



1. Intention

To provide the protocols and guidelines that will ensure the Shire of Waroona remains at the forefront of workplace safety for all workers (including contractors and volunteers) and other persons at the workplace, including elected members.

2. Scope

This policy applies to:

- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Other persons at the workplace, including Elected Members;

3. Statement

The Shire of Waroona is committed to promoting and securing the safety and health of workers and other persons at the workplace, through a high standard of quality management practice.

The Shire of Waroona will ensure that the work safety and health needs of workers are 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 Work Health and Safety statutory obligations and will provide work health and safety information and advice to all workplaces;
- Its responsibilities for the maintenance of safety and health standards for all operations, workers and other persons at the workplace through the provision of appropriate instruction, training and supervision;
- Its obligations to provide resources for work health and safety and will provide a mechanism of consultation with all parties on work health and safety issues; and
- Its responsibility to promote and encourage communications at all levels of the organisation, to all stakeholders and will support the Work Health and Safety Committee.

Everybody throughout the workplace has a personal responsibility to work safely, recognise their duty of care under the *Work Health and Safety Act 2020*, and cooperate in ensuring all reasonably practicable safety and health standards are maintained throughout Shire of Waroona workplaces.

Workers 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 ISO 45001:2018 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 *Work Health and Safety Act 2020* 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.

7. Document Control

Division	Corporate & Governance		
Policy Number	CPG014		
Contact Officer	Manager Corporate Services		
Related Legislation	AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems, Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022		
Related Shire Documents	Work Health and Safety Management System		
File Number	RM.7		
Risk Rating	High	Review Frequency	Annually
Next Review	June 28	Date Adopted	26/06/2004
OCM Number	OCM04/083		

8. Previous Policy No's.

Policy No.	Title
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

9. Amendments

Date	Details of Amendment	Reference	Record Number
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	
22/09/2022	Amended to reflect change of legislation <ul style="list-style-type: none"> • Policy title changed CGP014 – Work Health and Safety • Title Occupational Health and Safety Act 1984 changed to Work Health and Safety Act 2020 • Occupations Health and Safety Regulations 1996 changed to Work Health and Safety (General) Regulations 2022 • AS/NZX4801:2001 Occupational Health and Safety changed to AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems Standard 	OCM22/09/128	
22/08/2023	Reviewed without amendment	OCM23/08/101	
25/06/2024	Reviewed without amendment	OCM24/060/090	
24/06/2025	Reviewed with minor amendment	OCM25/06/090	RM.7
14/04/2026	Reviewed without amendment	OCM26/05/062	CM.7