

# WORK HEALTH AND SAFETY POLICY

## SCOPE

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This policy applies to all workers as defined under the *Work Health and Safety Act 2011* (QLD), including employees, contractors, subcontractors, apprentices, trainees, volunteers, and labour hire workers, engaged by Banana Shire Council (Council) in any capacity.

Work experience students and associated workplace agreements with schools are not covered by this policy.

## LEGISLATION

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*Work Health and Safety Act 2011* (QLD)  
*Work Health and Safety Regulation 2011* (QLD)

## OBJECTIVE

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This Work Health and Safety (WHS) policy outlines Council's commitment, responsibility, and accountability for adherence to Work Health and Safety legislation, codes of practice, standards, and best practices to ensure physically and psychologically healthy and safe workplaces for all workers, contractors, visitors, and members of the public who may be affected by Council's business processes or undertakings.

## POLICY

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Council is committed to continual improvement of its WHS performance in all operations. Council's Executive Management Team (EMT) holds overall responsibility for the governance of WHS at Council.

The strategies to implement this policy include:

### Leadership and Governance

- Commitment to provide safe and healthy working environments that protect workers from physical and psychological work-related injury and illness, and/ or discrimination and stigma, through adoption of a risk management approach to work design, social factors, work environment and operations.
- Ensuring that the EMT, workers, and others carry out their health and safety responsibilities. This is achieved through regular and documented meetings and training.
- Ensuring that EMT exercise due diligence by proactively acquiring and maintaining up-to-date knowledge of WHS matters, understanding operational risks and controls, ensuring appropriate resources and processes are in place for hazard management, legal compliance, incident response and verifying the implementation and effectiveness of WHS systems.

- The communication of this policy throughout the Council through induction and training.
- The establishment of achievable and measurable objectives and targets to facilitate continual improvement of WHS in the workplace and to reduce work-related illness and injury.
- Providing adequate resources for the maintenance of the Council's Work Health and Safety Management System (WHSMS) and to support psychological health and safety needs, including return to work programs.

### **Risk Management**

- Development, implementation, maintenance, and review of Council's WHSMS to ensure compliance with all relevant legislation across all facilities and workplaces.
- The implementation and maintenance of Council's WHS Risk Management Program that is user-friendly and prioritises the elimination of hazards from work, or implementation of the highest order of controls, so far as is reasonably practicable.

### **Worker Participation and Consultation**

- All workers are empowered to stop unsafe work, report hazards, unsafe acts or conditions, and take personal responsibility and accountability for working safely.
- Consistently and regularly meet with Council's elected Health and Safety Representatives to identify and respond to emerging matters.
- Consulting with workers and other Persons Conducting a Business or Undertaking (PCBUs), including contractors and affiliated entities, about decisions that may affect their WHS.
- Developing proactive health and safety programs through engagement and collaboration with stakeholders.

### **Training and Communication**

- The provision of appropriate WHS training and the dissemination of WHS information to all workers and visitors to the workplace.
- Communicating openly, honestly, and proactively with workers, suppliers, and other interested parties to encourage a health and safety culture that reflects the intent of this policy.

## **DOCUMENT MAINTENANCE AND REVIEW**

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This Policy and its supporting documents must be reviewed every 2 years, or earlier if:

- Management arrangements show that the application of the Policy fails to deliver the required outcomes.
- There are changes in associated legislation and standards
- Procedures and arrangements change

- There is evidence that the Policy is not having a positive impact on the management of WHS.

## PROCEDURE

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Procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

## CERTIFICATION

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4 February 2026

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**CHIEF EXECUTIVE OFFICER**  
**BANANA SHIRE COUNCIL**

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**DATE**