

2.3 Work Health and Safety Policy

Aim

To outline the legislative requirements and commitment of the Shire of East Pilbara as the person conducting a business or undertaking (PCBU) with ABN: 47 854 334 350 to the provision of a healthy and safe workplace environment and system of work for all Employees, Contractors, Sub- Contractors, Volunteers, Work Experience Students, Graduates, Cadets, Trainees, Apprentices, Visitors, Members of the Public and Local Community while on any Shire of East Pilbara Site or Facility.

Background

The East Pilbara Shire has a legislated obligation under the *Workplace Health and Safety Act 2020 (WA)* (“the Act”) and associated *Work Health and Safety (General) Regulations 2022 (WA)* to provide a healthy and safe place or workplace environment and system of work for its Workers and others. The Act, together with the WA Work Health and Safety (General) Regulations provide the legislative context for Health, Safety and well- being within all workplaces in the natural jurisdiction of the State of Western Australia.

The Shire of East Pilbara has published a Statement of Commitment (**Appendix 1**) to ensure that it meets these obligations and commits to providing a Healthy and Safe Workplace and System of Work to achieve required standards in work health and safety for its employees, volunteers, contractors, visitors and others.

Applicability

This policy is binding on each Worker or other individual to which it applies or relates.

Definitions

Employee	A person who is employed directly by the East Pilbara Shire through a contract of employment.
Contractor	A person who is engaged to provide a service to the East Pilbara Shire through a contract for services.
Line Manager / Supervisor	A person who has responsibility for management and supervision of employees.
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include manual task, chemical, contact with an object, a slip, trip or fall, an aggressive person or a confined space
Risk	The possibility of an unwanted event occurring measured in terms of possible consequences and likelihood of the event occurring
Risk Control	Taking action to eliminate work health and safety risks so far as is reasonably practicable, and if that is not possible, minimising them so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard

Workplace	A place where employees are, or are likely to be, during the course of their work. This includes attendance at off-site locations and travel in a Local Government Shire of East Pilbara vehicle during the course of work.
Work Health and Safety Representative	An employee who has been properly and correctly elected of the Act to represent other employees in the interests of health, safety and well- being at the workplace for which they were elected.
Reasonably Practicable	What could reasonably be done at a particular time to ensure Health and Safety Measures are in place. (see Section 18 of the Act)
Volunteer	A person who acts on a voluntary basis regardless of whether or not they receive out of pocket expenses
Worker	Any person who carries out work for a PCBU including work as an Employee, Contractor, Sub- Contractor, Self – employed person, Outworker, Apprentice, Trainee, Cadet, Work Experience Student, Graduate, Labour Hire Employee and Volunteer
Workplace	Any place where the Worker goes or is likely to be while work is carried out for a business or undertaking. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water such as offshore units and platforms.

Principles

- The Shire of East Pilbara takes a proactive approach to Work Health, Safety, Welfare and Wellbeing by establishing clear Objectives and Strategies to implement and monitor systems, outline responsibilities and identify and implement preventative programs.
- The Shire of East Pilbara provides Work Health and Safety guidance through a system of collaboration, risk management, consultation and legal obligations as shown in **Appendix 2**.
- The Shire of East Pilbara ensures that the Management Commitment is demonstrated through the Statement of Commitment, Work Health and Safety Policy, Safety leadership by Executive, Prioritisation of Work Health and Safety tasks, Implementation of safety improvements and the Measurement of Safety Performance. The Management commitment is further demonstrated by having a positive Health and Safety Culture and robust Safety Management System that encourages and supports Workers and others to apply relevant procedures and processes to protect everyone from harm, championing at senior leadership levels safe and healthy workplaces, providing and promoting resources, support and training so all Workers can carry out work in a healthy and safe manner to achieve health and safety outcomes, communicating the benefits of a mentally safe and healthy workplace, encouraging a culture of hazard awareness with appropriate education, training and development, by promoting National Safety Month in October each year, holding health and safety discussions at Team Meetings and encouraging open, honest and effective consultation, collaboration and communication between and Work Health and Safety Representatives to achieve a common understanding of and resolution to Work Health and Safety matters.

