



Tiwi Islands Regional Council

Title: Work Health and Safety Policy
Policy No: 25
Adopted By: Council
Next Review Date: October 2024
Responsibility: Chief Executive Officer
MAGIQ Document Number 230878

Version	Decision Number	Adoption Date	History
3	Resolution 8 on 22 January 2020	22 January 2020	Version 3 (230878)
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) must comply with the *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*.

TIRC seeks to provide a safe and healthy work environment for all staff, contractors and stakeholders involved in its service delivery or business. This is achieved by:

- the provision and maintenance of a work environment with appropriate risk management practices
- 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 of its workers, including access to a confidential employee assistance program
- 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



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- the safe workplace, free from bullying and harassment
- the rehabilitation of workers and compensation scheme for a worker who suffers an injury or disease in the course of employment.
- the health of workers and the conditions at the workplace are monitored for the purpose of staff wellbeing)

Processes for Achieving Best Practice Work Health and Safety

- 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
- Comply with enforcement notices issued by NT WorkSafe and Commonwealth agencies.

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 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.
- 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



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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 for incidents and near misses that occur in the workplace or in the course of TIRC business.
- Submit mandatory reporting of incidents to the Regulator (the Work Health Authority and its administrative arm, NT Worksafe). Circumstances that this occur is aligned with the legislation, for example the regular 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 stored in accordance with the relevant legislation.
- 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 evacuation plan is prepared for each worksite that provides procedures to respond effectively in an emergency.

Legislation and Reference

- *Work Health and Safety Act 2011 (Commonwealth)*
- *Fair Work Act 2009 (Commonwealth)*
- *Return to Work Act 1986 (NT)*
- *Work Health and Safety Legislation Amendment (Industrial Manslaughter) Bill 2019 (NT)*
- *Electricity Reform Act 2000 (NT)*
- *Dangerous Goods Act 1998 (NT)*
- *Fire and Emergency Act 1996 (NT)*
- *Transport of Dangerous Goods by Road and Rail Act 2010 (Commonwealth)*

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,



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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
- Snake, insect and spider bites or crocodile attack
- Serious motor vehicle accidents

In the event that a worker sustains a workplace injury or illness, TIRC must notify NT WorkSafe as soon as practicable

Policy Review

This policy is to be reviewed every two years. Next review date is October 2021.