

Occupational Safety and Health Policy

Policy Owner: Human Resources
Contact Person: Manager Human Resources
Date of Approval: 27 July 2010 (CE03-07/10)

POLICY OBJECTIVE

The City of Wanneroo Council and Executive Management is committed to achieving zero harm within the City's working environment to all persons employed or engaged by the City in any capacity.

POLICY STATEMENT

The City recognises its corporate responsibility under the WA Occupational Safety and Health Act (1984) and associated legislation and is fully committed to ensuring that as far as practicable it will provide a working environment that is without risk to its employees and others in our workplaces.

As a consequence of this commitment, all employees have a responsibility, and are expected, to take all reasonable care for their own safety and health, and that of other persons in the workplace.

In particular the City is committed to:

- Recognising that all persons in the workplace are valued and that there will be no compromise in ensuring their safety;
- Complying with all relevant legislation, standards and other requirements to which the City is bound;
- Implementing risk management systems that eliminate or control risk exposure to the organisation as well as identify, promote and continuously improve safety and health performance within the organisation;
- Ensuring that all senior management remain directly accountable for safety and health risk reduction and provide adequate resources to assist in this requirement;
- Fostering an organisational culture where all employees of the City share safety responsibilities;
- Providing and Maintaining relevant policies, procedures, systems, information, training, recognition programs, and organisational structures to support safety and health communication in the workplace;
- Establishing clear targets and objectives on an annual basis to improve health and safety in the workplace;
- Encouraging active participation, consultation, cooperation and communication to all employees, contractors and visitors in promoting and developing measures to improve safety and health in the workplace;

- Ensure that all contractors and sub-contractors engaged by this organisation will comply with this policy, Occupational Safety and Health systems, requirements, rules, legislation or any other such protocol deemed necessary during their engagement; and
- Actively responding to and investigating all incidents, and ensuring injured employees are returned to suitable work at the earliest possible opportunity.

SCOPE

This policy is applicable to the City of Wanneroo Council, Executive Management, Management, Supervisors, Employees, Contractors, Volunteers and other persons in the workplace.

BACKGROUND

The Occupational Safety and Health Policy forms the foundation that the Safety Management System is built on and provides the direction towards building a workplace safety culture.

The policy is a Council policy and therefore has been written to include:

- The accountabilities of the Council, Executive and Senior Management;
- What the City's commitment is in regard to Occupational Safety and Health; and
- How the City places value on ensuring the safety of all persons in the workplace.

ROLES and RESPONSIBILITIES

The Human Resources Manager is the responsible person for the publication, implementation, enforcement or compliance of this policy and who will provide interpretations in the event of the need for clarification or when there is a dispute.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Human Resources Manager in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Chief Executive Officer.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

This policy supports the Safety Management Plan. The Safety Management Plan should be referred to as the document that outlines how safety is going to be managed within the City.

REFERENCES

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996
Workers Compensation and Injury Management Act 1981

RESPONSIBILITY FOR IMPLEMENTATION

Manager Human Resources

Version	Next Review	Record No:
27 July 2010 (CE03-07/10)	July 2012	10/25796