

Work Health and Safety Policy

Council Policy



Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
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1 Purpose

This policy forms part of Council's Work Health and Safety Management System (WHSMS) and demonstrates Council's commitment to providing a safe, protective and healthy working environment for Council's workplace participants and visitors to the workplace.

2 Definitions

For the purpose of this policy, the following definitions apply:

Term	Definition
Hazard	A situation or potential situation that poses a level of threat to life, health, property, or environment.
Health	Means physical and psychological health.
Hierarchy of Control	The internationally recognised, systematic framework used to eliminate or minimise exposure to hazards.
Operations	Any task or process undertaken by a workplace participant during the course of their duties.
Psycho-social hazards	Aspects of work design, organisation or behaviour that may cause psychological or physical harm, including bullying, harassment, aggression, high workload, low support, and exposure to traumatic or unsafe situations.
Team Members	Council staff employed by Alice Springs Town Council, regardless of the capacity in which they are employed, and including: all temporary agency staff, all authorised representatives, all contractors whilst engaged in any capacity and all volunteers
Visitor	Any person not classified as a workplace participant and visits a Council facility, site, or event.
Work Health and Safety Management System	The set of policies, procedures and plans that systematically manages health and safety at work.
Workplace	In accordance with the <i>Work Health and Safety Act 2011</i> , any place where work is carried out for a business or undertaking.
Workplace participants	Refers to Elected Members, Council Committee representatives, the Chief Executive Officer, senior Executive, employees, contractors and volunteers of Alice Springs Town Council.

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3 Policy Statement

3.1 Principles

- 3.1.1** Council is committed to ensuring the safest workplace possible for all workplace participants and visitors, to the highest standard reasonably practicable, integrating health and safety, including psychosocial hazards and behaviours, into its operations, and to systematically minimise workplace risks to provide a safe and healthy environment.
- 3.1.2** Council will comply with all relevant statutory obligations, regulations, and codes of practice in relation to work health and safety.
- 3.1.3** Council will ensure, to an extent practicable, that appropriate information, instruction, supervision and training is provided to enable workplace participants to conduct themselves in a safe and healthy manner.
- 3.1.4** Council is committed to creating an environment where workplace participants and others can raise health and safety issues or concerns without the fear of reprisal.
- 3.1.5** Council will maintain an effective process for reporting and resolving health and safety issues.
- 3.1.6** Council will conduct inspections of workplaces and facilities as appropriate to identify, assess and control hazards.
- 3.1.7** Council will involve and consult with relevant workplace participants on work health and safety matters that directly affect them, in line with legislated consultation obligations, recognising consultation as a core duty under work health and safety legislation.
- 3.1.8** Council will endeavour to design and create workplaces and practices that minimise risk to health and safety, inclusive of psychosocial hazards.

3.2 Work Health Safety Management System

Council is committed to maintaining a robust WHSMS that supports the ongoing certification and compliance with ISO 45001:2018.

Council will take all responsible steps to ensure there is the required resources to implement and maintain its WHSMS and ensure risks are appropriately managed.

Council requires all workplace participants to comply with work health and safety legislation and adhere to Council's WHSMS, including reporting all injuries and incidents, and participating in investigations to prevent recurrence.

3.3 Work Health and Safety Responsibilities

Council recognises that work health and safety is a shared responsibility, with workplace participants and visitors being accountable for contributing to a safe and healthy environment.

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3.3.1 Workplace Participants and Visitors

All workplace participants, including team members and Elected Members, and visitors must comply with their duties under the *Work Health and Safety (National Uniform Legislation) Act 2011* (the Act) to take reasonable care for their own health and safety and have consideration for others.

Visitors must adhere with work health and safety requirements advised by Council and exercise due diligence to promote a safe and healthy environment for themselves and others.

3.3.2 Executive

Executive leaders are responsible for providing visible leadership and oversight of work health and safety across Council demonstrating commitment to a safe and respectful workplace and ensuring work health and safety is integrated into planning, decision-making and operations.

3.3.3 Managers and Supervisors

Managers are responsible for implementing, monitoring and maintaining work health and safety within their areas of responsibility.

3.3.4 Health and Safety Officers

Health and Safety Officers within Council are responsible for supporting the implementation and continuous improvement of Council's WHSMS and providing guidance on work health and safety matters.

3.4 Hazard Control Framework

Council uses the Hierarchy of Control system to reduce workplace hazards and control workplace risks so far as is reasonably practicable.

Council is committed to proactively identifying hazards through routine activities such as inspections, risk assessments, incident reporting, and consultation with workers.

Council manages risks by first seeking elimination, then substitution, isolation, and engineering controls. Council will prioritise and implement higher-level controls over lower-level controls; administrative controls and personal protective equipment (PPE) will be used in conjunction with higher level controls, or as supplementary measures.

All control measures are to be appropriately implemented and regularly reviewed to ensure their ongoing effectiveness.

3.5 Breach of Work Health and Safety Obligations

Failure of a workplace participant to comply with the Act or Council policy may be considered a breach of the relevant code of conduct and may result in disciplinary action or for team members, up to the termination of employment. Visitors are required to follow reasonable instructions from Council to ensure their safety and Council reserves the right to escort visitors from the workplace, who do not adhere with Council's work health and safety requirements.

Council will monitor contractor compliance and may suspend contractors or direct them to leave Council workplaces where work health and safety requirements are not met.

4 Responsibilities

The Chief Executive Officer (CEO) is responsible for implementing and maintaining this policy.

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The CEO is responsible for ensuring Council meets its obligations under this policy as a Person Conducting a Business or Undertaking under work health and safety legislation. This also includes:

- promoting a positive safety culture, including respectful and safe workplace behaviours consistent with all relevant codes of conduct and codes of practice
- monitoring the performance of Council’s WHSMS and taking action to address identified risks and issues

5 Related Legislation and Documents

- *Work Health and Safety (National Uniform Legislation) Act 2011*
- *Work Health and Safety (National Uniform Legislation) Regulations 2011*
- *Return to Work Act 1986*
- *Return to Work Regulations 1986*
- ISO 45001:2018
- NT WorkSafe Approved Codes of Practice
- Australian Dangerous Goods Code
- Alcohol and Drugs Policy
- Vehicle Policy
- Sexual and Sex Based Harassment Policy
- Plant and Equipment Policy
- Risk Management Policy
- Risk Management Framework
- Code of Conduct – CEO
- Code of Conduct – Team Members
- Code of Conduct (Council Members, Council Committee and Audit Committee)

6 Communication and Training

Will this policy be communicated through consultation to teams?	Yes
Where will this policy be available?	Council Website
Will training needs arise from this policy? If yes, who will be responsible.	Manager Work Health and Safety