



POLICY – 6.1 Work Health and Safety

Relevant Delegation

N/A

Policy Objective

The Shire of Menzies is committed to protecting the health and safety of all persons in the workplace including workers, contractors, and visitors. The Shire of Menzies demonstrates this commitment through its health and safety management system that is integrated with all Shire activities, services, and people.

The Shire of Menzies endeavours to take all reasonable and practicable steps to:

- Improve work safety conditions;
- Continuously review and improve its safety performance; and
- Strive to uphold its core values of safety, knowledge, integrity and leadership to achieve its goal of zero harm to people, equipment and the environment.

Policy Scope

This policy applies to all employees, contractors, volunteers, and visitors at all Shire of Menzies' sites and centres.

Policy Statement

The Shire of Menzies recognises its moral and legal responsibility to provide a safe and healthy work environment for workers (including contractors and workers of contractors), clients and visitors to the workplace.

The Shire of Menzies is committed to the prevention of work-related injury and ill health of its staff, contractors and visitors within its working environment. It is our aim that any work carried out within the scope of the business is conducted in compliance with the Safety Management System.

Emphasis will be placed on effective management, ensuring a systematic approach to the identification of risks using a hierarchy of controls and the allocation of financial and physical resources to control these risks. To deliver these responsibilities, the Shire of Menzies undertakes to:

- maintain a safe and healthy place of work by providing plant, equipment and systems of work which reduces risks to people's health and safety;
- promote Work, Health and Safety (WHS) awareness within our organisation and encourage workers to participate in the decision-making processes for WHS;
- Support compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with our operations;

- where any process or service is outsourced, the Shire of Menzies will determine criteria and methods of control to support conformity to our requirements.
- arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures;
- have in place a framework for setting and reviewing our WHS objectives and targets;
- train, educate and inform our workers about WHS issues that may affect their work; and
- commit to reporting WHS performance with measurable targets to ensure continued improvement.
- openly encourage all staff and contractors to report hazards, including near misses, without fear of reprisal.

This WHS Policy is deemed appropriate for the Shire of Menzies. It includes a commitment to comply with this policy and all applicable regulatory requirements where reasonably practicable.

Responsibilities

Management is committed to:

- integrating WHS into all aspects of the Shire's operations where reasonably practicable;
- doing everything reasonably practicable to ensure the health and safety of its workers while they are at work;
- support compliance with legislative requirements, current industry WHS standards and co-operation with regulatory bodies, as far as is reasonably practicable;
- identifying any hazards in the workplace that may be a risk to health and safety and eliminating or controlling the risk of harm from those hazards;
- measurable targets to encourage continued improvement reflected in accountability/key performance indicators at all levels;
- provision and maintenance of a work environment that is safe and manages risks to health;
- consultation with workers and other parties to improve decision-making on WHS matters;
- development, implementation and review of written safe work procedures;
- distribution and communication of safety information and safe work procedures;
- information, training and supervision to workers, contractors, clients and visitors to support safety;
- support and assist workers in effective injury management and rehabilitation;
- encouraging compliance with WHS and taking swift rectification where required; and,
- review and assessment of WHS policies.

Workers are expected to:

- take reasonable care for the health and safety of themselves and others at work;
- cooperate with the organisation to support compliance with WHS legal obligations;
- participate in consultative arrangements;
- assist management in meeting WHS targets/key performance indicators;
- participate in return to work programs;
- comply with all reasonable instructions from managers concerning health and safety issues at work where reasonably practicable; and,
- strive to use equipment safely and that they correctly use all equipment.

The Shire of Menzies has appointed a management representative (as shown on the noticeboards) for the purposes of this WHS Policy. The Management Representative has the full support of the leadership of the Shire of Menzies to establish, implement and maintain WHS, and other applicable regulations, standards and guidance.

Review Procedure

The Shire of Menzies 'WHS Safety Committee' will review this policy as required. The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, Shire representatives and other relevant parties. All relevant persons will be made aware of changes made due to the review. This policy will be reviewed if:

- there are changes in the workplace that may affect the policy;
- the policy is not effective;
- there are legislative changes that affect the policy; and,
- there is a breach of this policy.

This policy is reviewed at least annually, and all version control is managed via the Shire of Menzies WHS software system.

– End of Policy

ADOPTED: 27 MAY 2021

LAST REVIEWED: 27 JULY 2023