



1/016 Workplace Health and Safety

1. Objective

The Town of Port Hedland considers all employees its most valuable asset; therefore is committed to the effective management of their safety and health. This obligation is extended to contactors, volunteers and visitors. The commitment further extends to all employees 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.

Principles

The Town of Port Hedland strives, through a process of continuous improvement, to integrate workplace health and safety 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 of Port Hedland achieves these objectives by:

- Provide and maintain a safe working environment to mitigate the risk of employees being exposed to hazards.
- Provide and maintain plant, equipment and safe systems of work.
- Provide appropriate information, instruction, training and supervision to enable work to be performed safely.
- Consult and cooperate with employee Safety and Health Representatives regarding safety and health at the workplace.
- Control all identified hazards using the hierarchy of controls to mitigate risk.
- Ensure arrangements are made to effectively manage hazardous substances.

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 successful administration of the safety program which is driven essentially by the Safety Management System.

The Senior Workplace Health and Safety Advisor has the responsibility of coordinating the efforts relating to the minimisation of risk and accidents in the workplace.

All Directors, Managers and Supervisors have the direct daily responsibility to ensure the workplace is safe and that their staff are not exposed to hazards while



at work.

All staff must take reasonable care of, and cooperate with actions taken to protect the health and safety of both themselves and others.

5. Definitions

Nil.

4. References to Related Documents

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

- *Work Health and Safety Act 2020 (WHS Act).*
- *Work Health and Safety Regulations 2022*
- Town of Port Hedland Enterprise Agreement 2021 and any successor agreement.
- Town of Port Hedland Work Health and Safety Plan

Delegated authority	Nil		
Business unit	Human Resources		
Directorate	Office of the CEO		
<i>Governance to complete this section</i>			
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Review frequency	Annually or as deemed necessary		

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