

2.05 – WORK, HEALTH AND SAFETY POLICY

1 POLICY PURPOSE

The purpose of this Policy is to demonstrate the commitment of Norfolk Island Regional Council (Council) to providing a workplace where workers are safe, supported, and free to raise concerns. It demonstrates in addition to other Council Policies and Procedures that all workers are included regardless of race, religion, gender, political beliefs, or abilities. The Policy also confirms Council's commitment to transparency, accountability, and ethical behaviour.

2 POLICY OBJECTIVE

The Policy seeks to:

- Provide a physically and psychologically safe and healthy work environment for all our workers and other persons.
- Provide safe and healthy methods of work.
- Provide programs of health and safety activities and procedures which are continually updated and effectively carried out.
- Identify and eliminate or reduce hazards and risks to health and safety.
- Ensure consultation with all workers where decision-making affects work, health and safety.
- Establish measurable objectives and targets for health and safety performance.
- Continually monitor and improve work, health and safety.
- Provide education and training resources.
- To comply with all relevant laws, rules, standards, and codes of practice.

3 POLICY SCOPE

The Policy applies to:

- All workers of Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of, Council; and
- All of Council's workplaces and to other places where workers may be working or representing Council for example, when visiting a customer, member of the public or supplier (collectively referred to as 'workplace').

4 DEFINITIONS

TERM	DEFINITION
Community	Norfolk Island Regional Council residents, ratepayers and other users of Council's services and assets, as well as key agencies and stakeholders holding a vested interest.
Council	Norfolk Island Regional Council.
Councillors	Councillors refer to all elected representatives of the Norfolk Island Regional Council.

TERM	DEFINITION
General Manager	A person who holds an appointment under section 334 of the <i>Local Government Act 1993</i> (NSW) (NI). This includes a person acting in this position.
Due Diligence	Demonstrating due diligences means: (a) keeping WHS knowledge up-to-date; (b) understanding Council operations and risks; (c) ensuring adequate resources and processes; (d) ensuring timely incident/hazard information flows; (e) ensuring processes to comply; and (f) verifying that (a)–(e) occur.
Work Health and Safety Management system	Policies, procedures, processes and plans that systematically manage work health and safety.
Officer	A person who holds a senior governance or executive position within Council and can influence, or participate in, decisions that affect the whole or a substantial part of Council's operations. Officers include the General Manager, Councillors and members of the Executive Team.
Workers	All workers of Council (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Council (for example contractors, subcontractors, agents, consultants, volunteers and Councillors) (collectively referred to as 'workers').

5 LEGAL AND POLICY FRAMEWORK

Legislation, Policies and Documents:

Legislation:

- *Employment Act 1988* (NI)
- *Local Government Act 1993* (NSW) (NI)
- *Norfolk Island Act 1979* (Cth)

Note: The relevant work, health and safety legislation for Norfolk Island more broadly (the Community generally) is the *Employment Act 1988* (NI).

The *Work Health and Safety Act 2012* (Cth) (WHS Act) applies to Commonwealth departments. In the context of Norfolk Island and Council's working relationship, it specifically relates to the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA) and its undertakings. This includes all Commonwealth workplaces and projects. Offices and work activities of DITRDCA departmental staff on island fall under the WHS Act. Workers engaged in a business or undertaking of the Commonwealth would fall under the WHS Act in that capacity.

Policies:

- Norfolk Island Regional Council Model Code of Conduct
- Procedures for the Administration of the Model Code of Conduct

Documents

- Work Health and Safety Management system

6 IMPLEMENTATION AND CONSULTATION

Communication and Consultation

This Policy is to be communicated to all workers and the community via Council's website.

Implementation

Implementation of this Policy is demonstrated through the Work, Health and Safety Management system including the work, health safety management plan, supporting procedures, work instructions and a documented risk management framework.

7 Responsibilities

Officers

Officers must exercise due diligence, where applicable, to ensure Council meets its health and safety obligations.

Managers

Managers and Team Leaders/Supervisors must implement and monitor compliance with relevant Council policies, procedures, safe work practices and safe work procedures, and take appropriate action where requirements are not being met.

Workers

All workers are required to comply with work, health and safety legislation and Norfolk Island Regional Council's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons.

8 MONITORING AND REPORTING

Council undertakes to regularly review this Policy to take account of changes in legislation, activities, services, and products. As a result of a review, changes may be made to this Policy from time to time and all workers and contractors are required to comply with those changes.

This Policy will be monitored and reviewed as required by the Responsible Officer.

9 REVIEW AND VERSION CONTROL

Policy Number:	2.05	Responsible Officer:	General Manager
Next Review Date:			
Version:	Resolution Number:	Effective Date:	Description:
1.0	2017/76	17 May 2017	Developed and adopted
2.0	2024/52	10 May 2024	Reviewed and adopted
3.0		23 September 2026	Amended and adopted