



| HEALTH AND SAFETY POLICY                             |                                     | ACTIVITY GROUP:          | CE DEPARTMENT |
|--|-------------------------------------|--------------------------|---------------|
| <b>Policy Type:</b>                                  | Organisational                      |                          |               |
| <b>Approved by:</b>                                  | Steve Hill                          |                          |               |
| <b>Department:</b>                                   | CE                                  |                          |               |
| <b>Date Approved:</b>                                | 8/12/2020                           | <b>Next Review Date:</b> | 8/12/2023     |
| <b>Relevant Legislation:</b>                         | Health and Safety at Work Act, 2015 |                          |               |
| <b>Clutha District Council Documents referenced:</b> |                                     |                          |               |

## PURPOSE

Clutha District Council is committed to providing a safe and healthy environment for all staff, contractors, consultants, and visitors entering a CDC place of work. Our primary objective is to prevent harm to all people whilst at work and other people entering or located within the vicinity of our workplaces.

Our 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”

## SCOPE

This Policy applies to permanent, fixed term, casual CDC staff and to contractors, volunteers, or consultancy staff.

## POLICY

To fulfil this commitment, the CDC have the following organisational procedures:

- **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.

- **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.

- **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.

- **Training and Induction**

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

- **Personal Protective Equipment (PPE)**

Appropriate PPE is provided, staff are trained in the use of and PPE is always worn where required.

- **Emergency Preparedness**

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

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

- **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.

- **Assurance and Audit**

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

### Version Control

| Version History |         |       |          |
|-----------------|---------|-------|----------|
| Date:           | Action: | Name: | Version: |
|                 |         |       |          |
|                 |         |       |          |