



POLICY MANUAL

WORK HEALTH & SAFETY

10.0 WORK HEALTH & SAFETY POLICY

Distribution	Elected members, All Employees, volunteers and contractors
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	14.02

Purpose

To ensure all elected members, employees, volunteers and contractors understand the organisations objectives in regards to work health and safety (WHS) matters and their role in achieving a safe working environment.

Objective

We at the Shire of Goomalling believe that the safety, health and well-being of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace;
- provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively;
- involve employees, volunteers and subcontractors in the decision-making process through regular communication and consultation;
- ensure employees, volunteers and subcontractors identify and control risk in the workplace;
- consider WHS in project planning and work activities.

Scope

Elected members, all employees, volunteers and contractors

Standard

Work Health and Safety is at the forefront of all business carried out by, or on behalf of Shire of Goomalling, the success of our WHS performance demands the following minimum requirements:

- the commitment of all persons
- allocation of resources to achieving the policy objectives
- planning work activities with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communicating and consulting with our works and contractors

Roles & Responsibilities

Elected Members

- Provide adequate resourcing for WHS management objectives.

Chief Executive Officer

- Responsible for the overall management and implementation of WHS.

Managers

- Responsible for the day to day management and planning of WHS matters and to keep Council and all employees aware of pertinent WHS issues.

OSH Committee

- Principal aim is to discuss local safety and health issues as they arise in order to gain prompt resolution, set goals and objectives, assist management in the achievement of agreed objectives and monitor the performance of the safety and health program.

All Employees/Volunteers and contractors

- Responsible for their own safety and that of those around them;
- Report all hazards, incidents and accidents;
- Encouraged to participate in all WHS discussions and forums available to them;
- All employees, contractors and volunteers are responsible for the safe performance of their duties and to wear all Personal Protective Equipment provided and necessary to undertake any job.

Legislation

[Work Health and Safety Act 2020](#)

Document Links

Nil

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269. OM_211020	
3	17 November 2021	9.4 OM_171121	Annual Review – renamed from Occupation Health and Safety Policy to correspond with new legislation wording - Resolution 427