

Council Policy – Workplace Health and Safety

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	All

Objective

The purpose of this policy is to recognise the Shire of Ashburton'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 improvement of occupational health and safety, embedding a positive safety culture.

Scope

All Shire visitors and workers performing work (paid and unpaid) for the Shire.

Policy Statement

The Shire is committed to:

- Complying with relevant policy, regulations and legislation.
- Creating a safe, healthy and positive workplace culture.
- Recognising that wellbeing includes physical, emotional, psychological, and social wellbeing.
- Where reasonably practical, maintain a working environment, that seeks to eliminate or minimize any form of psychosocial and environmental risk, as reasonably possible.
- Consulting and cooperating with employees and their representatives on safety, health, and wellbeing issues.
- Providing adequate resources both physical and financial to achieve 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.

- Recognising excellence in health and safety performance.
- Supporting and encouraging employees to participate in a range of health and wellbeing initiatives and activities.
- Outlining clear accountabilities for workplace health and safety at all employee levels (which cannot be delegated).
- The safe use of, handling, storage and transport of plant, structure and substances.
- The provision of adequate facilities for the welfare of workers at work.
- The maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

Work Health and Safety Act 2020

The *Work Health and Safety Act 2020* (WHS Act) makes provision for:

- protecting health and safety by minimising risk;
- consultation and cooperation to resolve health and safety issues;
- supporting organisations and workers to achieve a safer work environment;
- promoting health and safety; and
- providing compliance and enforcement measures.

Workers are expected to:

- All workers must comply with relevant policy, regulations and legislation.
- Take reasonable care for the health and safety of themselves and others at work.
- Report all hazards, incidents, injuries, near misses to their supervisor/manager.
- If any staff member believes another worker, contractor or volunteer may be engaging in an unsafe work practice, they are required to report this issue immediately.
- Undertake relevant prestart inspections of machinery and equipment and report all faults immediately.
- Cooperate with management in the event of an incident investigation and to enable compliance with WHS legal obligations.
- Participate in consultative arrangements including toolbox, prestart meetings, and any site-specific requirements.
- Assist management to meet WHS targets/key performance indicators (where applicable).
- Participate in injury management and return to work programs.
- Comply with all reasonable instructions from supervisors/management in relation to work health and safety issues.

- Comply with workplace specific drug and alcohol requirements, including testing.
- Cooperate with any policy or procedure of the Shire relating to health or safety.

There is significant responsibility placed not only on the Shire, as defined in the WHS Act, which may result in financial or more severe penalties for breaches of the WHS Act. The health and safety of our workforce is therefore everyone's responsibility.

Wherever possible, WHS concerns should be resolved through consultation between workers and their manager. If the concern cannot be resolved in this manner, it may be referred to for resolution. Ultimately any WHS issue remaining unresolved may be referred to the Chief Executive Officer.

Where issues are still unresolved, the default procedure set out in the WHS Act.

Alleged breaches

The Shire has a zero tolerance for breaches of safety and therefore any alleged breach of this policy by Council Members and Committee members will be dealt with in accordance with the *Local Government Act 1995*.

Alleged breaches of this policy by Shire employees must be reported to the Shire's Human Resources team or at conduct@ashburton.wa.gov.au

Employees 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

Environmental includes both natural and built environment such as chemical, biological, physical and cultural risks.

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

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

Psychosocial means anything at work that might cause psychological harm. This means any hazard or injury that arises from or in relation to the design or management of work, the working environment or workplace interactions or behaviours that may cause psychological and/or physical harm.

Psychological means the mental health harm as a result of psychosocial hazards.

WHS risk is the chance of someone becoming injured or ill as a result 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

Shire of Ashburton Safety Plan

Code of Conduct for employees

Code of Conduct for Council Members, Committee Members and Candidates

Relevant legislation/local laws

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Local Government Act 1995

Office use only				
Relevant delegations	Nil			
Council adoption	Date	11 October 2022	Resolution #	139/2022
Reviewed/modified	Date		Resolution #	
Next review due	Date	2024		