Work, Health and Safety Policy

Purpose

This document sets out Council's approach to Work, Health, and Safety (WHS) and to ensure that adequate resources are made available to comply with Councils legal WHS obligations.
It specifically details the responsibilities of the PCBU (Person conducting a business or undertaking), Officers, workers and the Work Health and Safety Representatives in ensuring the health and safety of staff. This policy also sets out responsibilities and accountabilities in relation to the management of WHS.

The objectives of this policy are:

a) To ensure that the Council complies with the 'reasonably practicable' standard, which is intended to be a very high one.

b) To give the highest level of protection from hazards and risks arising from work so far as is 'reasonably practicable';

c) To provide for consultation, co-operation, and co-ordination between all 'persons conducting a business or undertaking' (PCBUs) and workers and others at a workplace; and

d) To ensure that any workplace under Council management or control is, as far as is reasonably practicable, without risk to the health and safety of any person.

Scope

The WHS Policy applies to all Shire of Jerramungup employees including contracted staff and volunteers. This Policy applies to all Shire of Jerramungup controlled premises and any other areas in which employees may work. Visitors to the Shire of Jerramungup are also required to comply with this policy.

Objectives

To articulate the Shire of Jerramungup's commitment to sound work health and safety in ensuring a safe working environment.

Delegations

The PCBU and Officers are responsible for providing, maintaining and promoting a safe working environment to ensure that employees are not exposed to hazards.

In accordance with the *Work Health and Safety Act 2020* the role of Officer is defined as:

Part 1, Division 3 Section 4A Meaning of Officer (2)(a) in relation to the business or undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking;

The Shire of Jerramungup WHS Committee, Health and Safety Representatives, Managers, Supervisors and all employees have a duty of care to ensure that Shire of Jerramungup WHS Policy and Guidelines are followed. All staff will collectively contribute to achieving a standard of excellence in work health and safety management in the workplace.

Definitions

Council Member

A person elected under the *Local Government Act 1995* (the Act) as a member of council. The Shire's Council Members include the Shire President, Deputy Shire President, and Councillors (as defined by the Act).

Contractor

A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job on behalf of the Shire.

Health

Means physical and psychological health.

WHS Risk Management

The process for identification of hazards, estimation of related risk of injury, illness or damage and implementation of mitigating control measures.

Workplace

Where work is carried out for a business or undertaking as defined by the *Work Health and Safety Act 2020* (WHS Act) and includes any place where a worker goes, or is likely to be, while at work including:

- A vehicle, vessel, aircraft or other mobile structure, any waters, and any installation on land, on the bed of any waters or floating on any waters.

Worker

Any person who carries out work in any capacity as defined by the WHS Act including as:

- An employee; or
- A contractor or subcontractor; or
- An employee of a contractor or subcontractor; or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- An outworker; or
- An apprentice or trainee; or
- A student gaining work experience; or
- A volunteer; or
- A person of a prescribed class.

Policy

Statement

The Council has an ongoing commitment to eliminating the risk to health and safety of any person on council worksites.

Application

- Ensure that all Guidelines and procedures are compliant with The *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*;
- Provide a workplace that is free from work related physical and psychological injuries;
- Maintain active and effective injury prevention programs aimed at protecting staff from work related injury and disease. This will be achieved by ensuring that appropriate resources are available and effectively applied through a consultative process involving workers, Health and Safety Representatives, Officers and the PCBU;
- Ensure that Work Health and Safety is both an individual and a shared responsibility. Every employee has an important role in injury prevention and hazard identification, and all employees are encouraged to participate in continuously improving standards of workplace health and safety;
- Assist in the election of Health and Safety Representatives and will recognise their legitimate role regarding safety and health in the workplace.

Legislation

Council recognises that it has a legal obligation to ensure the health and safety of workers, and other persons affected by Council activities. In meeting this obligation, the Council shall comply, so far as it is reasonably practicable, with all work health and safety laws including (but not limited to) the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*.

WHS Goal

The work health and safety goal of the Council is: "For Council, senior management and workers to continually improve work systems that ensure the health and safety of personnel, contractors, volunteers and the community whilst maintaining the competitiveness and long-term employment prospects of the workforce".

Duty of Care

The Council's primary 'duty of care' is to ensure the health and safety of workers while they are at work and that the work carried out does not carry risks to the health and safety of these workers and others. To achieve this, Council will adopt a systematic risk management approach to the management of work health and safety.

