



Tiwi Islands Regional Council

Title: Work Health and Safety Policy
Policy No: 25
Adopted By: Council
Next Review Date: February 2019
Responsibility: Chief Executive Officer
MAGIQ Document Number 178817

Version	Decision Number	Adoption Date	History
2	Resolution 09 of 28/02/2017	28/02/2017	Original
1		2011	HR Manual 2011

Background

A safe and healthy working environment enhances work effectiveness, productivity and performance; and is essential for worker wellbeing and morale. Work health and safety is the responsibility of all in the workplace and risks to health and safety are controlled through the engagement of all stakeholders in a culture of safety.

Policy Statement

Tiwi Islands Regional Council (TIRC) complies with the Work Health and Safety (National Uniform Legislation) Act 2011.

TIRC ensures as far as is reasonably practicable the health and safety of workers and stakeholders involved in its service delivery or business. It ensures as far as reasonably practicable;

- the provision and maintenance of a work environment without risks to health and safety
- the provision and maintenance of safe plant and structures
- the provision and maintenance of safe systems of work
- the safe use, handling and storage of plant, structures and substances
- the provision of and access to adequate facilities for the welfare at work of its workers
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the TIRC



Tiwi Islands Regional Council

- the health of workers and the conditions at the workplace are monitored for the purpose of preventing work related illness or injury

TIRC strives for best practice work health and safety processes through;

- Risk management – risks that could be dangerous to the health and safety of workers and stakeholders are identified, assessed and well-managed
- Learning and development – induction, professional development and information processes are in place to support all in the workplace to participate in a safe and healthy manner. This includes education about relevant laws and regulations.
- Communication and consultation – there are agreed consultation arrangements to discuss safety issues and develop workplace health and safety systems
- Continuous improvement – processes exist to improve health and safety practices

Summary of Strategies and Practices

- TIRC implements required workplace health and safety processes and accesses relevant codes of practice and expertise for guidance as required.
- TIRC so far as reasonably practicable consults with workers who are, or are likely to be, directly affected by a matter relating to health and safety. This includes giving workers a reasonable opportunity to express their views or raise issues about work health and safety at the workplace. This may include the election of a health and safety representative if workers wish to be represented by one. Workers may request the formation of a health and safety committee and this will be considered.
- Risk management processes are documented and implemented in consultation with workers and stakeholders including, where applicable, work health and safety representatives. The risk management processes include hazard identification, risk assessment, implementation of effective controls and review of control measures.
- Induction processes are documented and implemented and include work health and safety information and procedures. These in turn include information as to the responsibilities of workers to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions, consistent with TIRC work health and safety processes and this policy.
- Relevant staff development in relation to work health and safety is provided to staff members as required and this is documented and regularly reviewed.
- Accident and incident reporting procedures, and measures to review practices to minimise risk of recurrence of incidents are in place. The Regulator (the Work Health Authority and its

Tiwi Islands Regional Council,

025 Work Health and Safety Policy, Approved 28th February 2017, Doc. No: 178817



Tiwi Islands Regional Council

administrative arm, NT Worksafe) is notified as soon as TIRC becomes aware of a death, serious or dangerous incident that occurs within the workplace or through the conduct of TIRC's business or service provision. Documentation relating to serious incidents is kept for a minimum of five years.

- Adequate numbers of workers are trained to administer first aid at the workplace or workers have ready access to an adequate number of other people who have been trained to administer first aid.
- An emergency plan is prepared that provides procedures to respond effectively in an emergency.



Tiwi Islands Regional Council

Definitions

Worker – any person who carries out work for the TIRC, including work as an employee, contractor, subcontractor, apprentice or trainee, work experience student, employee of a labour hire company placed with the TIRC and volunteers.

Workplace – any place where a worker goes or is likely to be while work is carried out for a service or business. This may include, but is not limited to, offices, shops, workshops, garages, equipment, plant and material compounds and warehouses, construction sites, vehicles, boats and aircraft.

Serious or dangerous incident

- A work related injury or illness that results in;
 - Immediate hospital treatment as an in-patient
 - Immediate treatment for serious injuries (for example, but not limited to, spinal injury, serious laceration and burns, head injury or eye injury)
 - Medical treatment within 48 hours of exposure to a substance
- Any infection to which the carrying out of work is a significant contributing factor
- Any incident that exposes a person to a serious health or safety risk from immediate or imminent exposure to;
 - The uncontrolled escape, spillage or leakage of a substance, including gas and steam
 - An uncontrolled implosion, explosion or fire
 - An electric shock
 - The fall or release from height of any plant, substance or thing
 - The collapse, overturning, dangerous failure or malfunction of, or damage to, plant equipment and structures

Associated Resources

Work Health and Safety (National Uniform Legislation) Act 2011

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/work%20health%20and%20safety%20%28national%20uniform%20legislation%29%20act%202011?opendocument>



Tiwi Islands Regional Council

Guide to the Work Health and Safety Act

http://www.worksafe.nt.gov.au/Publications/Guides/guide_to_the_work_health_and_safety_act.pdf

NT Worksafe

<http://www.worksafe.nt.gov.au/home.aspx>

Codes of Practice are located at;

<http://www.worksafe.nt.gov.au/Publications/Code%20of%20Practice/Forms/AllItems.aspx>

Safe Work Australia leads the development of national policy to improve work health and safety and worker's compensation arrangements across Australia;

<http://www.safeworkaustralia.gov.au/sites/SWA>