



<b>POLICY NO</b>	<b>CP/GOV-3110</b>	
<b>POLICY</b>	<b>Work, Health and Safety</b>	
<b>RESPONSIBLE DIRECTORATE</b>	Governance	
<b>RESPONSIBLE OFFICER</b>	Chief Executive Officer	
<b>COUNCIL ADOPTION</b>	Date: 28 November 2017	Resolution No: 28/11/2017-117845
<b>REVIEWED/MODIFIED</b>	Date:	Resolution No:
	Date:	Resolution No:
<b>REVIEW DUE</b>	Date: Oct 2019	
<b>LEGISLATION</b>	<i>Occupational Health and Safety Act 1984</i> <i>Occupational Health and Safety Regulations 1996</i>	
<b>POLICIES</b>	N/A	
<b>OTHER DOCUMENTS</b>	AS/NZS 4801:2001	

## PURPOSE

This policy commits the Shire of Wyndham-East Kimberley 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 Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

The Shire further commits to the Continual Improvement of its Occupational Health and Safety Management System (OHSMS), with the aim of reducing Hazard and Incident frequency and severity during Service Delivery.

## DEFINITIONS

**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 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)

**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 Wyndham and Kununurra Administration Offices, Kununurra and Wyndham Depots, Kununurra and Wyndham Leisure

Centres, Wyndham and Kununurra Libraries, Kununurra Airport, Wyndham and Kununurra Landfill sites, Kununurra Pound, the Ted Birch Centre and Waste Facilities as well as managed sites for public use such as playgrounds and parks.

**Shire** means the Shire of Wyndham East Kimberley

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

## **POLICY STATEMENTS**

### **1. Occupational health and safety objectives**

The Shire is committed to:

- (1) Providing working conditions and instilling work practices which minimise the risk of harm to all staff;
- (2) Establishing measurable objectives and targets to ensure Continual Improvement in eliminating Hazard and Incident from Service Delivery;
- (3) Compliance with applicable safety and health legislation and current industry standards, including the *Occupational Health and Safety Act 1984* and *Occupational Health and Safety Regulations 1996* as well adherence to relevant codes of practice and guidance notes;
- (4) Use a risk management approach to identify hazards, assess risk and implement appropriate risk control strategies; and
- (5) Maintaining an OHSMS in accordance with AS/NZS 4801:2001 Occupational health and safety management systems—Specification with guidance for use.

### **2. Achieving the objectives**

(1) The Shire must:

- Ensure Shire Personnel are briefed on this policy and its location on commencement with the Shire;
- Provide written procedures, where practicable, and instructions to ensure safe systems of work;
- Provide information, instruction, training and supervision to volunteers, visitors and members of the public to ensure their safety;
- Provide such information, instruction, and training to, and supervision of, employees to enable them to perform their work so they are not exposed to hazards;
- Providing employees with personal protective clothing and equipment to assist in protecting them against hazards
- Report regularly to the Chief Executive Officer and Directors on hazards and incidents in the workplace;
- Communicate any updates to this policy to Shire Personnel via staff meetings; and
- Make this policy available on the Shire website so that Shire Personnel, volunteers, visitors and members of the public may view it.

(2) The Shire should make a copy of this policy available or retrievable wherever Service Delivery occurs.

(3) Shire Personnel must:

- Comply with safety and health instructions given by the employer, including the direction to wear personal protective clothing or equipment;
- participate in, and apply, training to perform tasks in a safe and healthy manner;
- Report hazards, accidents (injuries) and incidents (near misses) in the workplace; and
- Take care of their own health and safety and avoid adversely affecting the safety or health of any other person.

### **3. Responsibility**

(1) The Chief Executive Officer and Directors, as Officers under the Work Health and Safety Act 2012 (the Act), will exercise due diligence to ensure that Council meets its obligations under the Act.

(2) All levels of management are accountable for implementing this policy in their area of responsibility.

(3) Everyone in the workplace is responsible for accident prevention as a Duty of Care and it is an important part of everyone's' daily activities. Through increased awareness and commitment, the workforce can identify and prevent hazards and ensure removal of hazards in the workplace.

### **4. Continual improvement**

(1) In promoting Continual Improvement the Shire must ensure that this policy improves WHS performance, through setting measurable objectives and targets that are aimed at eliminating work related injury and illness;

(2) Encourage Shire Personnel, volunteers, visitors and members of the public to identify, report, assess and control safety and health risks and continuously improve occupational safety and health in the workplace;

(3) This Policy is to be reviewed on a biannual basis, and endorsed via the Audit (Finance and Risk) Committee.

## **RISK**

**Risk:** Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

**Control:** Review policies and procedures in accordance with review schedule.