



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 1

POLICY No:	OSH 1
DIVISION:	Occupational Safety and Health
SUBJECT:	Occupational Safety and Health
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

This policy recognises that the safety and health of all employees within the Shire of Wyndham East Kimberley is the responsibility of Council and all employees.

In accordance with the Occupational Safety and Health Act 1984, the aim of this policy is to:

- Promote and secure the safety and health of people working for the Shire of Wyndham East Kimberley;
- Protect people at work from hazards;
- Assist in securing a safe and hygienic working environment;
- Eliminate, reduce and control hazards;
- Establish accident investigation procedures;
- Encourage co-operation and establishment of consultative mechanisms; and
- Promote education and awareness of occupational safety and health.

The working environment is to be maintained in a manner to which employees are not exposed to hazards. Council, in partnership with employees will attempt to recognise the potential risks associated with hazards that may exist within the workplace and will take steps to provide and maintain a safe and healthy work environment for all employees.

POLICY

Council's Responsibilities

In fulfilling this responsibility, Council has a duty to provide and maintain, so far as is practicable, working environments in which employees are not exposed to hazards. This will be achieved by:



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Providing and maintaining safe plant and systems of work	✓
Making and monitoring arrangement for the safe use, handling, storage, disposal and transport of plant and substances	✓
Establishing, promoting and enforcing procedures which are conducive with safe work practices	✓
Maintaining the workplace in a safe and healthy condition	✓
Providing information, training and supervision for all employees thereby enabling them to work in a safe and health manner	✓

The Safety Representative is assigned the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety strategies and safety committee meetings on behalf of the Chief Executive Officer. The safety and health duties of the Shire of Wyndham East Kimberley at all levels will be detailed and procedure for training and back-up support shall be developed and followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

In fulfilling its obligations pursuant to this policy Council:

- Is responsible for the effective implementation of the Shire’s safety and health policy;
- Must observe, implement and fulfil its responsibilities under Acts and Regulations which apply to the Shire of Wyndham East Kimberley;
- Must ensure that the agreed procedures for regular consultation between the Shire and those with designated and elected safety and health responsibilities are followed;
- Must make regular assessments of safety and health performance and resources in co-operation with those persons having designated and elected safety and health functions;
- Must ensure that all specific policies operating within the Shire e.g. Fire and evacuation, purchasing, training, first aid and safe systems of work, are periodically revised and are consistent with the Shire’s safety and health objectives;
- Must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Shire;
- Must be informed of incidents and accidents occurring on Council premises or to employees so that safety and health performance can be accurately gauged.

It is the responsibility of the Shire of Wyndham East Kimberley to ensure that employees are not allowed to continue to work if an environment is unsafe to do so, after having regard to the potential risks.



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Employee's Responsibilities

In fulfilling their obligations pursuant to this policy employee's;

- Have a duty to display a level of care for their own safety and the safety of others;
- Must comply with the safety procedures and directions agreed between the Council and employees with the nominated or elected safety and health functions;
- must not wilfully interfere with or misuse items or facilities provided by the employer;
- always utilise the safety equipment and protective clothing provided by the employer; and
- always complete and incident report for any potential accidents, actual hazards and accidents or incidents and give the report to their manager or supervisor;

This policy will be regularly reviewed in the light of legislation and Council changes. The Council seeks co-operation from all employees in realising our safety and health objectives and in creating a safe work environment. All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

