

Shire of Mundaring

POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY

Policy Ref:	HR-04		
Committee Rec:	SPC 101	Date:	15 Apr 2002
Adopted by:	R 25238	Date:	23 Apr 2002
Amended by:	C3.03.09	Date:	24 March 2009
Reviewed:	Once per Electoral Cycle	Date:	24 March 2009
Procedure Ref:	Delegation Ref:		
Statute Ref:	<i>Occupational Safety and Health Act 1984</i> <i>Occupational Safety and Health Regulations 1996</i> <i>Australian Standard/NZS 4801</i>		
Local Law Ref:			

PURPOSE

To promote, improve and maintain the safety and health of persons within the workplace.

Background

The Shire through the Chief Executive Officer is legally responsible under the Occupational Safety and Health Act to provide a safe workplace for its employees and contractors and visitors.

The Policy of the Council is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

[A safe and efficient place of work is the organisational goal, and all staff at every level must be committed in order to reach this outcome.](#)

POLICY

1. An Occupational Safety and Health (OSH) Committee is to meet regularly to drive a proactive and effective occupational safety and health culture throughout the organisation.
2. Occupational Safety and Health procedures are to be developed and reviewed on a regular basis.

3. Occupational Safety and Health procedures are to be accessible to staff and promoted throughout the organisation and evaluated for effectiveness.
4. The Council acknowledges a duty to achieve their objectives by:
 - Providing and maintaining a safe working environment.
 - Providing adequate training, instruction and PPE to enable employees to perform their work safely and effectively.
 - Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
 - Comply with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool
 - Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.
5. Employees have a duty to co-operate in the attainment of these objectives by:
 - Working with care for their own safety and that of other employees who may be affected by their acts or omissions (including visitors or members of the public).
 - Reporting conditions which appear to be unsafe to their supervisor.
 - Co-operating in the fulfilment of the obligations placed on their employer.
 - Assisting in the reporting of any accidents, investigation with the objective of introducing measures to prevent re-occurrence.
 - Comply with safe working instructions, attend appropriate training, wear and care for PPE.
6. Line Managers, Supervisors and staff's OSH responsibilities will be included in Position Descriptions and measured in Performance Development reviews.
7. All staff inductions will cover Duty of Care and OSH responsibilities.
8. All managers are to ensure the effective "close off" of incidents of safety non-conformance in a timely fashion and ensure safety strategies are included in operational planning processes.
9. All staff are to actively demonstrate safe working practices in the performance of their duties.