- The Shire of East Pilbara ensures effective Work Health and Safety Planning which includes: Strategic priorities which incorporate Health and Safety Objectives, Worksafe Assessments, Emergency Plans being in place, Health and Safety being included in Regional Planning, Health and Safety Assessment being included in capital and minor works, Contractor Health and Safety being managed and Legal compliance obligations being identified and actioned.
- The Shire of East Pilbara demonstrates effective Consultation, Collaboration and Reporting by ensuring: Work Health and Safety Committees are established, Health and Safety Representatives are elected, Consultation is undertaken on decisions affecting Health and Safety, Regular reporting to The Shire of East Pilbara Executive, Worksafe improvement notice resolution occurs, Due Diligence Reports are prepared and communicated.
- The Shire of East Pilbara ensures effective Hazard Management through: Hazard Identification, Workplace Inspections, Hazardous Substance Management, Risk Assessment, Controls and Management, the Hazard Management Process being regularly reviewed and ensuring incidents are reported, investigated, actioned and closed out.
- The Shire of East Pilbara ensures suitable and appropriate Training and Supervision through: The Work Health and Safety for Managers Program as well as role/position Work health and Safety Training for all Employees.
- The Shire of East Pilbara ensures building a culture of reporting so that:
 - a. risks to health, safety and wellness are identified and assessed, hazards are eliminated or risks to health and safety are reduced to as low as reasonably practicable;
 - b. investigations identify root causes and appropriate actions are taken to prevent recurrences, a 'no blame' approach and culture is adopted during investigations;
 - c. those who provide services to the Shire of East Pilbara adhere to the Work Health and Safety Procedures; and
 - d. supporting the Work Health and Safety Committee and elected Work Health and Safety Representatives so that:
 - i. they have the support and time to complete health and safety related tasks and reported work health and safety matters are resolved in a timely and practicable way.

Roles and Responsibilities

Chief Executive Officer

The CEO has the ultimate responsibility for ensuring Work Health and Safety in the workplace. This is achieved by providing leadership (including appropriate delegation and monitoring) in ensuring Work Health and Safety policy, guidelines and responsibilities are adhered to at all levels.

Officer

An Officer's primary duty is to, within their power and ability, exercise due diligence to ensure the implementation and maintenance of a fit for its intended purpose, robust Health and Safety Management System across the Shire of East Pilbara that is consistent with the *Work Health and Safety Act 2020*, Regulations and other requirements such as ISO 45001:2018 as well as ensure compliance. The duty

relates to the strategic, structural, policy and key resourcing decisions, that is, how the organisation is run.

Performance criteria:

- i. Demonstrate visible health and safety leadership by partnering to implement the Shire of East Pilbara's Health and Safety Policy, Work Health and Safety Plan and associated Objectives and Key Performance Indicators, Procedures, Guidelines and responsibilities associated with their work area.
- ii. Integrate health and safety responsibilities into workplace Position Descriptions to allow for evaluation of performance with reference to health and safety responsibilities and performance standards.
- iii. Allocate sufficient budget and resources for health and safety management of the department including allowing for the repairs, upgrade, purchases of safety equipment and modification for unsafe equipment.
- iv. Incorporate health and safety activities into planning.
- v. Ensure Safety and Health Representatives have adequate time and resources to undertake their duties.
- vi. Ensure that the department implements the Shire of East Pilbara's Framework for Risk Management in all aspects of their work, risk assessments are documented using the relevant risk assessment tools, and periodically audit risk assessments conducted within their Department.
- vii. Ensure that workplace hazards are reported for action through the online reporting system.
- viii. Proactively assist and support the Shire of East Pilbara's procedures for managing injured workers.
- ix. Ensure that all incidents are reported on the online Incident Reporting System, appropriately, thoroughly investigated to determine the root cause and all agreed corrective actions are completed within determined timeframes as well as closed out.
- x. Identify and report injuries in a timely manner to the Shire of East Pilbara's Work Health and Safety Team in compliance with the Injury Management, Workers' Compensation Policies and Procedures and jurisdictional legislation. Cooperate and assist in all aspects of the claims and rehabilitation process in respect to providing information, responses and action as required by the Work Health and Safety Team.
- xi. Partner with the Work Health and Safety Team when implementing new policies, procedure, processes and comply with all policies, procedures and processes.
- xii. Ensure that robust, fit for purpose Emergency Procedures are in place, and where updating is required liaise with the Work Health and Safety Team to ensure Shire of East Pilbara wide consistency.

