



OSH 01 – OCCUPATIONAL SAFETY AND HEALTH

OBJECTIVE

To confirm the Shire's commitment and outline the principles governing the management of occupational safety and health (OSH) in the workplace.

POLICY

The Shire of Jerramungup is committed to the provision of a health and safety management system that eliminates or minimises risk of injury or illness to people associated with the Shire's operations.

To achieve a safe, healthy, low risk work environment, the commitment and cooperation of all our elected members, employees, contractors, volunteers and visitors is essential.

While the emphasis is on injury prevention, where injuries do occur, the Shire is committed to effective injury management, and timely return to work for all injured or ill staff members.

In support of this Policy, the Shire will:

- Establish, implement and maintain an OSH management system that complies with or exceeds all relevant legislation and subsidiary codes.
- Ensure that all employees, including contractors and volunteers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.
- As far as practicable provide the necessary resources, both human and financial, to meet those requirements.
- Communicate and consult with employees in relation to all OSH matters affecting their safety in the workplace.
- Communicate and consult with employees, including contractors and volunteers, involve them in the development of practices and procedures aimed at the improvement of Occupational Health and Safety performance;

- Provide safe systems of work, coordination, planning, allocation of responsibilities, information, instruction, training, and supervision to enable employees, contractors and volunteers to perform their duties in a safe and healthy environment.
- Adopt, in consultation with employees, a risk management approach to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks.
- Manage the rehabilitation of injured workers in conjunction with relevant medical practitioners to give them a successful return to work.
- Educate and promote health and safety awareness in all employees.
- Utilise Safety and Health Representatives in hazard identification and control in conjunction with line supervision by conducting site inspections.
- Investigate all incidents in the workplace and report findings to relevant personnel to prevent recurrence.
- Ensure continuous improvement by monitoring and reviewing the OSH Policy for relevance and performance.

Terms Used:

Elected Member means a Councillor of the Shire of Jerramungup Council.

Risk Management is the process for identification of hazards, estimation of related risk of injury or illness and implementation of mitigating control measures.

Workplace is any location where tasks and activities are carried out for or on behalf of the Shire.

Copies of this Policy shall be made available to all employees, contractors, volunteers and visitors, and displayed within the workplace.

| Document Control | | | |
|-------------------------|--------------|--------------------|---|
| Action | Date | Officer | Comment |
| Adopted | October 2009 | Brent Bailey | Adopted by Council at Ordinary Meeting |
| Review | April 2011 | Brent Bailey | Update and Incorporate Injury Management Procedure |
| Review | May 2014 | Janna Kleszewski | Restructured/upgraded OSH Manual Incorporated OSH Policies, reviewed and amended existing policies and procedures, included important contact details |
| Review | April 2016 | Lizzy Hyde | Review of entire document |
| Review | Dec 2018 | Danielle Wisewould | Restructured/upgraded OSH Policy, reviewed and amended existing policies and procedures, included important contact details |
| Adopted | Aug 2019 | Danielle Wisewould | Adopted by Council at Ordinary Meeting |

Chief Executive Officer

Martin Cuthbert *21/09/2019*

Occupational Safety & Health Supervisor

Danielle Wisewould *21/09/2019*
