

STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. The objective of this policy is to ensure continued improvements in health and safety within the Shire of Donnybrook Balingup.

2. SCOPE

- 2.1. This policy applies to all Council Members, Shire employees, volunteers, contractors and visitors to Shire workplaces to ensure as far as is practicable, a working environment is maintained and there is reduce exposure to foreseeable hazards that can have an adverse effect on their health and safety.

3. DEFINITIONS

- 3.1. A **worker** is a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:
- a. An employee;
 - b. A contractor or subcontractor;
 - c. An apprentice or trainee;
 - d. A student gaining work experience; or
 - e. A volunteer.
- 3.2. A **workplace** is a place where work is carried out for the Shire of Donnybrook Balingup and includes any place where a worker goes, or is likely to be, while at work.
- 3.3. A **Visitor** is a person other than a Council Member or a Shire of Donnybrook Balingup worker.

4. POLICY STATEMENT

- 4.1. To maintain the health and safety of all people associated with the Shire of Donnybrook Balingup. The following principles are adhered to:
- a. Commitment to supporting high standards of health and safety performance and the continual improvement of behaviours and processes; and
 - b. Sustaining effective mechanisms for consultation between the Shire of Donnybrook Balingup and its workers; and
 - c. Ensuring the provision and maintenance of safe systems of work and a work environment without risks to health and safety; and
 - d. Providing appropriate training and development for Shire workers and volunteers, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner; and

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- e. Planning for the establishment and maintenance of essential safety management systems to continuously improve workplace health and safety; and
- f. Establishing clear accountability of health and safety responsibilities at all levels; and
- g. Assuring compliance with relevant legislation, Australian Standards, Codes of Practice and Guidance Notes.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. *Work Health and Safety Act 2020*

6.2. *Work Health and Safety (General) Regulations 2022*

7. POLICY VERSION

Related Policies:	NIL				
Related Procedure:	EXE/OP-1-Safe Work Instruction (SWI) EXE/OP-2-Fire Emergency Evacuation EXE/OP-3-Incident Reporting and Investigation EXE/OP-4-Safety and Health Representatives Election EXE/OP-6-Confined Space EXE/OP-7-Occupational Safety and Health Responsibilities EXE/OP-8-Outdoor Workers uniform and PPE EXE/OP-9-Visitors EXE/OP-10-Hard Hat EXE/OP-11-Management Safety Observation EXE/OP-12-Occupational Safety and Health Issue Resolution EXE/OP-13-Dangerous goods and Hazardous Substances				
Responsible Department:	Executive Services				
Reviewer:	Manager Executive Services				
Review Frequency:	Triennial	Next Due:	2026	Version Date:	22/03/2023
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	No review done, removed policy number 2.44 and added new policy ID	21/12/21	213/21	NPP8026	
2	Amended to comply with legislation changes from OSH to WHS.	22/03/2023	41/23	NPP10043	