

**Title:** Risk and Safety

**Type:** Council  
**File No:** 25/06/35, 16/08/01

**Date Adopted:** 25 June 2012  
**Next Review Date:** June 2014

**Revision History:**

Date	Action	Who
September 2002	Adopted	Council
January 2010	Reviewed and Adopted	Council
September 2011	Review	Risk and Improvement Coordinator
November 2011	Consultation	SMT
December 2011	Consultation and Review	Portfolio Councillor
January 2012	Consultation and Review	Risk and Safety Committee Employees
June 2012	Consultation and Review	EMT
June 2012	Consultation	Councillors
25 June 2012	Adopted	Council

**1. Purpose**

The primary purpose of this policy is to promote an integrated, holistic approach to strategic risk management and to ensure that risks affecting the achievement of our objectives are identified, assessed and treated to an acceptable level. The embedding of the risk management framework into our strategic and operational decision making process helps us to make informed decisions for the benefit of Council and our stakeholders.

**2. Rationale**

The Councillors, executives, managers and employees of Murrindindi Shire Council are committed to the identification and management of all risks associated with the performance of council functions and council services. This requires, at minimum, compliance with Australian/New Zealand Standard ISO 31000:2009 Risk Management.

**3. Scope**

This policy applies to all Councillors, employees, committees, and volunteers engaged in Council business. General public and visitors are included in the scope of this policy. Contractors are required to comply with the standards established in this policy.

**4. Policy**

- 4.1 Council will develop and maintain risk management strategies to support this policy.
- 4.2 All Council activities are clearly linked to and support one or more of the Strategic objectives outlined in the Council Plan.
- 4.3 Agreed performance measures will be established for all Council activities and incorporated into Position Descriptions, the Council Plan and associated action plans.
- 4.4 Risks and opportunities will be identified, evaluated, treated, monitored and communicated in accordance with the processes described in AS/NZS ISO 31000:2009 Risk Management.

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Author D. Welch : Murrindindi Shire Council	Created: 08/12/2011 Last saved: 1/02/2010 11:35:00 AM
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- 4.5 All equipment and facilities used for the provision of Council services will be fit for their intended use.
- 4.6 Safe and secure systems of work will be implemented and maintained.
- 4.7 Employees, Councillors, contractors, committees and volunteers will be accountable for the Council's assets in their control.
- 4.8 Relevant information and/or training and/or supervision will be provided to all employees, contractors, committees and volunteers.
- 4.9 Council's services are provided in compliance with all relevant Acts (particularly the OHS Act 2004), Regulations, Standards and Codes of Practice.
- 4.10 All incidents, injuries, hazards and near misses will be reported and investigated.
- 4.11 Remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence.
- 4.12 The Risk Management Program will be effectively supported by consultation and communication at all levels.
- 4.13 Council will provide adequate facilities for the welfare of employees in carrying out work for business or undertaking, including ensuring access to those facilities.
- 4.14 The health of employees and conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of business or the undertaking.
- 4.15 Council will provide adequate supervision, ensuring that all employees working off Council property have a means of communication (eg. Mobile phones).
- 4.16 Council will provide information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out.
- 4.17 Council acknowledges the right of an employee to cease or refuse to carry out work if the employee has a reasonable concern that to carry out that work would expose the employee to a serious risk to the worker's health and safety.

## 5. **Supporting Documents**

- The Council Plan
- Annual Budget
- Risk Management Strategy
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- AS/NZ 4360: Risk Management
- Risk Management Guidelines: Companion to AS/NZ 4360:2004

## 6. **Related Policies**

All Council's policies and procedures.

## 7. **Governance**

The Risk and Safety Committee will monitor the implementation of this policy.

## 8. **Portfolio and/or Riding Councillor Input**

Policy has been reviewed by the portfolio Councillor.

## 9. **Responsible Officer**

The Chief Executive Officer.

## 10. **Human Rights Charter**

This policy does not contravene The Victorian Charter of Human Rights and Responsibilities.

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