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## CGP014 – Occupational Safety and Health

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### 1. Intention

To provide the protocols and guidelines that will ensure the Shire of Waroona remain at the forefront of workplace safety for all elected members, employees, volunteers and visitors.

### 2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

### 3. Statement

The Shire of Waroona is committed to promote and secure the safety and health of persons in the workplace, through a high standard of quality management practice.

The Shire of Waroona will ensure that the occupational safety and health needs of employees is not compromised, while striving to reduce lost time injuries through a general and ongoing awareness by all towards hazard identification and accident prevention within the workplace.

The Shire of Waroona recognises:

- Its responsibilities in relation to all occupational safety and health statutory obligations and will provide occupational safety and health information and advice to all workplaces;
- Its responsibilities for the maintenance of safety and health standards for all operations, employees, contractors and visitors through the provision of appropriate instruction, training and supervision;
- Its obligations to provide resources for occupational safety and health and will provide a mechanism of consultation with all parties on occupational safety and health issues; and
- The Shire of Waroona promotes and encourages communication at all levels of the organisation, all stake holders and by supporting the Occupational Safety and Health Committee.

Everybody throughout the workplace has a personal responsibility to work safely, recognise their duty of care under the *Occupational Safety and Health Act 1984*, and cooperate in ensuring the highest possible safety and health standards are maintained throughout Shire of Waroona workplaces.

Employees are also required to take reasonable care to ensure their own safety at work and not adversely affect the safety and health of any person.

The Shire will measure success by compliance with Australian Standard *AS/NZS 4801:2001 Occupational Health and Safety Management Systems Standard*. This is regarded as the minimum standard required to meet our objective of zero lost time injuries.

### 4. Legislative and Strategic Context

The *Occupational Safety and Health Act 1984* and the associated subsidiary legislation provide the broad framework within which this policy operates.

## 5. Review

This policy is to be reviewed annually.

## 6. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP014				
<b>Contact Officer</b>	Senior Finance Officer				
<b>Related Legislation</b>	AS/NZS5801:2001 Occupational Health and Safety Management Systems Occupational Safety and Health Act 1984 Occupational Safety and Health Regulations 1996				
<b>Related Shire Documents</b>	Occupational Safety and Health Manual				
<b>Risk Rating</b>	High	<b>Review Frequency</b>	Annually	<b>Next Review</b>	May 2022
<b>Date Adopted</b>	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
28/10/2014	Updated as part of major review.	OCM14/10/127
18/12/2018	Updated as part of major review.	OCM18/12/126
17/12/2019	Updated as part of major review.	OCM19/12/163
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
Previous Policies		
CORP028 – Occupational Safety and Health Statement CORP029 – Occupational Safety and Health Meetings 2.24 – Occupational Safety and Health Policy Statement 2.27 – Occupational Safety and Health Meetings 5.13 – Occupational Safety and Health		