



## Coastal Works - Health and Safety Policy

**Policy Statement:**

Coastal Works (CW) has established this policy as a commitment to managing the work, health and safety issues associated with CW activities, products and services. The Policy underpins the development and continuous improvement of the work health and safety components of the CW Integrated Management System (IMS).

It is developed with consideration of Coffs Harbour City Council's Risk Management Policy (DW:2817707), AS/NZS 4801 - Occupational Health and Safety Management Systems and any applicable work, health and safety legislation.

**Director or Manager Responsible for Communication, Implementation and Review:**

General Manager - Coffs Harbour City Council

**Does this document replace an existing policy?**

**No**

**Related Legislation, Department of Local Government Circulars or Guideline:**

- Work Health and Safety Act 2011 and associated regulation
- AS/NZS 4801:2001 - Occupational Health and Safety Management Systems

Note: This list provides examples of relevant legislation. Refer ***Coastal Works - Legal Requirements Procedure (PRO-003)*** for further information.

**Application:**

It is mandatory for all CW, staff, contractors and volunteers to comply with this policy.

**Distribution:**

This policy will be provided to all Coastal Works staff by QSE and:

ü Internet ü Intranet ü Email ü Noticeboard ü Dataworks ü DataWorks ü QSE

**Approved by: Steve McGrath**

**Signature:**

**CDT [Meeting date]**

**13 December 2011**

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**General Manager**

**Date of Effect: 13 December 2011**

**Date of next Review:**

**Date of Distribution:**

**Dataworks Number: 2973203**

## 1. Introduction

The Health and Safety Policy has been developed to detail the General Manager - Coffs Harbour City Council's commitment to prevent those working for or on behalf of the Coastal Works from being injured whilst at CW sites. This policy is also a starting point in complying with health and safety legislation and has been developed with consideration of AS/NZS 4801 - Occupational Health and Safety Management Systems.

## 2. Definitions

N/A

## 3. Policy

Coastal Works is committed to protecting the health and safety of all persons in the workplace including employees, contractors and other visitors. We demonstrate this commitment through documenting, implementing and maintaining systems based on AS/NZS 4801 and ensuring that they are integrated with all activities related to our services and people.

Coastal Works, employees, contractors and visitors have a duty of care including; the responsibility to work safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

Coastal Works will take all reasonable and practical steps to improve work safety conditions and will strive to uphold its core values of safety, integrity and leadership in order to eliminate or minimise risks associated with our operations. We are committed to:

- Periodically reviewing this Policy to ensure it remains relevant and appropriate to Coastal Works and making it available to the public
- Compliance with all applicable health and safety legislation, regulations, standards, codes of practice and other requirements to which Coastal Works subscribes
- Implementing risk and hazard management systems which are; relevant and suitable for the risk exposure
- Promoting and continuously improving health and safety performance
- Ensuring all managers remain directly responsible and accountable for the health, safety and welfare of their employees, and others under their supervision
- Providing appropriate health and safety training to all relevant persons
- Ensuring adequate resources to establish and maintain our systems and procedures
- Establishing measureable objectives and targets annually to continuously improve health and safety in the workplace and aimed at eliminating work related injury and illness
- Ensuring communication and consultation takes place at all levels of our operations.
- Maintaining a positive safety culture through encouraging active participation
- Responding to and investigating all incidents, and ensuring injured employees are returned to suitable work at the earliest possible opportunity through processes that adopt procedural fairness and rehabilitation best practice

The implementation of this policy is detailed in the ***Coastal Works - Integrated Management System Manual (MAN-001)***.

## 4. Consultation

The following were consulted during the development of this procedure:

- General Manager - Coffs Harbour City Council
- Director of Sustainable Infrastructure
- Group Leader - Coastal Works
- Assistant Manager Safety and Organisational Development
- Manager - Governance and Legal and Services
- IMS Team

## 5. Responsibilities

The General Manager - Coffs Harbour City Council is responsible for ensuring the commitment made by this Policy is met.

However, in approving this policy, the General Manager appoints the Director - Sustainable Infrastructure as the Management Representative according to Clause 4.4.1.2 AS/NZS 4801 – Occupational Health and Safety Management Systems.

The Director - Sustainable Infrastructure is therefore responsible for the:

- Development, implementation, monitoring, review and continuous improvement of this system
- Ongoing communication and consultation with the General Manager regarding the performance of the system.

All people working for or on behalf of Coastal Works are responsible for the implementation of this policy.

For further details regarding responsibilities see the ***Coastal Works - Roles and Responsibilities Procedure (PRO-026)***.

## 6. References

AS/NZS 4801:2001 – Occupational health and safety management systems (4.2)

### Related Council documents

- Coastal Works - Legal Requirements Procedure (PRO-003)
- Coastal Works - Integrated Management System Manual (MAN-001)
- Coastal Works - Roles and Responsibilities Procedure (PRO-026)
- Risk Management Policy (DW2817707)

## 7. Appendices

- Appendix 1 - Display version of the Coastal Works - Health and Safety Policy

## 8. Table of Amendments

Amendment	Authorised by	Approval reference	Date



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For further detail on the Coastal Works - Integrated Management System and its implementation, see the ***Coastal Works - Integrated Management System Manual (MAN-001)***.

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For further details regarding responsibilities see the ***Coastal Works - Roles and Authority Procedure (PRO-026)***.

**Steve McGrath (General Manager)**