



<b>POLICY NUMBER</b>	-	<b>1.21</b>
<b>POLICY SUBJECT</b>	-	<b>Work Health and Safety</b>

## 1. POLICY PURPOSE

To describe the Shire of Merredin's commitment to providing a safe workplace and promoting practices that safeguard the health and wellbeing of all employees.

## 2. POLICY SCOPE

The Shire of Merredin as the PCBU is committed to providing and maintaining a safe and healthy workplace for all workers and visitors. This means that we aim to minimise or eliminate, as far as reasonably practicable, the causes, both physical and psychological, which lead to:

- Accidents, injury, incidents or illness.
- Damage and downtime of plant, equipment or infrastructure.
- Unsafe or poor quality products and environmental damage.

## 3. LEGISLATIVE REQUIREMENTS

To meet the requirements of:

- Work Health and Safety Act 2020;
  - Code of Practice (s.274 of the WHS Act)
- Work Health and Safety (General) Regulations 2022.

## 4. POLICY STATEMENT

**In order to fulfil our aim, the Shire of Merredin as the PCBU is committed to:**

- Leading by example.
- Promoting a culture of safety.
- Promoting a workplace that is focused on the health and wellbeing of staff.
- Ensuring, so far as reasonably practicable, workers and other persons are not exposed to risks to their psychological or physical health and safety.
- Acquiring and keeping up to date with information in relation to work health and safety matters (including psychosocial) associated with the operations of the Shire.
- Actively seek ways to improve workplace safety.
- Providing a safe and healthy working environment for all our workers and visitors as far as practicable.
- Implementation of safe systems of work and maintenance of plant and equipment to a safe standard where associated hazards are identified, assessed and controlled.
- Taking action to eliminate, control or reduce to an acceptable level, hazards to which workers and visitors may be exposed.
- Consulting with workers and other parties to improve decision making on WHS and environmental matters.

- Developing, implementing and review of written safe work procedures.
- The distribution and communication of safety information and safe work procedures.
- Providing information and instruction on matters relating to safety, together with a high standard of supervision.
- Implement ongoing processes to prevent accidents, including performing work place inspections and hazard/near miss reporting.
- Fostering cooperation and consultation with workers, their representatives (where applicable) through regular prestart safety meetings, toolbox meetings and management safety committee meetings.
- Providing or ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors.
- Protecting members of the public, customers and the environment from potential adverse effects that may be associated with our activities or the use of our products.
- Supporting and assisting workers in effective injury management and rehabilitation through the Injury Management System.
- Conforming with the requirements of Legislation and Statutory authorities.
- Conducting regular audits of our WHS Management System and implement agreed outcomes to continually improve current systems of work.

**In providing a safe and healthy work environment, participation, cooperation and commitment is required from everyone and therefore, workers have an obligation to:**

- Promote a culture of safety.
- Take reasonable care for their own health and safety (both psychological and physical) and to not adversely affect the health and safety of other persons.
- Report all hazards, incidents, injuries, near misses to their supervisor/manager.
- 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 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.

## **5. KEY POLICY DEFENITIONS**

Under the Work Health and Safety Act 2020, work relationships are defined as:

**“PCBU”** Person Conducting a Business or Undertaking (For the purpose of this document [Shire of Merredin] is the PCBU)

**“Worker”** A person who carries out work in any capacity for a PCBU (E.g., An Employee, Contractor, Work Experience person or Volunteer).

## 6. ROLES AND RESPONSIBILITIES

This policy applies to all Shire of Merredin management, employees, contractors, volunteers, clients and visitors who are all responsible for the implementation of this policy.

## 7. MONITOR AND REVIEW

This policy will be reviewed by the Chief Executive Officer in conjunction with the Executive Managers annually.

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