

COUNCIL POLICY

Title: Work Health and Safety

Responsible Officer: Deputy Chief Executive Officer

Shire of
Kellerberrin

Version: Current

1. PURPOSE

The purpose of this policy is to continual improvement of its Occupational Health and Safety Management System (OHSMS), with the aim of reducing Hazard and Incident frequency and severity in Service Delivery.

2. SCOPE

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

3. DEFINITIONS

| Term | Meaning |
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| Continual Improvement | Process of enhancing the OHSMS to achieve improvements in overall OHS performances, in line with the organization's OHS policy (AS/NZS 4801:2001) |
| Hazard | A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these (AS/NZS 4801:2001) |
| Incident | Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss. (AS/NZS 4801:2001) |
| Occupational Health and Safety Management System (OHSMS) | That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OHS policy, and so managing the risks associated with the business of the organization (AS/NZS 4801:2001) |
| Service Delivery | process of operating, maintaining or developing Shire services or assets. |
| Shire | the Shire of Kellerberrin |

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

Occupational Health and Safety Objectives

Council commits the Shire to:

- Establishing measurable objectives and targets to ensure Continual Improvement in eliminating Hazard and Incident from Service Delivery;
- Compliance with applicable safety and health legislation, including the Occupational Health and Safety Act 1984 and Occupational Health and Safety Regulations 1996 as well adherence to relevant codes of practice and guidance notes.
- Maintaining an OHSMS in accordance with AS/NZS 4801:2001 Occupational health and safety management systems—Specification with guidance for use.

Consultation, Communication, Documentation and Reporting

The Shire should make a copy of this policy available or retrievable wherever Service Delivery occurs.

The Shire must:

- make this policy available via the Shire website such that Shire Personnel may view it;
- ensure Shire Personnel are briefed on this policy and its location on commencement with the Shire; and
- communicate any updates to this policy to Shire Personnel via staff meetings.

Continual Improvement

In promoting Continual Improvement the Shire must ensure that this policy is reviewed on a two yearly basis, and endorsed via the Audit (Finance and Risk) Committee.

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

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