



POLICY NO	CP/GOV-3110	
POLICY	Occupational Safety and Health	
RESPONSIBLE DIRECTORATE	Governance	
COUNCIL ADOPTION	Date: 28 November 2017	Resolution No: 28/11/2017-117845
REVIEWED/MODIFIED	Date: 29 May 2018	Resolution No: 29/05/2018-115774
	Date:	Resolution No:
REVIEW DUE	Date: October 2019	
LEGISLATION	<i>Occupational Safety and Health Act 1984</i> <i>Occupational Safety and Health Regulations 1996</i>	
POLICIES	N/A	

OBJECTIVES:

The objective of this policy is to provide a safe and healthy work environment for all employees, contractors, volunteers, visitors and members of the public.

DEFINITION/S:

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

Hazard means a source or a situation with a potential for harm in terms of human injury or illhealth, 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)

Occupational Health and Safety Management System (OHSMS) 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 OHS policy, and so managing the risks associated with the business of the organization (AS/NZS 4801:2001)

Service Delivery means a process of developing, operating or maintaining Shire services or assets. The site the Shire delivers services from include Administration Offices, Depots, Leisure Centres, Libraries, Airports, Landfill sites, Kununurra Pound, Peter Reid Memorial Hall, and the Ted Birch Centre as well as managed sites for public use such as playgrounds and parks.

Shire Personnel means Shire employees, contractors, work experience persons or Councillors.

Shire operations include facilities at both Wyndham and Kununurra including Administration Offices, Depots, Leisure Centres, Libraries, Airports, Landfill sites, Kununurra Pound, Peter Reid Memorial Hall, and the Ted Birch Centre as well as managed sites for public use such as playgrounds, parks and public infrastructure.

To ensure the success of this policy all employees, regardless of status, must recognise they are responsible for their own safety and that of their fellow workers.

The Shire is committed to providing working conditions and instilling work practices which minimise the risk of harm to all staff. The Shire aims to meet their objectives by:

- i. Providing and maintaining workplaces, plant and equipment and systems of work such that, so far as is practicable, employees are not exposed to hazards
- ii. Encourage the reporting of hazards, accidents (injuries) and incidents (near misses) in the workplace seeking the commitment and involvement of all employees in the safety and health program;
- iii. Providing such information, instruction, and training to, and supervision of, employees to enable them to perform their work so they are not exposed to hazards;
- iv. Consulting and cooperating with Safety and Health Representatives and other employees at the workplace regarding occupational safety and health issues;
- v. Providing employees with personal protective clothing and equipment to assist in protecting them against hazards;
- vi. Encourage our employees, volunteers and contractors to identify, report, assess and control safety and health risks and continuously improve occupational safety and health in the workplace;
- vii. Recognise and celebrate those who contribute to excellence in occupational safety and health performance

EXPLANATORY NOTES:

The Shire is committed to managing occupational safety and health including the development and implementation of an Occupational Safety and Health Management System that complies with or exceeds legislative requirements including the Occupational Safety and Health Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

APPLICATION/S:

This policy applies to all functions of the Shire of Wyndham East Kimberley.