



## 1/016 Workplace Health and Safety

### 1. Objective

The Town of Port Hedland (Town) will provide, so far as reasonably practicable, a safe work environment for all its employees, Elected Members, contactors, volunteers, customers and visitors, in accordance with its legislative requirements.

This commitment further extends to all employees, managers and contractors, who have responsibility to work safely, along with customers to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

**“People are our most important priority and their health and safety is our greatest responsibility”.**

### 2. Principles

The Town strives, through a process of continuous improvement, to integrate workplace health and safety (WHS) into all aspects of its operations. In order to achieve this, measurable objectives have been established, with the aim of eliminating work-related injury and illness.

The Town achieves these objectives by:

- providing and maintaining a safe workplace, comprising of safe plant, equipment and safe systems of work;
- the provision of appropriate information, training and supervision for all employees, contractors and customers;
- complying with all relevant legislation, regulations, standards and guidance notes and where practicable, applying responsible standards, where no laws exist;
- implementing suitable risk management strategies which identify, promote and continuously improve health and safety performance;
- encourage the reporting of hazards, accidents (injuries) and incidents (near misses) in the workplace, seeking the commitment and involvement of all employees;
- actively responding to investigating all incidents, and ensuring timely effective injury management of employees;
- engaging contractors and suppliers who adopt the same values, and work with those to meet the company’s health and safety expectations; and
- recognising and celebrating those who contribute to excellence in workplace health and safety.



The Town is committed to the development, implementation, maintenance and continuous improvement of a Workplace Health and Safety Management System (WHSMS) that complies with or exceeds legislative requirements, including the Occupational Safety and Health Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

### 3. Consequences

This policy represents the formal policy and expected standards of Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected members and employees are reminded of their obligations under the Council's Code of Conduct, to give full effect to the lawful policies, decisions and practices of the Council.

### 4. Roles and Responsibilities

The **Chief Executive Officer** is ultimately responsible for the leadership of the safety culture and successful administration of workplace health and safety.

All **Directors, Managers and Supervisors** have the direct responsibility to instil a safety culture, ensure the workplace is safe and that all staff are following a safe system of work and are not exposed to hazards while at work.

The **Senior Workplace Health and Safety Advisor** has the responsibility for proactively driving and supporting a safety culture across the organisation and coordinating the efforts relating to the minimisation of risk and accidents in the workplace.

**All staff** must take reasonable care of, and cooperate with actions taken to protect the health and safety of both themselves and others, in line with the Town's safety culture and values.

### 5. Review

This policy will be reviewed at regular intervals, as deemed necessary (at least once every three years) and at other times, if any significant new information, legislative update or organisational change warrants an amendment in this document.

### 6. Definitions

***hazard***, in relation to a person, means anything that may result in:

- (a) injury to the person; or
- (b) harm to the health of the person;



*risk*, in relation to any injury or harm, means the probability of that injury or harm occurring;

*practicable* means reasonably practicable having regard, where the context permits, to:

- (a) the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring; and
- (b) the state of knowledge about:
  - (i) the injury or harm to health referred to in paragraph (a); and
  - (ii) the risk of that injury or harm to health occurring; and
  - (iii) means of removing or mitigating the risk or mitigating the potential injury or harm to health; and
- (c) the availability, suitability, and cost of the means referred to in paragraph (b) (iii).

## 7. References to Related Documents

Where applicable the Town of Port Hedland will comply with the relevant Codes of Practice, Regulations, Australian Standards and Guidance Notes some of which are listed below:

- Relevant legislation
- *Occupational Safety and Health Act 1984*
  - *Occupational Safety and Health Regulations 1996*
  - *Town of Port Hedland Enterprise Agreement 2019 and any successor agreement*

Delegated authority	Nil		
Business unit	Human Resources		
Directorate	Corporate Services		
<i>Governance to complete this section</i>			
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	V01	201414/035	28 August 2014
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Review frequency	3 Yearly – or as deemed necessary		

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