Responsibilities

Responsibilities of the PCBU (Council), Officers, and Workers are as described below:

Council

(PCBU) shall demonstrate continued commitment in meeting its moral and legal obligation by ensuring that adequate human and financial resources are made available so that the objectives of this policy are met. Council must also consult, coordinate, and cooperate with other PCBUs working for or on behalf of Council.

Councillors (workers)

While conducting business for Council, have a responsibility to ensure that they take reasonable care for their own safety and that their general interaction with Council workers and others does not adversely affect the health, safety, or welfare of these people. They must comply with reasonable instructions to assist Council in complying with the WHS legislation.

The CEO (officer)

As the Council's most senior management representative is responsible, and accountable to the Council, for ensuring that the objectives of this policy are met.

The CEO is responsible for ensuring that a Work Health and Safety Management System (WHSMS), including return to work provisions, is developed, implemented, reviewed, and maintained.

The CEO shall:

- Approve all work health and safety policies.
- Regularly review and document organisational WHS performance
- Support and encourage Directors and Level 3 Managers in the application of the WHSMS and hold them accountable for their specific WHS responsibilities.
- Actively support the integration of WHS as part of normal management practices.
- Seek and consider the views of workers when making decisions on issues, which may affect their health, safety, and welfare.

Executive Staff (officers)

Are responsible for ensuring that the requirements of the WHSMS are communicated to employees and are implemented at all workplaces within areas of responsibility.

Executives shall:

- Actively support the integration of WHS as part of normal management practices
- Support and encourage Level 3 Managers in the application of the WHSMS and hold them accountable for their specific WHS responsibilities.
- Regularly report to the CEO on WHS initiatives implemented and the WHS performance of their Directorates.
- Seek and consider the views of workers when making decisions on issues, which may affect worker health and safety.
- Provide appropriate resources and funding as required to ensure Councils WHS obligations are met.
- Actively maintain current WHS knowledge as applicable to area of responsibility Director commitment to WHS, its implementation and continuous improvement will be measured via annual performance appraisals.

Level 3 Managers (officers)

Are responsible for ensuring that the requirements of the WHSM system are communicated to workers and implemented at all workplaces within their area of responsibility. Level 3 Managers shall:

- Actively support the integration of WHS as part of normal management practices.
- Support and encourage workers with supervisory responsibilities in the application of the WHSMS and hold them accountable for specific WHS responsibilities.
- Ensure that adequate provisions are made in their annual budget estimates to meet WHS requirements.
- Identify, develop and implement any necessary WHS procedures or safe systems of work required to comply with WHS legislative requirements.
- Seek and consider the views of workers when making decisions on issues which may affect their health and safety.

- Refer to senior management any WHS matter or concern that falls outside their area of responsibility or authority.
- Regularly report to the Director on WHS initiatives implemented and the WHS performance of their area of responsibility.
- Regularly report on WHS initiatives implemented and the WHS performance of their areas to the WHS Committee.
- Ensure that systems of work are regularly reviewed and provide areas for continuous improvement.
- Ensure all hazard reports raised are dealt with in a timely manner.
- Actively maintain current WHS knowledge as applicable to area of responsibility.

Level 3 Managers' commitment to WHS, its implementation and continuous improvement will be measured via annual performance appraisals.

Workers with Supervisory Responsibilities (workers)

Are responsible for ensuring that the requirements of the WHSMS are communicated to employees and are implemented at all workplaces within their area of responsibility. In line with their supervisory roles, workers with supervisory responsibilities shall:

- Support and encourage workers and hold them accountable for their specific WHS responsibilities.
- Ensure that WHS policies, procedures and work methods are complied with.
- Ensure adequate supervision, training and information is provided to enable employees to carry out tasks safely.
- Notify the Level 3 manager of budgetary requirements to meet WHS obligations.
- Refer to an officer any WHS hazard, incident, or risk.
- Seek and consider the views of workers when making decisions on issues that affect health and safety.
- Identify, report, and rectify workplace hazards, and act on hazards reported in a timely manner.
- Investigate accidents and incidents and report the outcome of the investigation to the responsible officer.
- Respond in a timely manner to issues raised by WHS representatives.
- Ensure that work systems are reviewed and provide areas for continuous improvement.
- Regularly report to the responsible officer on the WHS performance of the section

The commitment, implementation, and continuous improvement to work health and safety matters by Workers with supervisory responsibilities will be measured via annual performance appraisals.

