

Shire of Mundaring

POLICY

OCUPATIONAL 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 August 2010
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 of Mundaring (Shire) has a duty of care under the *Occupational Safety and Health Act 1984 (the Act)* to provide a safe workplace for its employees, contractors and visitors.

The Act clearly establishes that responsibility for safety in the workplace belongs to everyone.

POLICY

The Shire is committed to providing a safe workplace and will achieve this by:

1. Promoting "safety first in a no blame culture".
2. Ensuring line managers play a proactive role in maintaining a safety aware culture as well as accident, incident and injury prevention.
3. Maintaining an Occupational Safety and Health (OSH) Committee that meets regularly to drive a proactive and effective occupational safety and health culture throughout the organisation.
4. Developing, promoting and regularly reviewing effectiveness of Occupational Safety and Health procedures..
5. Ensuring that Occupational Safety and Health procedures are accessible to staff, .

6. Providing adequate training, instruction and Personal Protective Equipment to enable employees to perform their work safely and effectively.
7. Promptly and thoroughly investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
8. Undertaking organisational safety audits every two years using the AS/NZS 4801 Occupational Health and Safety Management Systems audit tool
9. Promptly identifying and addressing any areas of non compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.
10. Ensuring that OSH responsibilities are included in the position descriptions of all employees and included in performance and development review processes.
11. Ensuring all employees receive an adequate workplace induction covering their general duty of care responsibilities and any workplace specific safety instruction.