Worker

The Worker's primary duty is to comply with requirements of the *Work Health and Safety Act 2000*, Regulations and all reasonable directives given in relation to health and safety at work, as well as ensuring compliance with the Shire of East Pilbara's Policies, Procedures, Guidelines and associated Australian and ISO Standards.

Performance criteria:

- i. Protect their own health and safety and that of others at work by taking reasonable care and following instructions given for their health and safety.
- ii. Cooperate with the East Pilbara Shire on health and safety issues.
- iii. Follow Safe Systems of Work, including contractor management and risk management processes, and participate in the development of local area safe work procedures.

- iv. Gain understanding, knowledge and Awareness of Codes of Practice, Australian and ISO Standards, relevant to the type of work, function and equipment used (refer to the Work Health and Safety Policy and Procedures Manuals for the list of registers).
- v. Follow the health and safety directions to ensure use of appropriate personal protective equipment and Safe Systems of Work. Where personal protective equipment is required to control exposure to hazards in the workplace, wear and maintain the personal protective equipment as directed, as indicated in a risk assessment, or as required in Work Health and Safety Procedures.
- vi. Use other safety and emergency equipment provided in the workplace as directed or as required in Work Health and Safety Procedures.
- vii. Before commencing new work or research activities, conduct a risk assessment to identify, assess and control the hazards associated with the work or research. This must be conducted in conjunction with other relevant staff, and when appropriate, the Supervisor.
- viii. Participate in health and safety consultation, communication and training.
- ix. Report all workplace incidents, hazards and work related injury or illnesses using the Shire of East Pilbara's online Incident Reporting System as soon as possible after they occur or are identified.

Visitors and Volunteers

Visitors and volunteers primary duty is to comply with all requirements of the *Work Health and Safety Act 2020*, Regulations and all reasonable directive given in relation to health and safety at work

Required criteria:

- i. Cooperate with Work Health and Safety requirements and instructions and not wilfully interfere with any aspects of health and safety in the workplace.
- ii. Identification of hazards or Risk that may affect the individual and report them to the person overseeing them while on a Shire of East Pilbara site or facility.

Work Health and Safety Representatives

Work Health and Safety Representatives are elected to represent their work group members in the workplace and work with the Work Health and Safety Team in creating Safe Systems of Work, and allowing for open consultation and reporting of matters which pertain to the health and safety of workers, visitors, and contractors. The Health and Safety Representatives are Members of the Health and Safety Committee. They monitor risk control measures put in place at the workplace to protect their work group members, investigate complaints from their work group member relating to work health and safety, inquire into anything that appears to constitute a risk to the health or safety of work group members and can inspect the workplace or any area where work carried out by a Worker in the work group at any time after giving relevant notice or at any time without notice in the event of an Incident or any situation involving a serious risk to health and safety emanating from an immediate or imminent exposure to a hazard. They may accompany an Inspector during an inspection of an area where a group member works or be present at interviews with a Worker that the Work Health and safety Representative represents providing it is with the individual Worker's consent.

Work Health and safety Representatives may issue Provisional Improvement Notices (PIN's) or direct a person to cease unsafe work in certain circumstances, but only if approved training has been completed.

Work Health and Safety Committee

Performance criteria:

- i. Facilitate consultation and cooperation between Employer and Employee.

- ii. Implement measures to ensure health and safety of Employees.
- iii. Keep informed of Health and Safety in workplace.
- iv. Recommend to the Employer rules, procedures and programs relating to Health and Safety.
- v. Consider and make recommendations on changes affecting workplace Health and Safety.
- vi. Address matters referred to the Work Health and Safety Committee by a Work Health and Safety Representative.
- vii. Retains up-to-date information in a readily accessible place.
- viii. Performs other functions which may be prescribed in Regulations or given to the committee, subject to its consent, by the Employer.
- ix. Determine operating procedures and rules in consultation with Members and the Work Health and Safety Department (Terms of Reference and Action Plans).

Contractors

All contractors while on Shire of East Pilbara Sites or facilities have a responsibility as far as reasonably practicable to perform work in a manner that does not pose risk to themselves or others.

