



## Health, Safety, Environment and Quality Policy

**Title:** Health, Safety, Environment and Quality Policy (POL-001)

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

Refer to IMS – Legal Requirements Procedure (PRO-003)

**Does this document replace an existing policy, procedure, or plan?                      Yes**

Occupational Health and Safety, Environment and Quality Policy Statement (CHCC-M-POLS-001)

Corporate IMS Policy Statement (CHCC-M-POLS-003)

**Other Related Council Policy or Procedure:**

Integrated Management System Manual (MAN-001) (Draft)

**Note:** This policy is to be reproduced as a single page for display at all Council manned sites and lists Policy Statement and Responsibilities.

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

General Manager of Coffs Harbour City Council

**Application:**

It is mandatory for all those working for or on behalf of the Council to comply with this policy.

**Distribution:**

This will be displayed at all permanently staffed sites and will be distributed in accordance with the IMS - Communication and Consultation Procedure (PRO-022).

**This section to be completed by the Administration Manager**

**Approved by:**

**Corporate Development Team**

Approved 08/09/2009 – IR 2343804

**Signature:**

\_\_\_\_\_  
**General Manager**

**Date of Effect:**

**Date of next Review:**

**Date of Distribution:**

**Registration Number:**

## Health, Safety, Environment and Quality Policy

### BACKGROUND

This policy has been developed to meet the requirements of:

- AS 4801 Occupational Health and Safety Systems – Specifications with guidance for use
- ISO 9001 Quality Management Systems - Requirements
- ISO 14001 Environmental Management System – Requirements with guidance for use

### OBJECTIVES

To improve Council's health, safety, environment and quality performance, incorporating the establishment of an Integrated Management System.

### APPLICATION

It is mandatory for all those working for, or on behalf of the Council, to comply with this policy.

### POLICY STATEMENT

At Coffs Harbour City Council, we value the wellbeing of all those working for and on behalf of Council, our customers, the community and the environment in which we operate.

We are committed to responsible quality management and practices that minimise any adverse impacts arising from our operations, products and services.

To achieve this we will:

- Establish and continually improve a management system, conforming to AS/NZ 4801, ISO 14001 and ISO 9001
- Set and review measurable objectives and targets for the management system and provide reports on their progress and the systems overall performance
- Identify and eliminate or control risks to a level which is as low as reasonably practicable
- Provide a safe environment, safe systems of work and safe people, working toward the achievement of zero harm
- Ensure as far as practicable, those working for and on behalf of Council, receive appropriate information instruction and supervision to enable competent performance of their duties
- Support the principles of Ecologically Sustainable Development and promote efficient use of energy and resources and prevent pollution
- Provide effective consultation, ensuring employees are included in the decision making processes that impact on their workplace
- Comply with relevant legislation and other requirements to which the organisation subscribes, including relevant internal and external customer requirements
- Implement this policy consistently in all areas of our operations

For further detail on the Council's IMS and its implementation, see the ***IMS Manual (MAN-001) (Draft)***.

## RELEVANT LEGISLATION

Refer to IMS – Legal Requirements Procedure (PRO-003)

## RELATED CIRCULARS, GUIDELINES, POLICIES AND PROCEDURES

- Integrated Management System Manual (MAN-001)
- AS 4801 Occupational Health and Safety Systems – Specifications with guidance for use
- ISO 14001 Environmental Management System – Requirements with guidance for use
- ISO 9001 Quality Management Systems - Requirements

## CONSULTATION

All staff were provided the opportunity to have input to this policy as well as the following key groups:

- Corporate Development Team
- Consultative Committee
- IMS Project Team
- Managers forum

## RESPONSIBILITIES

All people working for or on behalf of Council are responsible for the implementation of this Policy.

Our Directors are responsible for fostering and securing commitment to this Policy throughout the organisation and the continuous improvement of our management systems.

As General Manager I am responsible for ensuring the commitment made by this Policy is met.

For further details regarding responsibilities see the ***IMS – Roles, Responsibilities, Accountability and Authority Procedure (PRO-026) (Draft)***.

## APPENDICES

Appendix 1 – Display version of the Health, Safety, Environment and Quality Policy



## Health, Safety, Environment & Quality Policy

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Stephen Sawtell (General Manager)