

## Shire of Mundaring

# POLICY

### OCCUPATIONAL SAFETY AND HEALTH

<b>Policy Ref:</b>	<b>OSH 01</b>
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<b>Adopted:</b>	R25238	<b>Date:</b>	23 Apr 2002
<b>Amended:</b>	C17.02.13	<b>Date:</b>	26 Feb 2013
<b>Reviewed:</b>	C4.12.17	<b>Date:</b>	12 Dec 2017
<b>Procedure Ref:</b>		<b>Delegation Ref:</b>	n/a
<b>Statute Ref:</b>	<i>Occupational Safety and Health Act 1984</i>		
	<i>Occupational Safety and Health Regulations 1996</i>		
<b>Local Law Ref:</b>			

#### PURPOSE

To confirm the Shire's commitment and outline the principles governing the management of occupational safety and health (OSH) in the workplace.

#### Definitions

**Elected Member** means a Councillor of the Shire of Mundaring Council.

**Risk Management** is the process for identification of hazards, estimation of related risk of injury or illness and implementation of mitigating control measures.

**Workplace** is any location where tasks and activities are carried out for or on behalf of the Shire.

#### POLICY

The Shire of Mundaring is committed to the provision of a health and safety management system that eliminates or minimises risk of injury or illness to people associated with the Shire's operations.

To achieve a safe, healthy, low risk work environment, the commitment and co-operation of all our elected members, employees, contractors, volunteers and visitors is essential.

While the emphasis is on injury prevention, where injuries do occur, the Shire is committed to effective injury management, and timely return to work for all injured or ill staff members.

In support of this Policy, the Shire will:

- Establish, implement and maintain an OSH management system that complies with or exceeds all relevant legislation and subsidiary codes.
- Develop and maintain a culture that encourages all employees to manage health and safety risks.
- As far as practicable provide the necessary resources, both human and financial, to meet those requirements.
- Communicate and consult with employees in relation to all OSH matters affecting their safety in the workplace.
- Provide safe systems of work, coordination, planning, allocation of responsibilities, information, instruction, training, and supervision to enable employees, contractors and volunteers to perform their duties in a safe and healthy environment.
- Adopt, in consultation with employees, a risk management approach to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks.
- Manage the rehabilitation of injured workers in conjunction with relevant medical practitioners to give them a successful return to work.
- Educate and promote health and safety awareness in all employees.
- Utilise Safety and Health Representatives in hazard identification and control in conjunction with line supervision by conducting site inspections.
- Investigate all incidents in the workplace and report findings to relevant personnel to prevent recurrence.
- Ensure continuous improvement by monitoring and reviewing the OSH Policy for relevance and performance.