

District Council of Elliston Policy



WHS & Risk

E014 Work Health Safety & Return to Work

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| Signature | |
| Policy Issued & Effective from | 16 April 2024 |
| Date of Last Review | September 2020 |
| Version No. | 5.0 |
| Next Review Date | April 2027 |
| Person responsible for maintaining | WHS & Risk Coordinator |

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1. Purpose

The District Council of Elliston (**Council**) is committed to providing a safe, healthy, and rewarding work environment free of accidents, injuries, and illness.

Council values safety, and everyone working in or visiting our workplaces has a right to go home safely each day, to their family and friends.

Workers who are injured at the workplace have a right to support to enable them to safely return to work.

2. Policy Statement

Council will make our workplaces safe, and help injured workers get back to work in a fair, timely and effective way.

A systematic approach to managing workplace hazards built upon a platform of consultation, communication and worker participation is at the core of this policy.

We are committed to keeping our workplaces free from harm by:

- Providing **leadership and direction** to our workers and others in meeting our duty of care to protect our people.
- Displaying safety leadership and **promoting a culture** of continuous improvement in health, safety and wellbeing at all levels.
- Compiling with work health and safety (**WHS**) and return to work (**RTW**) laws and obligations.
- Encouraging the **active participation** of our workers and others in WHS matters.
- **Consulting and communicating** openly and honestly with workers and others and encouraging raising of WHS issues or concerns without the fear of reprisal.
- Applying **a systematic approach to managing workplace hazards** to ensure the health and safety of our workers and others who may be impacted by our work.
- Providing and maintaining **safe plant, structures, chemicals, facilities and systems of work**.
- Implementing **organisational policies and procedures** to achieve our policy commitments and contribute to positive safety and RTW outcomes.
- Implementing equitable **RTW practices built upon the principles of early intervention, prompt and timely service and active management** to improve recovery and RTW outcomes.
- Providing relevant **training, instruction, information and supervision** to workers and others.
- Maintaining an effective process for **reporting** and resolving WHS issues.
- Using appropriate **internal and/or external expertise** when required to assist with WHS and RTW issues.
- Monitoring, evaluating and reviewing WHS and RTW action plans, targets, performance indicators and outcomes to ensure **continuous improvement**.
- Participating as a member of the Local Government Association Workers Compensation Scheme and meeting the self-insured standards.

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3. Responsibilities

The Chief Executive Officer (**CEO**) & Senior Management Team are responsible for:

- Ensuring that Council has systems to meet its legal duties under WHS and RTW laws.
- Providing the necessary financial and human resources to facilitate the effective management of WHS and RTW issues.

Managers and Supervisors are responsible for:

- Implementing WHS and RTW procedures.
- Monitoring and evaluating WHS and RTW performance with a view to driving continuous improvement.
- Consulting and communicating with workers and others to ensure they are meaningfully engaged in the management of WHS in their workplace.
- Providing relevant WHS training and supervision to support the safety and wellbeing of Council / Prescribed Body workers.
- Proactively engaging with injured workers to promote timely and effective RTW actions.

Workers are responsible for:

- While at work taking reasonable care for their own safety and the safety of others and complying (so far as the person is reasonably able) with any reasonable instruction that is given by Council or a Prescribed Body.

4. Review

This Policy shall be reviewed by the SMT and endorsed by Council, in consultation with workers and their representatives, every three (3) years, or earlier if there is significant change to relevant legislation or elements of this policy that could affect WHS and/or RTW practices.

5. Related Documents

- EP007: Workplace RTW Procedure
- E015: Consultation and Communication Policy
- EP005: Consultation and Communication Procedure
- EP006: Induction and Training Procedure
- Employee Code of Conduct

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| DOCUMENT HISTORY | | | | |
|-------------------------|--|--------------------|------------------|-------------------|
| Version | Changes since last version | Approved by | Record No | Issue Date |
| 1.0 | Original | LGRS | | 01/09/2013 |
| 2.0 | Updated Policy to include introduction of RTW Act 2014 requirements and renamed to WHS & RTW Policy | LGRS | | |
| 3.0 | Scheduled review of policy, minor amendments to terms | LGRS | | |
| 4.0 | Scheduled review of policy, minor amendments to incorporate LGASA Mutal Services, changes to definitions & inclusion of PCBU responsibilities. | LGRS | | |
| 5.0 | Changed headings to just Purpose and statement, added an additional bullet point to 3., added in related documents section and broke down responsibilities, put onto internal Council Policy template. | Council | NGR245282 | April 2024 |