

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

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.

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.

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 will be 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 Workers 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 and 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.

Responsibilities

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

The application of this Policy is the responsibility of all 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.

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

Definitions

Australian Standards is a term that refers to the standards 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 Framework (WA) as, a document prepared for the purpose of providing:

- a) practical advice on preventive strategies
- 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.

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 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
- 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.

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**

- 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

Office Use Only				
Relevant Delegations				
Council Adoption	Date	25/01/2010	Resolution #	OCM023.1/01/10
Reviewed/Modified	Date	27/06/2011	Resolution #	CGAM065.3/06/11
Reviewed/Modified	Date	29/01/2013	Resolution #	OCM117/01/13
Reviewed/Modified	Date	25/02/2013	Resolution #	OCM147/02/13
Reviewed/Modified	Date	29/09/2015	Resolution #	OCM187/09/15
Reviewed/Modified	Date	18/12/2017	Resolution #	OCM179/12/17
Reviewed/Modified	Date	20/02/2023	Resolution #	OCM031/02/23
Next review due	Date	20 February 2024		