



## COUNCIL POLICY

**Title:** Occupational Health & Safety Specific Requirements

Shire of  
**Kellerberrin**

**Responsible Officer:** Deputy Chief Executive Officer

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to demonstrate this commitment to workplace safety, a copy of this policy shall be included in all tender documentation issued to vendors of plant and equipment as well as to the providers of equipment hired by the Shire of Kellerberrin.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

### 3. DEFINITIONS

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

Implementation of this policy complies with the obligation to ensure safe systems of work.

To reduce the risk of injury and ill-health to employees all hazards must be identified, assessed and controlled.

**Hazard Identification** ensures all possible risks to employees from the purchase or hire of equipment are recognised and taken into account **before** purchase or hire is finalised.

**Hazard Assessment** enables the likelihood of injury and the severity of injury to be assessed.

**Hazard Control** recommends possible courses of action to minimise all risks based on the recognised hierarchy of hazard control with elimination being the most desirable and substitution the next option. Engineering controls may also be relevant.

The above three step hazard management system is relevant to all Council operations.

The assessment should be conducted by the section Supervisor, the usual operator and the safety and health representative **before** purchase or hire of any plant and equipment. The workshop supervisor may also attend these assessments as his knowledge and expertise would be relevant to the maintenance schedule and any suggested alterations and modifications.

**The Occupational Health and Safety Act 1995 and Occupational Safety and Health Amendment legislation 1995 make specific reference to the obligations of manufacturers and suppliers of equipment:**

When inspecting plant and equipment, either for purchase or hire, there are a number of areas that need to be taken into consideration to minimise risk to employees.

### **Ergonomics**

**Seating** - needs to be comfortable and able to support the operator without sagging. Appropriate lumbar support should be incorporated in seat design plus adjustments available to accommodate all sizes of operators.

**Operating controls** - should be located within easy reach to minimise operator stretching, bending and twisting movements. Controls should be light in movement to minimise strain and muscular effort. Steering wheel positioning should be adjustable to suit all sizes of operators and there must be sufficient distance from the operator's thighs and the steering wheel.

**Access and egress** - hand holds and steps should be located to enable ease of entry and exit from the cab.

### **Noise**

Noise levels both inside and outside the cab should be assessed. Exposure to excessive noise levels can result in permanent hearing loss and also contributes to fatigue. Employers are obliged to reduce noise levels as far as practicable at the workplace. Noise level measurements of the item of plant or equipment should be provided by the supplier before purchase or hire to ascertain the risk to employees operating the equipment as well as employees and /or members of the public who may be in the vicinity at the times of operation.

### **Dust and moisture control**

Cabs must be sealing correctly to minimise penetration of dust and moisture. Adequate ventilation is essential for operator comfort.

### **Thermal comfort**

Adequate ventilation is essential and wherever possible air-conditioning should be installed and tinted glass for those items with large areas of glass. Heaters should be fitted to enable comfort in colder conditions and demisting facilities to enable clear visibility.

**Vibration**

Cabs should be mounted to minimise vibrations transmitted from road surfaces. Correct suspension seating also absorbs vibration and improves operator comfort.

**Lighting**

Work lights should be positioned to light up the required work area of the equipment e.g. the road sweeper lights should be positioned so that the operator can clearly see the gutter line and channel brushes while operating.

**Visibility**

Visibility from the vehicle should be assessed to ensure a clear field of view in all directions with any possible blind spots identified.

**Passenger comfort**

Passenger comfort should be taken into consideration if more than two people are to travel in the vehicle. Most trucks only cater well for two people with a small centre seat over the engine cowling for the third person. To avoid discomfort for the third person it is undesirable for this middle seat to be used for any great length of time.

**6. RELATED LEGISLATION/ DOCUMENTATION****7. REVIEW DETAILS**

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16