



POLICY MANUAL

WORK HEALTH AND SAFETY

10.0 WORK HEALTH & SAFETY POLICY

Distribution: Elected Members, All Employees, Contractors, & Volunteers

Responsible Officer: Chief Executive Officer

Date Adopted: September 2015 – Version 1 – Resolution 092015.SM

Last Review: March 2024 – Version 4 – Resolution 032024 767

Objective

The purpose of this policy is to recognise the Shire of Goomalling's (the Shire) commitment to providing a safe and healthy work environment for all workers and visitors to the Shire. This policy aligns with the Shire's organisational values in being proactive in the continual improvement of workplace health and safety, embedding a positive safety culture.

Scope

This policy applies to all Shire workers including individuals performing (paid and unpaid) work for the Shire, as well as visitors and elected members.

Policy Statement

The Shire is committed to:

- Maintaining a WHS management system that complies with relevant WHS legislation and associated WA regulations as well as ISO 45001:2018 Safety Management System Standard.
- Creating a safe, healthy, and positive workplace culture taking into consideration physical, emotional, psychological, and social wellbeing.
- Consulting and cooperating with employees and their representatives on safety and health issues as well as WHS policies, procedures, and continual improvement of the system.
- Providing adequate resources both physical and financial to achieve and sustain workplace health and safety outcomes.
- Developing key performance indicators that demonstrate we meet workplace health and safety legislative requirements.
- Commitment to a process of continuous improvement through the setting of measurable targets and objectives, monitoring and review of outputs, and improvements in health and safety management systems and initiatives.
- Building a pro-active reporting culture where hazards and incidents are consistently reported, so that risks are actively identified, assessed, and effectively controlled and mitigated.
- Conducting investigations to identify root causes, which will allow the Shire to take appropriate action in preventing reoccurrences.
- Development of policies and procedures which are communicated to all staff and interested parties where appropriate.
- Supporting and encouraging employees to participate in a range of health and wellbeing initiatives and activities.



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- Outlining clear accountabilities for workplace health and safety at all employee levels (which cannot be delegated).
- The maintenance of any Shire owned and operated accommodation or under their management and control, to ensure the health and safety of workers occupying these premises.

Breaches of this Policy

The Shire promotes a culture of work, health and safety and encourage all workers to perform their duties in a safe manner. Workers breaching this policy may be performance managed up to and including termination of employment. Workers may also expose themselves to criminal or civil action.

Definitions

Hazard means anything which has the potential to cause injury or illness.

Health includes the physical, emotional, psychological, and social wellbeing of an individual.

Psychological means the mental health harm because of psychosocial hazards.

WHS risk is the chance of someone becoming injured or ill because of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

Worker is as defined in section 7 of the Work Health and Safety Act 2020 and include all paid and unpaid Shire workers, including employees, contractors, consultants, volunteers, and visitors.

Relevant policies/documents

Code of Conduct for Employees
Code of Conduct for Council Members, Committee Members and Candidates
ISO 45001:2018 Safety Management System
Workplace Behaviours Policy
Fitness for Work policy
Performance Management Policy

Relevant legislation/local laws

Work Health and Safety Act 2020
Work Health and Safety (General) Regulations 2022
Local Government Act 1995

Statutory Environment

- Local Government Act (1995)
- Work, Health & Safety Act 2020
- Work Health and Safety (General) Regulations 2022