

Section 3.12

Health and Safety Information

1. Purpose

The purpose of this procedure is to ensure that all Council employees have access to current health and safety information, and relevant policies, procedures and legislation.

2. Scope

This procedure applies to all Council employees.

3. References

1. Occupational Health and Safety Act 2004
2. Council's Occupational Health and Safety Policies and Procedures.

4. Responsibilities

Managers/Supervisors

Managers/Supervisors shall ensure that:

- Information pertaining to health and safety is available to all employees;
- Health and safety information (eg Acts, Regulations etc) is readily available to employees upon request;
- Employees are informed regularly of updates in health and safety eg via COGSPEAK and the Intranet;
- Records of Consultative Committee and workplace meetings are maintained.

Human Resources Manager (HRM)

The HRM will ensure that Managers/Supervisors, employees and contractors are regularly kept up to date on current, relevant health and safety information, and that the resource library and document list are maintained, up-to-date, comprehensive and accurate.

5. Method

A listing of current health and safety legislation, regulations, Codes of Practice, Standards, Policies and Procedures, and other relevant resource information, will be maintained and updated by the HRM, as required.

Such material and documents shall be kept in hard copy by the HRM, and shall also be accessible electronically on the Council's Intranet, wherever practicable.

All Council employees shall be informed of the availability of the information and how the information can be accessed.

The current Council **Occupational Health and Safety Policy and Procedures** shall be prominently displayed in all Council workplaces and readily available to all employees.

Consultative Committee meetings and workplace meetings should be used as forums to provide health and safety information to employees and to consult with employees about



proposed changes to work processes or practices that may have health and safety implications.

Where information is conveyed verbally at meetings the Manager/Supervisor should maintain a record of the items discussed and the employees present at the meeting.

Health and safety issues raised at meetings are to be noted and followed up by the Supervisor or referred to the appropriate Manager for a response.

6. Related Documents

7. Attachments

1. List of Health and Safety Information.

Attachment 1

List of Health and Safety Information

OH&S Information	Location	Origin Date	Date Revised
Occupational Health and Safety Act 2004 –No. 107/2004-	HR Dept/Anstat On-Line	2004	01/01/07/2004
Dangerous Goods Act 1985 No. 10189 – Reprint No. 4	HR Dept/Anstat On-Line	1985	01/12/99
Dangerous Goods (Storage and Handling) Regulations 2000 - (No.27)	HR Dept/Operations /Anstat On-Line	2000	08/12/2000
Occupational Health and Safety (Manual Handling) Regulations 1999	HR Dept/Anstat On-Line	1999	01/07/99
Major Hazard Facilities Regulations 2000	HR Dept/Anstat On-Line	2000	2000
Dangerous Goods (Transport) Regulations 1998 - No. 370	HR Dept/ Operations /Anstat On-Line	1998	
Occupational Health and Safety (Noise) Regulations 2004	HR Dept/Anstat On-Line		01/07/2004
Occupational Health and Safety (Plant) Regulations 2001	HR Dept/Anstat On-Line		15/06/2001
Occupational Health and Safety (Incident Notification) Regulations 1999 – No. 25	HR Dept/Anstat On-Line	1999	02/04/97
Occupational Health and Safety (Certification of Plant Users & Operators) Regulations 1994 – No 108 – Reprint No. 2	HR Dept/Anstat On-Line	1994	17/07/98
Occupational Health and Safety (Lead Control) Regulations 2000	HR Dept/ Operations/Anstat On-Line	2000	2000
Occupational Health and Safety (Hazards Substances) Regulations (no. 24 2000)	HR Dept/Anstat On-Line	1	01/02/2000
Occupational Health and Safety (Asbestos) Regulations 2003 – No. 196 – Reprint No. 3	HR Dept/Anstat On-Line	1992	01/02/2003
Occupational Health and Safety (Confined Spaces) Regulations 1996 – No. 148	HR Dept/Anstat On-Line	1996	10/12/96
Occupational Health and Safety (Issue Resolution) Regulations 1999 – No. 194	HR Dept/Anstat On-Line	1989	01/07/1999
Equipment (Public Safety) Act 1994 – No. 21/1994 Reprint No. 2	Anstat On-Line	1994	1/12/94
Equipment (Public Safety) Regulations 1995 – No. 82	Anstat On-Line	1995	1/7/95
Equipment (Public Safety) (Incident Notification) Regulations 2007 – No. 24	Anstat On-Line	2007	01/07/2007
Occupational Health and Safety (Prevention of Falls Regulations 2003	HR Dept/Anstat On-Line	2003	12/1/2003
Code of Practice for Confined Spaces - No. 20 1996	HR Dept/ Operations/Antsat on-line	1996	1/3/97
Code of Practice for Manual Handling - No. 8 2000	HR Dept/ Operations/Antsat on-line	1999	1/6/99
Code of Practice for Manual Handling (Occupational Overuse Syndrome) - No. 15	Operations	1992	1/1/92



