



## 2.1 WORK HEALTH AND SAFETY

<b>Responsible Directorate</b>	Corporate Services	
<b>Responsible Service Area</b>	People and Culture	
<b>Adopted</b>	April 2002	R25238
<b>Reviewed</b>	February 2013	C17.02.13
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<b>Procedure Ref</b>	N/A	

### 1. PURPOSE

To confirm Shire of Mundaring’s (the Shire) commitment to providing a workplace that prioritises the health and safety of all workers and outlines the principles governing the management of Work Health and Safety (WHS) in the workplace.

### 2. SCOPE

This policy applies to all of the Shire’s workplaces, council members and workers.

### 3. DEFINITIONS

<b>council member</b>	a person elected under the <i>Local Government Act 1995</i> (the Act) as a member of council. The Shire’s council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
<b>contractor</b>	a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job on behalf of the Shire.
<b>health</b>	means physical and psychological health.
<b>WHS risk management</b>	the process for identification of hazards, estimation of related risk of injury, illness or damage and implementation of mitigating control measures.
<b>workplace</b>	where work is carried out for a business or undertaking as defined by the <i>Work Health and Safety Act 2020</i> (WHS Act) and includes any place where a worker goes, or is likely to be, while at work including: <ul style="list-style-type: none"> <li>• a vehicle, vessel, aircraft or other mobile structure, any waters and any installation on land, on the bed of any waters or floating on any waters.</li> </ul>

**worker**

any person who carries out work in any capacity as defined by the WHS Act including as:

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- an outworker; or
- an apprentice or trainee; or
- a student gaining work experience; or
- a volunteer; or
- a person of a prescribed class.

#### 4. POLICY

The Shire is committed to the following:

- Having a functional and practical WHS program that meets all legislative requirements and is integrated into all aspects of the Shire's operations.
- Providing the necessary resources (human, physical and financial) to support this policy as far as is practicable and reasonable.
- Providing a WHS environment that eliminates or minimises the risk of physical or mental injury or illness to workers while minimising damage to the assets of the Shire.
- Providing a safe and healthy work environment, that is supported by all workers and council members.
- A WHS program that has underpinning values of communication, consultation and coaching that will support increases in productivity, reduce negative impacts on workers and reduce the costs associated with illness, injury or property damage. WHS communication and consultation will be a two-way process that engages with workers and ensures all requirements are understood and practical.
- Ensuring that if an injury or illness does occur as a result of work then the Shire has an efficient and effective program that supports workers in their rehabilitation and return to work (if applicable). This includes promoting early reporting of hazards and incidents, providing appropriate injury or illness management and return to work programs.
- Establishing a suite of WHS targets and objectives to facilitate transparency and accountability on WHS reporting and drive continuous improvement in WHS.
- Regularly reviewing all WHS documents to ensure they remain relevant and accurate.
- Recognising diversity and inclusion in all WHS documents, systems and training.
- Adopting, in consultation with workers, a risk management approach to all Shire building and activities (including but not limited to, work methods, plant and machinery acquisition and workplace design) to eliminate or control those identified risks.

- Providing competency based training to all workers to ensure individuals are equipped for their role.
- Recognising excellence in health, safety, wellbeing and return to work practices.
- Ensuring all notifiable and dangerous incidents are reported to the regulator.
- Supporting a risk reporting culture.

#### **4.1. Workplace Health and Safety Roles and Responsibilities**

The Shire has allocated the following roles and responsibilities to ensure the objectives of this policy are achieved:

##### **4.1.1. Council Members**

Have overall responsibility for ensuring the Chief Executive Officer has put in place a fully compliant WHS program as part of the Corporate Business Plan and supported by the allocation of resources to achieve the objectives of this policy.

##### **4.1.2. Chief Executive Officer**

Will ensure a comprehensive WHS program has been identified, resourced and implemented to ensure worker safety and compliance with statutory requirements.

##### **4.1.3. Executive Leadership Team**

Fully support all aspects of the WHS program, ensure transparency and accountability and that the WHS program is measured and reported on across their directorate.

##### **4.1.4. Leadership Team**

Demonstrate compliant WHS behaviours at all times, support all aspects of the WHS program, ensure transparency and accountability and that the WHS program is measured and reported on across their teams. Guide and support all workers on compliance and actively enforces all WHS policies and procedures.

##### **4.1.5. Coordinators and Supervisors**

Demonstrate compliant WHS behaviours at all times, support all aspects of the WHS program, guide and support their respective teams and ensure WHS is implemented and complied with at all times.

##### **4.1.6. Workers**

Responsible for adhering to WHS policies, procedures and practices and ensuring theirs and others health and safety.

##### **4.1.7. Health and Safety Committee**

A committee formed to meet the legislative requirements of the Act which oversees and manages all aspects of the WHS program.

- 4.1.8. Work Health and Safety Advisor  
Primarily responsible for coordinating the WHS program, including high standards of safety and well-being for workers and compliance with all relevant legislation.
- 4.1.9. Health and Safety Representatives  
Elected/nominated representatives from worker groups that are trained to Worksafe standards, support the implementation and monitoring of WHS on behalf of the workers and the Work Health and Safety Committee.

## **5. RELATED LEGISLATION**

*Work Health and Safety Act 2020*

*Work Health and Safety (General) Regulations 2022*

*Emergency Management Act 2005*

*Emergency Management Regulations 2006*

*Dangerous Goods Safety Act 2004*

*Dangerous Goods Safety (General) Regulations 2007*

*Workers' Compensation and Injury Management Act 1981*

*Workers' Compensation and Injury Management Regulations 1982*