



<b>DOCUMENT TYPE</b>	Policy
<b>TITLE</b>	<b>WORK HEALTH AND SAFETY</b>
<b>NUMBER:</b>	POL-1021

## **PURPOSE**

To reflect the commitment that the Shire places on managing the safety, health and wellbeing of all workers, the environment and the extended community, and to ensure the Shire provides a safe working environment that complies with legal and moral obligations.

## **DEFINITIONS**

**Continual Improvement** means a process of enhancing the WHSMS to achieve improvements in overall WHS performances, in line with the organization's WHS policy (AS/NZS 4801:2001).

**Duty of Care** means the obligation to take reasonable care and to act in a manner that does not cause any harm or loss to a person (including yourself), whom it can be reasonably foreseen, may be injured by an act or omission.

**Hazard** means a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these (AS/NZS 4801:2001)

**Incident** means any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss. (AS/NZS 4801:2001)

**Work Health and Safety Management System (WHSMS)** means that part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the risks associated with the business of the organization (AS/NZS 4801:2001)

**Risk** means the likelihood or possibility that harm (injury, illness, death or damage) may occur from exposure to a hazard

**Service Delivery** means developing, operating or maintaining Shire services or assets Shire means the Shire of Wyndham East Kimberley

**Workplace** means any location where tasks or activities are carried out for and on behalf of the Shire

**Worker** means any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteer.

## **SCOPE**

The policy applies to all Shire workers across all workplaces

## **POLICY STATEMENTS**

The Shire recognises that people are our most valuable asset, and that the safety and health of workers are of equal importance with all other operational considerations. The Shire Council, Executive Team, management, supervisors and all other employees are committed and accountable for ensuring a safe, supportive and healthy workplace. This will be achieved to the highest standards by ensuring that safety and health management is a key priority in all areas of planning, implementation, measurement and review within our places of work.

All workers are committed to taking reasonable care for their own safety and health at work and ensuring that their own acts and omissions do not adversely affect the safety and health of other people on all work sites and workplaces. The Shire understands and accepts the responsibilities set out in Western Australian safety laws and will ensure safety is managed along with compliance and legislation, industry standards and best practices by:

- Providing leadership that drives continuous improvement through the setting of measurable health and safety goals and targets by the CEO and Executive Team;
- Complying with all legislative requirements and statutory obligations;
- Providing leadership that influences a positive health and safety culture where people embrace ownership of health and safety for themselves and those around them;
- Providing leadership that encourages and supports workers to identify, report, assess and control safety and health risks and continuously improve safety and health in the workplace;
- Adopting a systematic risk management approach which is consistent with the nature of the tasks and activities being carried out;
- Monitoring and reviewing effectiveness of measures to control hazards/risks to safety and health;
- Consulting and cooperating with Safety and Health Representatives, workers and others in the decision-making process regarding work health and safety matters;
- Providing and maintaining workplaces, plant and equipment and systems of work such that, so far as is practicable, employees are not exposed to hazards;
- Providing workers with adequate information, instruction, training and supervision to ensure safe systems of work;
- Providing workers with personal protective clothing and equipment as required;
- Ensuring that nominated safety personnel are adequately trained and supported;
- Allocating sufficient financial and physical resources for all aspects of safety management;
- Reviewing, evaluating and improving our safety and health management performance with measured, targeted KPI's and leadership review practices to ensure continuous improvement.

## **RESPONSIBILITIES**

Workers:

- Exercise duty of care;
- Report any hazard, accident or incident to the respective line manager
- Complete all training in work health and safety as required;
- Adhere to all safety related policies, organizational directives and procedures.

Line Managers:

- Provide appropriate supervision of workers in their respective area of responsibility and ensure that they are trained and equipped for performing assigned work tasks;
- Provide appropriate resources (financial and physical) to meet Shire work health and safety responsibilities;
- Ensure that all work health and safety issues are investigated and addressed as they arise within a timely manner.

## DOCUMENT AND VERSION CONTROL

<b>Responsible Directorate</b>	Office of the CEO		
<b>Responsible Officer</b>	Manager Human Resources and Safety		
<b>Statutory References</b>	<i>Work Health and Safety Act 2020</i> <i>Work Health and Safety (General) Regulations 2022</i>		
<b>Related Documents</b>	Nil		
<b>Amendment History (Adoption and last 3 amendments)</b>			
<b>Version</b>	<b>Date Issued - Resolution Number</b>	<b>Item #</b>	<b>Description of Change</b>
1.0	28/11/2017 - 117845	12.4.7	Council Adoption
2.0	29/05/2018 – 115774	12.5.2	Review adopted by Council
3.0	25/07/2023 – 118875	12.2.3	Review Adopted by Council
3.1	01/11/2023 – CEO026	--	Reference Updates as per POL-1014 Policy Management (Previously CP/GOV-3110)
<b>Date of Next Review</b>	July 2026		