Code of Practice for Plant 1995 – No. 19	Operations	1995	1/7/95
Code of Practice and Regulations for Noise -No 17 – Revoked 2.9.2004		1992	1995
Code of Practice for First Aid in the Workplace - No. 18	HR Dept/Operations	1995	1995
Code of Practice for Tilt-Up Construction – No. 1	HR Dept/Operations	1987	1994
Code of Practice for Workplaces - No. 3 1988	HR Dept/Operations	1988	1995
Code of Practice for Demolition - No. 14 1991	HR Dept/Operations	1991	1995
Code of Practice for Building and Construction Workplaces – No. 13	HR Dept/Operations	1990	1995
Code of Practice for Safety in Forest Operations – No. 12	HR Dept/Operations	1990	1995
Code of Practice for Safety in Precautions in Trenching Operations – No. 8	HR Dept/Operations	1988	1995
Code of Practice for Provision of Occupational Health and Safety Information in Languages other than English – No. 16	HR Dept/Operations	1992	1995
Code of Practice for the Safe Use of Cranes in the Building and Construction Industry –No. 11	HR Dept/Operations	1990	1994
Code of Practice for Temporary Electrical Installations on Building and Construction Sites – No. 6	HR Dept/Operations	1988	1994
Code of Practice Foundries – No. 2	HR Dept/Operations	1988	1988
Code of Practice for Safe Work on Roofs (excluding villa constructions) – No. 10	HR Dept/Operations	1989	1995
Code of Practice for Lead Control – No. 5	HR Dept/Operations	1988	1988
Code of Practice Hazardous Substances No. 24	HR Dept/Operations	June 2000	June 2000
Code of Practice for Safe Electrical Work	HR Dept/Operations	1997	1997
Code of Practice Prevention of falls in General Construction – No. 28 2004	HR Dept/Operations	2004	2004
Guide to the OH&S Act 1985 (WorkCover) – 7 th Edition	HR Dept	1996	1996
Officewise (WorkCover)	HR Dept	1996	1/5/96
Lighting at Work	HR Dept	1992	1992
Sunsmart	HR Dept	1997	
Getting Started with Workplace Health & Safety – An Introduction to Workplace Consultation	HR Dept	1997	1997
Getting Started with Workplace Health & Safety – An Introduction to Workplace Health & Safety Policies, Procedures & Evaluation	HR Dept	1997	1997



Getting Started with Workplace Health & Safety - An Introduction to Health & Safety Responsibilities, Roles & Functions, Training, Information and Records	HR Dept	1997	1997
Getting Started with Workplace Health & Safety – An Introduction to Workplace Health Consultation	HR Dept	1997	1997
Getting Started with Workplace Health & Safety – An introduction to Hazard Management, Workplace Inspections and selecting a Health & Safety Consultant	HR Dept	1997	1997
Share Information Booklet – Preparing a Health and Safety Policy	HR Dept	1993	1993
Share Information Booklet – Hazard Control	HR Dept	1993	1993
Share Information Booklet – Inspection the Workplace	HR Dept	1993	1993
Share Information Booklet – Selecting an Occupational Health & Safety Consultant – A Guide for Workplaces	HR Dept	1993	1993
Share Information Booklet – Health & Safety Committees – A Guide for Workplaces	HR Dept	1993	1993
Share Information Booklet – Policies & Procedures for Health and Safety in your Workplace	HR Dept	1993	1993
Share Information Booklet – Responsibilities for Health & Safety in your Workplace	HR Dept	1993	1993
Share Solutions	HR Dept	1988	1995
Guide to the Occupational Health and Safety Act 1985 – Seventh Edition	HR Dept	1985	02/1997
The Occupational Health, Safety and Environmental Inspection Handbook	HR Dept	1996	1996 updated edition
Accident Compensation (WorkCover Insurance) Act 1993 Premiums Order No. 7 99/2000	HR Dept	1993	1999
Managing Contractor Health and Safety Risks Guidelines for Local Government	HR Dept		
City of Greater Shepparton OH&S Policy and Procedures	HR Dept	1995	2000
Site Emergency Planning & Response	Depot		
Working in vicinity of Overhead & Buried Asset	Depot		
Control of lifting & Hoisting Equipment	Depot		
Fire Prevention and Control	Depot		

The impact of the Occupational Health and Safety Act 2004 on WorkSafe's existing publications

From July 1 2005, the Occupational Health and Safety Act 2004 (OHS Act 2004) will replace the Occupational Health and Safety Act 1985 (1985 Act).



WorkSafe's existing publications (e.g. Codes of Practice, guides, brochures, guidance notes etc.) have been written with reference to the 1985 Act. These publications will be progressively reviewed and amended to reflect provisions in the OHS Act 2004.

Impact on this publication

This publication may contain references to the 1985 Act. The OHS Act 2004 maintains the core provisions of the 1985 Act and builds upon it with positive additions, simplified and clarified provisions. After 1 July 2005, it is important you reference the section of the 1985 Act with the relevant section in the OHS 2004 Act to ensure you meet any new or changed duties.

Impact on Regulations

Most Regulations written under the 1985 Act will, after the commencement of the new Act, continue for 2 years or until revoked. The Occupational Health and Safety (Incident Notification) Regulations 1997 have been repealed and have now been incorporated into the 2004 Act with some minor changes.

Impact on Codes of Practice

Codes of Practice made under the 1985 Act provide practical guidance to people who have duties or obligations under Victoria's OHS laws. The OHS Act 2004 allows the Minister for WorkCover to make Compliance Codes which will provide greater certainty about what constitutes compliance with the OHS laws.

Codes of Practice will continue to be a practical guide for those who have OHS duties and WorkSafe will continue to regard those who comply with the topics covered in the Codes of Practice as complying with OHS laws. WorkSafe will progressively review all Codes of Practice and replace them with guidance material and, in appropriate cases, with Compliance Codes.

For further information contact WorkSafe Victoria on 1800 136 089 or online at www.worksafe.vic.gov.au.

WorkSafe Victoria is a division of the Victorian WorkCover Authority.

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