BARCOO SHIRE COUNCIL POLICY
Work Health and Safety Policy

Policy Number: BSC-010	**Version:** 1
Classification: Administrative	**Section:** Works and Service
Date Adopted by Council: 16th July 2025	**Resolution Number:** 2025.07.005
Responsible Officer: Director of works and Service	**Due for Review: 16th July 2027**

Review Note

This policy is reviewed when any of the following occur:

1. The related information is amended or replaced.
2. Other circumstances as determined from time to time by the Chief Executive Officer.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than twelve (12) months.

Legislation:

Local Government Act 2009
Local Government Regulation 2012
Qld Work Health & Safety Act 2011
Qld Work Health & Safety Regulation 2011

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1. Purpose

The purpose of this policy is to:

provide a safe and healthy working environment for our employees, contractors, volunteers and visitors. Council aims to achieve and maintain the highest safety standards in corporate planning and in the performance of our operations within all projects, work sites and workplaces.

2. Policy Application

This policy applies to all employees, Councillors, and contractors working for Council regardless of whether they are permanent, temporary, full time, part time or casual. For the purposes of this policy, the term contractor includes subcontractors and on-hired temporary labour services (agency staff).

It is important to know that failure to follow safe systems of work, misuse of WHS equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely, may lead to prosecution under the WHS Act and may also be dealt with under the Council Code of Conduct.

3. Policy Statement

Council's Commitment to WHS

Council is committed to promoting the provisions of the QLD Work Health and Safety Act 2011 and QLD Work Health and Safety Regulation 2011, associated Codes of Practice and Australian Standards, together with significant importance placed on hazard/risk management and physical/physiologic injury prevention strategies. These strategies will be developed in consultation with all interested parties.

Council understands that creating and maintaining a safe and healthy working environment does not occur by chance. It is a result of careful attention to all Council's operations by those who are directly and indirectly responsible.

Elected Members and Employees, contractors and subcontractors have work health and safety responsibilities and obligations and are held accountable for the health and safety of their area.

Council is committed to the implementation of an effective Safety Management System in order to achieve its goals and objectives as outlined within this Policy.

Contractors and subcontractors are expected and required to have pre-requisite training, knowledge and resources to undertake their duties without risk of harm.

Council requires all employees, contractors and visitors to our workplaces, including worksites to follow safe work practices as prescribed under the Legislation and in Council's Policies and Procedures and that they make every effort to reduce the risk of injury to themselves and others.

In the event of employees suffering a workplace injury or illness, we will encourage and facilitate the rehabilitation of the employee.

Individual Work Method Statements, Safe Work Procedures, Work Instructions and/or Take 5 papers are to be prepared in consultation with all interested parties and issued accordingly.

Council will provide adequate resources and regular training for management, supervisors and employees to develop the appropriate knowledge and skills to be actively involved in the review and continual improvement of Workplace Health and Safety in the performance of their duties.

We expect and require our employees to properly utilise these resources and to put into practice the training that is provided.

Council's goal of achieving and maintaining best practices in Workplace Health and Safety is important and can only be achieved through employees working cooperatively, collaboratively and pro-actively.

Council encourages and requires employees to actively participate so that together, we can achieve this goal. Not only will this ensure a safe and healthy work environment, but it will also improve Council's ability to provide quality service to its constituents and visitors throughout the region.

4. Policy Standards

The objectives of this policy are to ensure Council is proactive in the:

- Reduction and/or elimination of Workplace Health and Safety Risks.
- Promotion of the provisions of the Act and its associated Regulations, Codes of Practice and Standards.
- Development and promotion of strategies and practices in the areas of hazard identification, risk management and injury prevention in consultation with interested parties.
- Prevention of the risk of a person's injury, illness or death being caused by a workplace, workplace activities or by plant or substances for use/used at a workplace.
- Provision of adequate resources and regulatory training.
- Implementation of a Safety Management System that will provide a systematic process for managing safety across the council.
- Creation and maintaining a physically and psychosocially healthy workplace.

5. Policy Implementation

The strategies to implement this Policy include:

- Development, implementation, maintenance, and review of Council's WHS Management System (WHSMS) across all facilities and workplaces
- The implementation and maintenance of Council's WHS Risk Management Program
- Ensuring that 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 all such risks are adequately controlled
- The establishment of measurable objectives and targets to facilitate continual improvement of WHS in the workplace and to reduce work related illness and injury
- The provision of appropriate WHS training and the dissemination of WHS information to all workers and visitors to the workplace

- Consulting with workers and other PCBU's (including contractors and affiliated entities) about decisions that may affect their WHS
- The provision of adequate resources to ensure effective implementation of the WHSMS
- The documentation and communication of WHS responsibilities for all workers, and
- The communication of this Policy throughout Council through induction, and training.

6. Roles and Responsibilities (Optional)

Role	Responsibilities
Councillors	To understand and comply, where relevant, with this policy.
CEO	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy.
Directors	To communicate, implement and comply with this policy.
Managers	To implement this policy and related procedures.
[insert related] Program	
Employees, Contractors and Volunteers	To comply with this policy and consider its implications for related projects and programs.

7. Definitions

Term	Definition
Act	Means the Queensland Workplace Health and Safety Act 2011
Regulations	Means the Queensland Work Health & Safety Regulation 2011
Qld WHS Codes of Practice	Means the Codes of Practice set out by the WHS Qld to assist workplace to archive the objectives of the act and regulations
Standards	Means Aust/NZ /ISO standards
Employees	For the purpose of this policy: means a contractor or an individual who works voluntarily, casually, part-time or full-time under an Award, Agreement or Contract of Employment, whether oral or written, express or implied, and has recognised rights and duties.
PCBU	Means the person conducting the business or undertaking
WHS	Workplace Health and Safety

8. Related Documents

- Barcoo Shire Council Safety Management Plan 2025-2028
- Barcoo Shire Council WHS Management Procedures
- Barcoo Shire Council WHS Operational Procedures
- Relevant Codes of Practice
- Relevant AS/NZ/ISO Standards

Version Control

Version Number	Description of Change	Section	Date Adopted	Resolution Number
1.	Created			