Required criteria:

- i. Comply with the requirements of the relevant Work Health and Safety Legislation.
- ii. Comply with this Policy, the Shire of East Pilbara's Work Health and Safety Plan and relevant Procedures.
- iii. Carry out Job Safety Analysis.
- iv. Comply with all Safe Work Method Statements prescribed for their particular work areas.
- v. Ensure that all plant, equipment and appliances conform to statutory requirements.
- vi. Promptly report on all incidents and injuries involving their work force to the relevant Manager.
- vii. Ensure that personnel are trained and competent to operate equipment that they are required to operate.

Evaluation

The Shire of East Pilbara evaluates Work Health and Safety compliance against the Work Health and Safety Plan.

The Monitoring of compliance with this policy is to be performed by the Work Health and Safety Manager or Coordinator who will provide the Director Corporate with an Annual Report of Key Health and Safety Performance Indicators.

Document Review

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Director, Corporate Services		Director, Corporate Services	
Document Control			
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Meta Data: Key Search Terms	Work Health and Safety Policy		
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Quality Assurance:	Manager Human Resources, WHS Committee, Director Corporate Services		
Distribution:	Internal Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	HR Manager	New policy encompassing obligation from Work Health and Safety Act 2020 (WA) as well as AS4801 as approved.	December 2021

Appendix 1: Shire Statement of Commitment



OUR COMMITMENT TO WORK HEALTH AND SAFETY

The Shire of East Pilbara is committed to ensuring the Work Health, Safety and Wellbeing of Workers, Contractors, Sub-Contractors, Labour Hire Personnel, Volunteers, Work Experience Students, Apprentices, Cadets, Trainees, Graduates, Visitors, Members of the Public, Local Community and others on all Shire of East Pilbara sites and facilities.

Our commitment to Work Health and Safety is consistent and implemented in a way that reflects the Shire of East Pilbara's Values of Leadership, Excellence, Teamwork, Honesty and Respect.

The Shire of East Pilbara's Executive is accountable for the Work Health and Safety of all Workers and in particular, for providing Leadership, Support, Direction and Resources to ensure that the organisation complies with relevant Work Health and Safety Legislation. Work Health and Safety is a Team approach between Management, Workers and others. Everyone has a role to build a Healthy and Safe work environment.

To achieve this:

The Shire of East Pilbara will:

- Promote a culture which integrates Health and Safety as a core activity into all aspects of work
- Ensure that Management accepts responsibility to provide and maintain Safe Systems of Work including measurable Work Health and Safety Objectives and Key Performance Indicators
- Inform Workers of their Duty of Care and Due Diligence to empower them to take responsibility for the Health and Safety of themselves and others at work
- Provide instruction, supervision, training and ready access to inform all Workers in order to enable Safe Work Practices that minimise the risk to Health including Mental Health
- Comply with Work Health and Safety Legislation, Regulations and relevant Australian and ISO Standards
- Communicate, cooperate, collaborate and consult with Workers and Work Health and Safety Representatives to ensure that all reasonably practicable measures are undertaken to improve Health and Safety Performance.
- Establish measurable Work Health and Safety Objectives and Key Performance Indicators to ensure continuous improvement in Health and Safety Performance
- Undertake Risk Management Activities to identify, eliminate or manage risks in the workplace
- Ensure that plant, equipment and substances are safe and without risks to Health and Safety when correctly or properly used.
- Ensure that Health and Safety is the responsibility of all Workers so that adherence to all Legislation, Policy Procedures, Australian and ISO Standards forms part of their everyday duties as does the obligation to inform Line Managers of Incidents and Risks that impact their individual workplaces so that corrective actions, measures and controls can be implemented to reduce all associated risks to as low as reasonably practicable.

Steven Harding
Chief Executive Officer

Appendix 2: Building a Healthy and Safe Work Environment Diagram



Appendix 3: Work Health and Safety Operational Policies and Procedures

- Aggressive, Offensive and Inappropriate Behaviour Management
- Contractor Safety
- Computer Workstation Safety
- Fatigue Management
- Incident Hazard Reporting
- Issue Resolution
- Manual Tasks
- Work Health and Safety
- Pre-Employment Health Assessment (PEHA)
- Pregnancy and Safe Work
- Personal Protective Clothing and Equipment (PPE)
- Workers Compensation and Injury Management
- Workplace Hazard Inspection
- Office Safety
- Slips, Trips and Falls
- Drug and Alcohol Policy

Authorisation Details

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