



# Council Policy Manual – Part 9

Occupational Safety and Health

---



Date 26 May 2021

Version 1.0



## Contents

Council Policy Manual – Part 9 .....	1
Occupational Safety and Health .....	1
.....	1
9.1 Occupational Safety and Health Policy .....	3



## 9.1 Occupational Safety and Health Policy

Responsible Areas	All Operations, Services and Facilities Regarding the Shire of Victoria Plains
Responsible Officer	Office Manager
Affected Staff	All

### Objective

To provide a safe and healthy working environment whereby hazards are eliminated and / or reduced to an acceptable level for all workers, contractors and visitors to the Shire of Victoria Plains workplaces. This also includes the elected members (councillors).

### Scope and Principles

The Shire of Victoria Plains believes that the safety, health and wellbeing of people employed by the Shire, or people affected by the Shire's work activities, is a priority and must be considered during all work performed by the Shire or on our behalf.

The aims of this policy are to, as far as is reasonably practicable:

- Achieve a safe and incident free workplace.
- Provide adequate training, instruction and supervision to enable workers to perform their work safely and effectively.
- Involve workers and contractors in the decision-making process through regular communication and consultation.
- Ensure workers and contractors identify and control risks in the workplace.
- Consider OSH in project planning and work activities.

The success of our occupational safety and health performance depends on:

- The commitment of all persons.
- Allocation of resources to achieving the policy objectives.
- Planning work activities with due consideration given to OSH.
- Undertaking the risk management process in an effective manner.
- Communicating and consulting with our workers and contractors.

The Shire is committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on the Shire's behalf. All persons at the workplace are to abide by procedures that have been created in the interest of worker health and safety. The Chief Executive Officer and the Council are committed to the successful implementation of this policy and provide resources to implement these practices.

### Definitions

**Shire** refers to the Shire of Victoria Plains.

**OSH** refers to Occupational Safety & Health.

### Relevant management practices/documents

Employee Code of Conduct

Policy 1.10 - Enterprise Risk Management

Risk Management Procedures

Strategic Community Plan

Applicable Australian Standards

Codes of Practice, Guidelines and Checklists



Legislation/local law requirements

*Code of Conduct Regulations 2021 – behaviour, responsibilities and conduct*

*Local Government Act 1995 (and its Regulations) – The Council is to employ the CEO. The CEO is responsible for the Shire’s day to day functions and the employees.*

*Occupational Safety and Health Act 1984 (WA) – responsibilities regarding employers and employees. Council has a duty of care to each other and the CEO and vice versa. The CEO has a duty of care to all employees, contractors, visitors and vice versa.*

*Occupational Safety and Health Regulations 1996 (WA) – as per the OSH Act 1984.*

Office Use Only				
Relevant delegations				
Initial Council adoption	<b>Date</b>	18 June 2014	<b>Resolution #</b>	
Last reviewed	<b>Date</b>	26 May 2021	<b>Resolution #</b>	2105-14
Next review due	<b>Date</b>			