

# WHS, Environment and Quality Policy

## 1 Purpose

The Coffs Harbour City Council (Council) is committed providing a workplace that ensures the health and safety of its workers and visitors, and is dedicated to continuous improvement in its health, safety, environment and quality performance.

This policy sets out the overarching principles for Council's management of WHS requirements and informs Council's Safety Management System, procedures and guidelines.

### 1.1 Application of this policy

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

## 2 Policy

Coffs Harbour City Council is committed to:

- Providing all workers with a safe and healthy working environment, supporting and promoting worker health and wellbeing by working towards the achievement of zero harm
- Implement and utilise a management system that based on AS/NZ 4801, ISO 14001 and ISO 9001
- Ensuring that audit and other compliance requirements are complied with and appropriate document management processes are in each area of Council.
- Identify and eliminate or control risks to a level which is as low as reasonably practicable
- Providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards.
- Responsible quality management and practices that minimise any adverse impacts arising from our operations, products and services
- Adopting a preventative and strategic approach to health and safety using measurable objectives and targets to monitor performance.
- Providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces.
- 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
- Ensuring that our leadership, supervisors and managers are implementing this policy consistently in all areas of our operations.
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### 3 Definitions

**Worker:** As defined in s7 of the NSW WHS Act 2011

### 4 Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead councillors in their understanding of and compliance with this policy and related procedures.
General Manager	Executive	To lead Staff in their understanding of and compliance with this policy and related procedures and to ensure the commitment made within this Policy is met and that the policy is communicated, implemented and reviewed.
Directors	All Directorates	To foster and secure commitment to this policy and the continuous improvement of the health, safety, environment and quality management system throughout the organisation and their directorate.
Council Leaders	All Directorates	To implement this policy and related procedures in their area of control.
All Council officials	Council	All people working for or on behalf of Council are responsible for the implementation of this policy

### 5 References

- 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
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

#### 5.1 Council Documents

- Return to Work and Injury Management Policy

### 6 Details of Approval and revision

- **Approval date:** 14/09/2017
- **Responsible Section:** Organisational Development
- **Superseded policies/procedures:** N/A
- **Next review date:** 14/09/2021

Table of amendments

Amendment	Authoriser	Approval ref	Date