Workers without Supervisory Responsibilities (workers)

Have a responsibility to take reasonably practicable care for their own safety and that of other people at the workplace, who may be affected by the work being done.

Workers without supervisory responsibilities shall:

- Co-operate with other workers and management to ensure that legal WHS requirements are met.
- Actively participate in WHS initiatives at both team and organisational level.
- Actively participate in WHS consultation.

- Immediately report all accidents, injuries, incidents, hazards, dangerous occurrences, unsafe conditions, and near misses to management.
- Not intentionally interfere with or misuse anything provided in the interests of health and safety.
- Carry out their work activities in accordance with all policies, procedures, and approved work methods.
- Comply with any lawful WHS directive Worker's commitment to WHS, its implementation and continuous improvement will be measured as follows:
    - For Employees: - via annual performance appraisals.
    - For Contractors/Subcontractors: - through contractor performance reviews.
    - For Volunteers: - via on-the-job review.

Other Persons at the Workplace have a responsibility to take reasonable care for their own health and safety and take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of others. Other people at the workplace shall comply so far as reasonably practicable with any reasonable instruction.

Implementation Requirements

Implementation requirements of the CEO, Officers and Work Health and Safety Committee are as described below:

Authorisation – Chief Executive Officer

This policy is the overriding OHS Policy of the Jerramungup Shire Council. The policy is approved by the Council and administered by the CEO. The CEO shall sign the policy. A summary of this policy shall be prominently displayed at all permanent workplaces and available electronically for reference by officers and workers.

Compliance – Officers

Failure by any Council-employed person to comply with this policy is likely to result in disciplinary action in accordance with Council's current discipline procedures. Contractors that fail to comply with this policy shall be stood down until such time as the site supervisor or other authorised person is satisfied that the contractor will not commit any further breaches. Any serious or continued non-compliance shall be considered a breach of the contract and grounds for termination of that contract.

The participation of volunteers in Council activities is conditional upon compliance with Council's policies and procedures. Any serious or continued non-compliance with this policy will result in the volunteer being instructed to leave the site and refused permission to participate in further volunteer activities.

Visitors that fail to comply with this policy shall be required to leave the premises or worksite.

Staff – Council Officers

Staff, where appropriately trained and instructed, are required to comply with Council policy and to ensure that the provisions of those policies are adhered to within their work area.

Concerns – Council Officers

Concerns and requests received regarding WHS will be recorded on Council's Customer Service Request (CSR) or records system and handled in accordance with Council's Customer service policy. This information will be used to analyse the history of concerns and requests and to help determine follow-up actions.

Complaints – Public Officers

Complaints received regarding this policy will be lodged with the public officer and handled in accordance with the Council's complaints policy.

Consultation – Work Health and Safety Committee

The Work Health and Safety Committee ensures that regular ongoing WHS consultation occurs throughout Council. Consultation regarding this policy will occur as relevant with key stakeholders and may include legislative bodies and other agencies. It will occur in response to changes in relevant legislation, codes of practice, industry guidelines, standards and any organisational or legislative requirements.

RELATED LEGISLATION

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Emergency Management Act 2005

Emergency Management Regulations 2006

Dangerous Goods Safety Act 2004

Dangerous Goods Safety (General) Regulations 2007

Workers' Compensation and Injury Management Act 1981

Workers' Compensation and Injury Management Regulations 1982

Review

This Policy/Code of Practice will be reviewed every two (2) years. It may be reviewed and updated as necessary when legislation or policy requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Internal Appointments.

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines. The council reserves the right to vary, replace or terminate this policy.

Review

Document Control			
Action	Date	Officer	Comments
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	December 2018	Danielle Wisewould	Restructured/upgraded OSH Policy, reviewed and amended existing policies and procedures, included important contact details
Adopted	August 2019	Danielle Wisewould	Adopted by Council at Ordinary Meeting

Changed	September 2023	Danielle Wisewould	Changed to WHS legislation
Review	September 2025	Martin Cuthbert	Review of document
Rebrand	September 2026	Danielle Wisewould	Updated with rebrand template

Chief Executive Officer
Martin Cuthbert

_____ 1/10/2026

Work Health and Safety Supervisor
Danielle Wisewould

_____ 1/10/2026