# WORK HEALTH AND SAFETY POLICY

## POLICY STATEMENT

The Shire of Gnowangerup is committed to providing and maintaining a safe and healthy workplace for all workers, volunteers, contractors, visitors and members of the public who may be affected by our activities.

The Shire recognises that protecting the physical and psychological health, safety and wellbeing of our people is fundamental to delivering quality services to the community and achieving organisational objectives and sustainable service delivery.

The Shire is committed to meeting its obligations under the *Work Health and Safety Act 2020 (WA),* the *Work Health and Safety (General) Regulations 2022*, applicable Codes of Practice and other applicable legislation, regulations and guidance material.

The Shire will actively promote a positive safety culture where consultation, leadership, accountability and continual improvement are embedded throughout the organisation.

## OBJECTIVES

The objectives of this Policy are to:

- provide and maintain a safe and healthy workplace;
- eliminate hazards and minimise risks to health and safety so far as is reasonably practicable;
- comply with all applicable work health and safety legislation;
- promote consultation and participation with workers and other duty holders;
- provide appropriate information, instruction, training and supervision;
- continually improve the effectiveness of the Shire's Work Health and Safety Management System;
- identify, eliminate or minimise physical, psychological and psychosocial risks to health and safety so far as is reasonably practicable; and
- foster a workplace culture where everyone takes responsibility for health and safety.

## POLICY

The Shire of Gnowangerup will, so far as is reasonably practicable:

### 1. Leadership and Commitment

The Shire will:

- demonstrate visible leadership and commitment to work health and safety;
- establish measurable WHS objectives and monitor performance against those objectives;
- provide adequate resources to effectively manage work health and safety;
- integrate work health and safety considerations into all business activities and decision-making; and
- regularly review this Policy and the Work Health and Safety Management System to ensure ongoing effectiveness.

### 2. Risk Management

The Shire will:

- identify physical, psychological and psychosocial hazards associated with its activities;
- assess risks arising from those hazards;
- eliminate risks where reasonably practicable, or otherwise minimise risks through the implementation of appropriate control measures;
- regularly review the effectiveness of implemented controls; and
- ensure incidents, injuries and notifiable incidents are reported, investigated and managed in accordance with legislative requirements and organisational procedures;
- encourage the reporting of hazards, near misses, incidents and opportunities for improvement; and
- provide health monitoring where required by legislation or where exposure to identified hazards warrants such monitoring.

## 3. Consultation

The Shire recognises that meaningful consultation improves safety outcomes. The Shire will ensure consultation occurs, so far as is reasonably practicable, when making decisions about matters that may affect the health and safety of workers

The Shire will consult, cooperate and coordinate with:

- workers;
- Health and Safety Representatives (where elected);
- the Work Health and Safety Committee;
- volunteers;
- contractors;
- other duty holders; and
- relevant stakeholders,

when identifying hazards, assessing risks, developing procedures, implementing changes and investigating incidents.

## 4. Training and Competency

The Shire will provide appropriate:

- induction training;
- role-specific training;
- supervision;
- instruction;
- information; and
- opportunities for continual development,

to ensure workers are competent to undertake their duties safely.

## 5. Continuous Improvement

The Shire is committed to continually improving its Work Health and Safety Management System through:

- monitoring performance;
- workplace inspections;
- audits;
- incident investigations;
- corrective actions;

- management reviews;
- regular review of policies, procedures and work practices; and
- analysing trends arising from incidents, hazards, inspections, audits and corrective actions to identify opportunities for improvement.

## RESPONSIBILITIES

### Council

Council will:

- support the implementation of this Policy;
- allocate appropriate resources to achieve effective work health and safety outcomes; and
- promote a positive safety culture throughout the organisation.

### Chief Executive Officer and Officers

The Chief Executive Officer and Officers will:

- exercise due diligence, as required under the *Work Health and Safety Act 2020 (WA)*, to ensure the Shire complies with its work health and safety obligations;
- ensure appropriate resources and processes are available to eliminate or minimise risks;
- promote compliance with this Policy and the Shire's WHS Management System;
- maintain an up-to-date understanding of work health and safety matters and associated risks relevant to the Shire's operations;
- monitor WHS performance; and
- foster continual improvement.

### Managers and Supervisors

Managers and Supervisors are responsible for:

- leading by example;
- promoting safe work practices;
- ensuring workers receive appropriate training, instruction and supervision;
- identifying hazards and implementing effective risk controls;
- ensuring Safe Work Procedures are followed;
- encouraging consultation and reporting;
- investigating incidents and ensuring corrective actions are implemented; and
- monitoring workplace compliance with WHS requirements.

### Workers and Volunteers

Workers and volunteers are expected to:

- take reasonable care for their own health and safety;
- take reasonable care that their actions or omissions do not adversely affect the health and safety of others;
- comply with reasonable instructions, policies and procedures;
- use plant, equipment and personal protective equipment correctly;
- report hazards, incidents, injuries and near misses promptly;
- participate in consultation, training and continuous improvement initiatives;

- cease or refuse to undertake work where they reasonably believe there is an immediate and serious risk to health and safety and immediately notify their supervisor or manager; and
- contribute positively to a safe, respectful and healthy workplace.

### Contractors

Contractors engaged by the Shire must:

- comply with applicable work health and safety legislation;
- comply with the Shire's Contractor Management requirements and site-specific safety requirements;
- provide evidence of competency, licences, qualifications and insurances where required;
- identify and manage risks associated with their work;
- report hazards and incidents immediately;
- consult, cooperate and coordinate activities with the Shire and other duty holders where work activities overlap; and
- ensure their activities do not place workers, volunteers or members of the public at risk.

### Visitors

Visitors to Shire workplaces are expected to:

- comply with all reasonable safety instructions;
- follow site rules and signage; and
- immediately report any hazards or incidents to a Shire representative.

## COMMITMENT TO SAFETY CULTURE

The Shire believes that everyone has an important role in creating a safe workplace.

Every worker has the authority and responsibility to stop work where they reasonably believe there is an immediate and serious risk to health and safety until appropriate controls have been implemented.

The Shire is committed to maintaining a workplace that is safe, respectful, inclusive and free from bullying, harassment, discrimination, occupational violence and other psychosocial hazards.

The Shire encourages open communication regarding health and safety and is committed to ensuring workers can raise concerns without fear of reprisal.

## LEGISLATIVE REFERENCES

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022
- Relevant Codes of Practice
- Local Government Act 1995 (WA)

## RELATED DOCUMENTS

- Work Health and Safety Management System
- Contractor Management Procedure
- Risk Management Framework
- Incident Reporting Procedure
- Hazard Management Procedure
- Consultation Procedure
- Training and Competency Framework

- Emergency Management Plans
- Safe Work Procedures

## REVIEW

This Policy will be reviewed every two years, or earlier where legislative, organisational or operational changes require.

### COMPLIANCE REQUIREMENTS

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| Legislation | • Work Health and Safety Act 2020 |

### DOCUMENT CONTROL

**HUMAN RESOURCES & COMMUNICATION**

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| Policy Number | **3.4** |
| Responsible Officer | Safety & Emergency Coordinator |
| Initial Council Adoption | 28 October 2015 |
| Review Dates | • 31 May 2019<br>• 31 August 2023 (approved by Council 27 September 2023)<br>• 31 August 2024 (approved by Council 28 August 2024)<br>• 26 August 2026 |
| Next Review Due | 31 August 2028<br>This policy will be reviewed every two years or more often where circumstances require. |