

HEALTH AND SAFETY CHARTER

OUTCOME

The Clutha District Council (CDC) officer's, (including elected members and the Chief Executive), intention and commitment for health and safety is to ensure a safe and healthy workplace and to meet due diligence obligations.

RESPONSIBILITIES:

The responsibilities for due diligence of the Councillors and the CEO includes the following:

- Acquire and keep up to date with health and safety matters to comply with relevant legislation and codes of practice
- Understand the nature of the Council operations and its hazards and risks
- Ensure the council has appropriate resources and processes to eliminate or minimise from work to health and safety
- Ensure the council has and implements processes for complying with the Act
- Ensure there are appropriate investigation and reporting processes in place that allow for appropriate consideration and timely response to that information
- Verify the provision and use of the resources and processes referred to above

VISION STATEMENT

"Together we shall create a workplace with quality health and safety knowledge and practices to remain safe and return home each day of our working life"

STRATEGY

The health and safety strategy includes the commitment by the council to implement agreed policies, and ensure the processes and resources are in place to deliver, monitor and verify those policies for a safe and healthy workplace for the employees, visitors, contractors and volunteers.

An initial health and safety management intervention plan shall be developed to ensure the implementation of the policies during the 2016 -2017 year period to the meet the Health and Safety at Work Act 2015 enacted on April 4, 2016.

HEALTH AND SAFETY POLICY

The overarching policies for the health and safety of the Clutha District Council are as follows;

08-04-001: Leadership and Worker Engagement

The Clutha District Council Councillors demonstrate a commitment to achieving a safe and healthy workplace.

Health and safety is championed by leaders.

Health and safety systems allow for participation of workers including contractors and volunteer workers.

08-04-002: Critical Operational Hazard and Risk Management

The critical health and safety risks in council operations are identified and are eliminated or minimised, with controls to mitigate the risk.

08-04-003: Contractor Management

There is a contractor health and safety management system in place that is robust in process and verification ensuring health and safety for all workers and visitors to the worksite.

08-04-004: Training and Induction

All workers shall be subject to health and safety training inclusive of the hazards within their work groups/sites.

08-04-005: Personal Protective Equipment (PPE)

Appropriate PPE is worn at all times where required.

08-04-006: Emergency Preparedness

All workers, officers/councillors are prepared for an emergency.

08-04-007: Health Safety and Wellbeing

There is an active promotion of health and wellbeing to workers and officers/councillors.

Injury management ensures the best treatment and a swift return to the work place.

Safety of workers is not compromised by use of drugs and alcohol.

08-04-008: Reporting and Performance Measurement

Ensuring we have meaningful reporting in place that enables a robust health and safety programme for the council that is fit for purpose.

08-04-009: Assurance and Audit

Ensure that management provides systems that will support the effective management of health and safety.

MEETINGS

The Health and Safety Board meetings are scheduled within the Audit and Risk Committee and full Council meetings.

REVIEW

Review of the charter, policies and objectives, and verification shall be completed annually.

Document Management and Control

Approval and review

<i>Policy Number 08-04-000</i>	Health and Safety Policy
Prepared By	Risk Assessment Support Officer
Authorised By:	Council
This version was approved on:	19 May, 2016
This version takes effect from:	19 May, 2016
This policy is programmed for review by:	19 May 2018

CONTACT

The following person/s may be approached on a routine basis in relation to this procedure:

- Risk assessment Support Officer