

## Council Policy 1.4.3 – Health and Safety

<b>Responsible Directorate</b>	<u>Executive Services</u>
<b>Responsible Business Unit/s</b>	<u>People and Development</u>
<b>Responsible Officer</b>	<u>Workplace Safety and Wellbeing Business Partner</u>
<b>Affected Business Units</b>	<u>All</u>

### Objective

The objective of this Policy is to ensure all workers and visitors to the Shire of Serpentine Jarrahdale have safe workplace conditions and systems of work to minimise:

- the risk of injury or illness to **Workers** and visitors
- damage to Council property and the environment.

The Shire of Serpentine Jarrahdale commits to maintaining an effective Workplace Health and Safety Management System and Workplace Health and Safety Management Plan that incorporates a continual improvement philosophy and provides for maintenance of the highest **work, health and safety** standards to protect the wellbeing of our people and the environment.

~~The Shire of Serpentine Jarrahdale is committed to protecting the health and safety of all persons in its workplace including workers, contractors and visitors. The Shire demonstrates this commitment by providing safe systems of work, work instructions with the aim of a safe working and community environment to minimise risk of illness or personal injury.~~

### Scope

This Policy applies to all **Workers** and visitors.

### Policy

All Workers have the right to a workplace that is, as far as is practicable, safe and without risk. The Shire applies a systematic risk management approach to Work Health and Safety to achieve this goal.

ISO 45001 is the international standard which specifies requirements from an Occupational Health and Safety Management System (OHSMS) to provide a safe and healthy workplace for Workers and visitors. The Shire applies a risk management approach by identification, implementation of safety controls and review of risks that might result in illness, injury, or in certain cases death. ISO 45001 covers all of these aspects and provides guidance on how to mitigate conditions which may lead to adverse effects on Workers or visitors' health or safety.

Work Health and Safety is a management responsibility, however all **Workers** and visitors have a role to play in achieving a safe and healthy working environment.

For employees, these roles are defined in legislation and Managers, Supervisors and other Workers will be held accountable for meeting those responsibilities and acknowledge that no task is so important that time cannot be taken to find a safe and healthy way to work.



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The Shire implements strategies in line with Work Health and Safety legislation, and information, instruction, training and supervision is provided to enable all Workers to carry out their responsibilities effectively and participate in the continuous improvement process of the Work Health and Safety Management System.

As part of their role, Workers are provided with a genuine opportunity to participate in decision making on matters with the potential to affect their health and wellbeing.

The Shire of Serpentine Jarrahdale **will**:

- comply with the *Work Health and Safety Act 2020*, all relevant subsidiary legislation, Codes of Practice and Australian Standards
- ensure Workers understand and comply with their obligations regarding Work Health and Safety legislation and the Shire's policies, procedures and safe systems of work
- in consultation with Workers, manage all safety related matters to reduce risks in the workplace
- control physical and procedural safety and environmental hazards through hazard identification and control processes
- provide induction and ongoing training, information and instructions to **W**orkers and relevant stakeholders, regarding Work Health and Safety
- ensure that relevant purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Shire's policies, procedures and Australian Standards in relation to the *Work Health and Safety Act 2020*
- provide an effective system of accident/incident reporting, investigation, recording and injury management
- monitor and review the effectiveness of the Shire's Work Health and Safety performance
- monitor and communicate safety performance at all levels via Work Health and Safety Committee meetings, Executive Management Group meetings, meetings within Directorates, Toolbox meetings and **other** internal communication resources.

Workers are **required** to:

- comply with the *Work Health and Safety Act 2020*, all relevant subsidiary legislation, Codes of Practice and Australian Standards
- report workplace hazards, incidents, injuries and near misses to a Supervisor
- report any instance of another Worker engaging in an unsafe work practice, to a Supervisor
- work in accordance with Council Policies, procedures, and safe systems of work of the Shire of Serpentine Jarrahdale
- work in a safe manner that will not endanger the safety and health of themselves, their colleagues, the public or the environment
- consult and cooperate with Supervisors and management on matters relating to workplace safety and health.

~~The Shire of Serpentine Jarrahdale will continuously work towards achieving best practice in accordance with the *Occupational Safety and Health Act 1984*, Occupational Safety and Health Regulations 1996, Codes of Practice, Guidance Notes and Australian Standards.~~

~~The Shire of Serpentine Jarrahdale shall take reasonable and practical steps to:~~



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1. improve work safety conditions
2. continuously review and improve its safety performance
3. uphold core values of acting safely, doing the right thing, working as a team and focussing on our customers
4. comply with all applicable health and safety laws, regulations, standards and codes of practice
5. provide safe plant and equipment
6. provide health and safety training to all employees
7. maintain a Safety Management System to ensure relevant information is documented and reported on
8. maintain relevant policies, procedures, systems, information, training, recognition programs and organisational structures to support and communicate effective health and safety practices throughout the Shire
9. consult with workers to improve safety
10. establish clear targets and objectives for the development of health and safety in the workplace
11. respond and investigate incidents, events or issues for the purpose of continuous improvement.

