planning the work to determine the most effective means of ensuring both parties fulfil their OHS responsibilities.
- For further information on the City's commitment to consultation refer to the OHS Consultation Statement.

Executive Management Team SMS Review

In order to implement the general provisions of this policy the OHS Manager will facilitate an annual review by the executive management team of the SMS and develop an action plan to implement. Management will use the outcomes of the executive management team SMS review to aid in the development of OHS objectives and targets.

RESPONSIBILITIES

Managers

- Each manager is required to ensure that this policy and the OHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.
- Implementation of this policy and the associated program activities will be evaluated as part of the performance feedback system.
- Implementation of the City's OHS risk management procedures shall be a primary responsibility for managers in each area.

Supervisors

- Each supervisor is responsible, and will be accountable, for taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risks to health.
- The supervisor will be held accountable for detecting any unsafe work practices or unhealthy conditions or behaviour.
- If supervisors do not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a manager with the necessary authority to affect a remedy.

Employees

- All employees are required to cooperate with the OHS policy and program to ensure their own health and safety and the health and safety of others in the workplace.
- All employees will carry out their work according to the safe systems of work, use personal protective equipment (PPE) provided and use all plant, materials, tools and substances in the manner for which they are intended.

Contractors and Sub-Contractors

Contractors and sub-contractors engaged to perform work on the City's premises or locations are required, as part of their contract, to comply with the City's OHS policies, procedures and programs and to observe directions on health and safety from designated officers of the City. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Volunteers and Visitors

All volunteers and visitors are required to cooperate with the OHS policy and program in order to assist the City to fulfil its obligations toward volunteers and visitors. This includes participating in OHS training when required, complying with the established safe systems of work and wearing the appropriate PPE when required.

SAFETY MANAGEMENT SYSTEMS

In order to implement the general provisions of this policy, activities and procedures as outlined in the SMS are developed, reviewed and updated, and effectively carried out. This will relate to all aspects of OHS including, but not limited to:

- OHS training and education – general and hazard specific;
- work system and procedure design, workplace design and safe work methods;
- changes to work methods and practice;
- emergency procedures and drills;
- provision of OHS services, equipment and facilities;
- workplace inspections and risk assessments;
- reporting and recording of incidents, accidents, injuries and illnesses; and
- provision of information to employees, contractors, sub-contractors, volunteers and visitors.

EVALUATION

The City is committed to the establishment and achievement of measurable objectives and targets for OHS to ensure continuous improvement aimed at the elimination of work related illness and injury. The effectiveness of the policy will be measured by the development, implementation and achievement of City and business unit objectives and targets by Business Unit Managers.

RESOURCE IMPLICATIONS

- Appointment of OHS Manager, OHS Coordinator, OHS Advisor and an OHS Project Officer
- Budgetary provision for the OHS Program
- Allocation of time for effective safety training of the workforce

REFERENCES

Relevant Legislation

- Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulation 2001

Related Policies/Procedures

- Alcohol and Other Drugs Policy
- Discipline Policy and Procedures
- Employee Assistance Policy
- Infectious Disease Policy
- Locally Developed Procedures and Work Methods
- Noise Management Policy
- OHS Consultation Statement
- Personal Protective Equipment Policy
- Return to Work and Injury Management Programs
- Safety Management System
- Workers Compensation Procedures

APPROVAL AND REVIEW

Next Review Date

March 2012

Document Owner

Workforce Services, OHS Unit

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Endorsement

This policy has been reviewed by the OHS Manager in consultation with the OHS Committee.

Authorisation

Adopted by the CEO on 6 May 2010



Monica Barone

Chief Executive Officer

FURTHER INFORMATION

- Workforce Services, OHS Unit
- WorkCover Authority NSW 13 10 50