Working Together

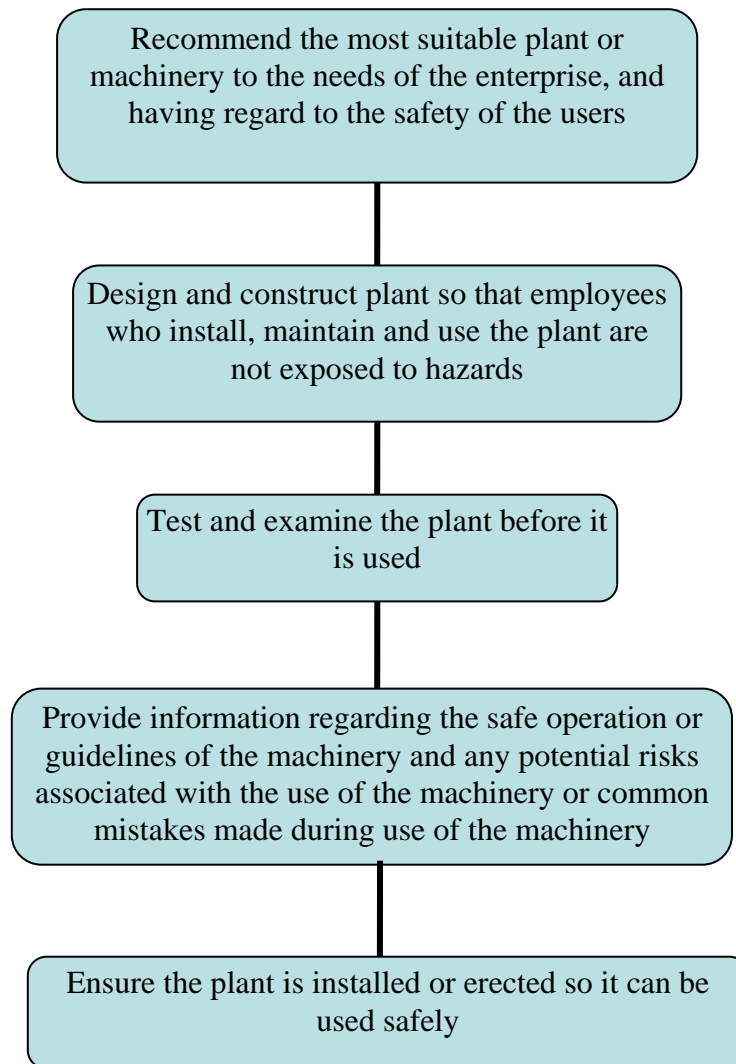
This policy requires Council and employees to actively work together with a common aim of improving standards of safety and health in each workplace. A Safety and Health Committee may be established to provide means of consultation and co-operation. All legal responsibilities at the workplace shall continue to rest with the employer however the consultation process may help in reaching decisions by openly accepting information and recommendation provided by employees through the Committee.

Council and employees shall endeavour to work together to:

- **Identify workplace hazards** – involves recognising things which may cause injury or harm to the health of a person, for instance flammable material, ignition sources and unguarded machinery.
- **Analysing and assessing the risk** – involves looking at the possibility of injury or harm occurring to a person if exposed to a hazard.
- **Implementing processes, control measures and procedures for reducing the risk** – by introducing measures which will eliminate or reduce the risk of a person being exposed.

Plant Equipment

When purchasing new plant or machinery for a workplace, it is the responsibility of the designers, manufacturers, importers and suppliers to as far as practicable to;



Council will endeavour to develop a repair and maintenance program to specify:

- Where servicing is required;
- The extent of service required;
- The nature and frequency of the servicing required;
- Who is responsible for maintaining repair and maintenance programs;
- That the persons responsible for such maintenance are suitably qualified;
- How defects will be corrected; and
- The developing, keeping, maintaining and implementing of accurate maintenance and services records.



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Substances at Work

Many substances used at work may be hazardous. Provided these hazards are known and understood and appropriate precautions are taken, the substances can be safely used. Material Safety Data Sheets are used internationally to provide information required to allow the safe handling of hazardous substances and mixtures of hazardous substances in the workplaces. The guidance notes developed by the National Occupational Health and Safety Commission shall be located in workplaces where such substances exist that are toxic or hazardous to employees.

Personal Protective Equipment

Personal protective equipment will be supplied by Council and should be used by employees when directed or in circumstances where the level of protection is required to be increased. Employees shall determine the appropriateness of using personal protective equipment by assessing at least the following factors:

- The nature of the work and the work process concerned;
- The severity of any potential injury or disease;
- Information available to employees about methods of preventing injury or disease associated with a hazard or risk;
- The availability and suitability of methods to prevent, remove and mitigate causes of injuries or disease associated with a hazard or risk; and
- Whether the costs of preventing, removing or mitigating that injury or disease are prohibitive in the circumstances.