



Shire of Derby / West Kimberley

(PC2) OCCUPATIONAL SAFETY AND HEALTH POLICY

POLICY PURPOSE

The purpose of the policy is to demonstrate the commitment of ensuring a safe and healthy work environment for employees, Councillors, contractors, volunteers and visitors of the Shire of Derby/West Kimberley.

POLICY STATEMENT

The Shire of Derby/West Kimberley regards the provision of a safe and healthy work environment as fundamental to all organisational activities, and essential to maintaining high standards of organisational sustainability, performance and governance. The following objectives and responsibilities will aid the Shire in achieving these standards.

POLICY OBJECTIVES

1. Comply with Local Government Act 1995;
2. Comply with or exceed legislative requirements under the:
 - a. Occupational Safety and Health Act WA 1984 and other relevant legislation;
 - b. Occupational and Health Regulations WA 1996;
3. Develop an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training and accountability.

RESPONSIBILITIES

1. **Council**
Ensure sufficient resources are available to achieve the objectives of this policy.
2. **Chief Executive Officer**
 - a) Ensure that this policy is signed and implemented;
 - b) Ensure accountability for compliance with this policy is maintained;
 - c) Meet the Shire's duty of care as employer under the *Occupational Health and Safety Act WA 1984*;
 - d) Promote and champion the importance and benefit of occupational safety and health throughout the organisation; and
 - e) Comply with all applicable laws, regulations, statutory obligations and other relevant requirements.
3. **Manager and Supervisors**
 - a) Plan, implement and budget for strategies to ensure hazards are controlled, as far as practicable;
 - b) Accountable for compliance with safe work practices and safety related operational practices and procedures;
 - c) Enforce safety and health requirements within areas of responsibility;
 - d) Meet the Shire's duty of care as employer under the *Occupational Safety and Health Act WA 1984*;
 - e) Ensure that all employees are provided with information, instruction, training and supervision appropriate to the scope of work required;
 - f) Provide and maintain a working environment, plant and systems of work, so far as is practicable, such that employees are not exposed to hazards; including the provision of PPE where required;
 - g) Consult with employees on all safety related matters and activities;



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- h) Encourage our employees and contractors to identify, report, assess and control safety and health risks and continuously improve Occupational Safety and Health (OSH) in the workplace;
- i) Actively promote and demonstrate safety leadership to drive continuous improvement through the setting and meeting of measurable safety objectives and targets as outlined by the Chief Executive Officer, and the Executive and Management Teams.

4. Employees, Contractors and Volunteers

- a) Work with care, for their own safety and health of others;
- b) Meet the duty of care as employee under the *Occupational Safety and Health Act WA 1984*;
- c) Report and identify workplace hazards, incidents and near misses;
- d) Be proactive in identifying workplace hazards, reviewing incidents, identifying incident trends and managing workplace health and safety risks; and
- e) Comply with the Shire of Derby/West Kimberley safety and health requirements and instructions.

Policy Details			
Original Adoption date:	28 February 2019	Review Frequency (Annual/Bi-ennial):	Annual
Policy Implementing Officer or Team:	People & Culture	Policy Reviewer:	Human Resources Advisor
Legislative Head of Power (Act, Regulation, or Local Law):	Occupational Safety and Health (OSH) Act 1984 Occupational Safety and Health (OSH) Regulations 1996 Health and Safety Codes of Practice, Guidance Notes and Australian Standards Part 4 of the Local Government (Functions and General) Regulations 1996		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Council Policy No. PC1 Risk Management and Opportunity Management Council Policy No. PC3 Injury Management Shire of Derby/West Kimberley Health and Safety Procedures (To be developed) Shire of Derby/West Kimberley Health and Safety Plan (To be developed)		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	24 June 2021	Item 11.2	
2.	24 February 2022	Item 11.5	