

Shire of Wiluna Policy Manual

OCCUPATIONAL HEALTH AND SAFETY STATEMENT

Policy 5.1 / OSH001

1. Introduction

1.1 Definitions

Employees - All staff, contractors, consultants and temporary workers of Shire of Wiluna.

1.2 General Statement of Policy

It is the policy of the Shire of Wiluna to conduct its activities in such a way that the health, safety and well-being of employees, contractors and visitors are not in any way impaired or prejudiced as a result of working within or for the organisation.

1.3 Purpose

The purpose of this policy is to ensure, as far as is reasonably practicable, that all employees are safe from injury and risk to health while at work. The Shire of Wiluna will seek to achieve this by:

- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or occupational illness.
- Complying with all applicable occupational health and safety legislation.
- Providing instruction, training and supervision to improve an employee's understanding of workplace hazards; including safe work practices and emergency procedures.
- Involving employees in occupational health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others safety and health at work.
- Providing adequate systems and resources to effectively manage identified significant occupational safety and health hazards as well as rehabilitation and return to work processes.
- Implementing, maintaining and reviewing the occupational health and safety programme to achieve continuous improvement as well as conducting regular inspections of the workplace aimed at preventing accidents and incidents.

1.4 Scope

This Policy applies to all employees, contractors, consultants, temporary workers and visitors of The Shire of Wiluna to ensure that this Occupational Safety & Health Policy is enforced.

1.5 Enquiries and Faults

Adherence to this procedure will generally ensure compliance with the requirements of relevant legislation. Employees requiring assistance with the interpretation of this procedure, or who wish to report a breach of this procedure, should contact the Chief Executive Officer.

2. Policy

2.1 Policy Details

- i. This Health and Safety Policy details the Shire of Wiluna's commitment, intentions and principles in relation to OSH performance.

Shire of Wiluna Policy Manual

- ii. The key objectives of the OSH Policy are to achieve legal compliance and reduce illness and injury within our workplace.
- iii. The policy is reviewed annually to ensure that it remains compliant and meets occupational health and safety objectives.

2.2 Compliance

- i. Federal, state and territory OSH Acts and Regulations set out specific safety requirements that the Shire of Wiluna shall enforce in order to meet their legal responsibility of providing a safe working environment.
- ii. Access to current health and safety legislation, codes of practice and Australian Standards will be disseminated to all staff and contractors. OSH information is also maintained in hardcopy and kept current.

2.3 Roles and Responsibilities

Managers and Supervisors are responsible for:

- The safety of employees, contractor and the Shire of Wiluna property under their control
- Ensuring that all regulations, procedures and safe work practices are followed at all times

All employees are expected to:

- Follow all Shire of Wiluna occupational health and safety requirements and codes of practice.
- Maintain a clean and orderly work area.
- Report all injuries and safety incidents.
- Actively participate in occupational health and safety activities.

2.4 Communication and Consultation

- i. Under the Occupational Health and Safety Act (2004), The Shire of Wiluna shall consult employees, so far as reasonably practicable, on matters that directly affect or are likely to directly affect the health and safety of all staff, contractors, visitors and the general public.
- ii. When possible, the Shire of Wiluna will establish an OSH Committee for OSH consultation purposes.
- iii. Communication and consultation is required:
 - when identifying hazards and risks and deciding how to control risks
 - when making decisions regarding facilities related to welfare
 - during development of OHS procedures and supporting systems
 - changes to workplace (e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications)
 - machinery and equipment, substances, processes and other things used in the workplace
- iv. The Shire of Wiluna management shall provide adequate facilities and resources and assistance to assist with OSH Committee and any communication and consultations between staff, contractors and OSH representatives.
- v. Training shall be provided to members of the OSH Committee.

2.5 Training and Education

- i. The Shire of Wiluna will develop a formal induction process including occupational health and safety induction
- ii. All individuals, including visitors and contractors, will be required to undergo mandatory induction when developed
- iii. Training and education records will be maintained by Payroll/HR

Shire of Wiluna Policy Manual

2.6 Job Safety Analysis

- i. Job Safety Analysis (JSA) records will be developed for those high-risk activities that occur in the workplace.
- ii. All Shire personnel involved in these activities shall have received relevant training and be deemed competent once JSAs have been developed

2.7 Risk and Hazard Management

- i. The standard for the Shire of Wiluna is to ensure that all health and safety risks are eliminated, or where this is not reasonably practicable, minimised by the application of controls.
- ii. All risks associated with our workplace activities shall be documented on the Risk Register once developed
- iii. OSH risk management training shall be provided to staff.

2.8 Incident and Accident Reporting

- i. All incidents and hazards at the Shire of Wiluna must be recorded and investigated.
- ii. Records of incidents and injuries are maintained and are used for analysis and updating the risk register.

2.9 Monitoring and Review

Company will undertake routine monitoring of its operations to verify OSH performance and compliance against regulatory and other requirements.

2.10 Workplace Inspections

Company will undertake workplaces inspections on a regular basis. The completion and review of the workplace inspection records is managed by the Chief Executive Officer.

2.11 Purchasing

OHS and other purchase specifications shall be identified and risk assessments shall be completed with appropriate skilled personnel prior to purchase.

2.12 Emergency Response

- i. Potential emergency situations will be identified and emergency procedures put in place.
- ii. Emergency procedures will be distributed to all staff and contractors.
- iii. Emergency response exercises will be performed annually to test the effectiveness of the established procedures.

3. Policy Implementation

This policy is to be implemented through the procedures established by the Shire of Wiluna, which have been designed to provide the highest level of safety for both employer and employee.

3.1 Breach of this Policy

Failure to comply with the principles of this policy, or with the supporting procedures and forms, could result in appropriate disciplinary actions, suspension and termination of employment (dismissal), fines, penalties or imprisonment.

3.2 Policy Review

This policy must be reviewed annually.

3.3 Dissemination of Policy

The Shire of Wiluna OSH Policy and company OSH information is communicated to staff, contractors and visitors through the following:

- i. Staff meetings and/or toolbox meetings
- ii. Targeted emails or other written communications (e.g. letters, memos) to staff and contractors

Shire of Wiluna Policy Manual

- iii. Safety induction program
- iv. Safety manuals/safe operating procedures/safe work instructions

3.4 Document control

- i. The Shire of Wiluna OSH documentation is available to employees and contractors either electronically or hardcopy.
- ii. New OHS documentation and changes to existing documentation will be developed in accordance with new laws and regulations. OHS documentation is regularly reviewed to ensure currency and compliance.
- iii. Documentation includes the OSH Policy, procedures, guidelines, information sheets, forms and other records.
- iv. The Chief Executive Officer is responsible for maintaining OHS documentation.

3.5 Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer.

Each employee at the Shire of Wiluna is accountable ensuring that they personally comply with the requirements of this policy.

Managers and supervisors are responsible for ensuring compliance with this policy by managed/supervised staff.

3.6 Related Documents

- a) Primary Legislation
 - i. *Occupational Safety and Health Act 1984 (State)*

Document Control	
Responsible Directorate	Office of the CEO
Relevant Section	Occupational Safety & Health
Legislative Requirement	
Council Meeting Held & Adopted, Resolution #	22 Feb 2017 023/17
Amendments, Date & Resolution #	
Review Dates & Resolution #	
Next Review Date	