The Shire of Serpentine Jarrahdale acknowledges that the achievement of a safe work environment requires the commitment of all management, officers, contractors, and volunteers. It is expected therefore, that everyone will strive to meet their obligations as outlined in the *Occupational Health and Safety Act 1984*, and actively contribute to the Shire's workplace safety system.

All persons at the workplace are to abide by procedures that have been created in the interest of worker health and safety. The Chief Executive Officer and the Council are committed to the successful implementation of this policy and provide resources to implement these practices.

### Responsibilities

The Chief Executive Officer is responsible for the implementation and management of this policy.

The development of the Workplace Health and Safety Management System and Safety Management Plan is the responsibility of the Executive Management Group and confirms management's commitment to a framework for an ongoing healthy and safe work environment. The Chief Executive Officer is ultimately accountable for the ensuring the implementation of the Workplace Health and Safety Management System and Plan.

The application of this Policy is the responsibility of all Shire Workers and stakeholders.

All senior management are responsible for compliance to this Policy by ensuring that Workers are aware of the requirement to comply with this Policy. ~~for compliance to this policy by their employees.~~

All ~~employees~~ Workers are responsible and accountable for the health and safety of themselves and others in the workplace.

~~All employees are empowered to demonstrate leadership through both personal and team decisions to enhance health and safety performance within their own working environment.~~



## Definitions

**Australian Standards** is a term that refers to the standards ~~are and~~ documents setting out specifications, procedures and guidelines. They are designed to ensure products, services and systems are safe, reliable and consistent.

**Code of practice** as defined by the Occupational Safety and Health Legislative ~~f~~Framework (WA) as, a document prepared for the purpose of providing:

- a) practical advice on preventive strategies; ~~and~~
- b) practical means of achieving any code, standard, rule, provision or specification relating to occupational safety and health in Western Australia.

**Employee** means a person employed by a local government under section 5.36 of the *Local Government Act 1995*.

**Executive Management Group** means the Chief Executive Officer and the Director of each Directorate.

**Guidance Note** is an explanatory document providing detailed information on the requirements on legislation, regulations, standards, Codes of Practice or matters relating to occupational safety and health, as approved by the Commission for Occupational Safety and Health.

**AS/4801** specifies requirements from an Occupational Health and Safety Management system (OHSMS) to enable an organisation to formulate a policy and objectives taking into account legislative requirements and information about hazards or risks. It applies to those hazards or risks over which the organisations may exert control and over which it can be expected to have an influence. It does not state specific OSH performance outcomes.

**ISO 45001** is an international standard for health and safety at work developed by national and international standards committees independent of government.

**Senior management** means Managers and Directors of the Shire of Serpentine Jarrahdale.

**Stakeholder** means anybody who can affect or is affected by an organisation, strategy or project.

**Supervisor** means a Worker's next in line Manager.

**Worker** is a person who carries or works ~~s~~ in any capacity for a person conducting a business or undertaking, including works as:

- an employee;
- a contractor or sub-contractor;
- an employee of a contractor or subcontractor;
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- an outworker;
- an apprentice or trainee;
- a student gaining work experience;
- a volunteer ~~or~~
- a person of a prescribed class.

The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.



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**Workplace** is a place where work is carried out for a business and undertaking, and includes any place where a worker goes, or is likely to be, while at work. This includes a vehicle, vessel, aircraft or other mobile structure and any waters and any installation on land.

### Relevant Policies/Council Documents

- Strategic Community Plan 2017—2027 Workplace Health and Safety Management Plan
- Workplace Health and Safety Management System
- Occupational Health and Safety Work Procedures
- Employee Code of Conduct
- Statement of Business Ethics

### Legislation/Local Law Requirements

- *Local Government Act 1995*
- *Work Health and Safety Act 2020*
- *Work Health and Safety (General) Regulations 2022*
- Australian Standard ISO 45001
- Codes of Practice

### Miscellaneous References

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- ~~Occupational Health and Safety Work Procedures (E12/6913)~~

Office Use Only				
Relevant Delegations	Nil			
Council Adoption	Date	25/01/2010	Resolution #	OCM023.1/01/10
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<u>Next review due</u>	<u>Date</u>	XX XXXXX 2024		