

## **OCCUPATIONAL SAFETY & HEALTH POLICY**

### **Objective**

To ensure that so far as is practicable, a working environment is maintained in which employees/volunteers are not exposed to hazards.

### **Policy**

This policy recognises that the safety and health of all employees/volunteers within the Shire of Denmark is the responsibility of Council management and employees/volunteers.

All accidents or hazards that occur within the workplace, or identified hazards, that result or may result in personal injury shall immediately be reported, through the employee's/volunteer's supervisor using the Accident, Incident, Hazard Report Form.

Where the situation requires immediate action it is the relevant Manager's responsibility to progress resolution as well as ensure the matter is referred to the Occupational Safety and Health Committee.

As per the Occupation Safety and Health Act 1984, the objective of this policy is to:

- Promote and secure the safety and health of people working for the Shire of Denmark;
- Protect people at work from hazards;
- Assist in securing a safe and hygienic working environment;
- Eliminate, reduce and control hazards;
- Encourage co-operation and consultation between the Shire of Denmark and employees/volunteers; and
- Promote education and awareness of occupational safety and health.

## **PROCEDURES**

### **Management**

The safety and health duties of Management at all levels will be detailed and Council procedures for training and back-up support shall be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

Recognising the potential risks associated with hazards that may be present, Council will take practicable steps to provide and maintain a safe and healthy work environment for all of its employees/volunteers.

## **RESPONSIBILITIES**

Under this policy, OSH Responsibilities are defined as;

### **RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER (CEO)**

The CEO is responsible for the implementation and monitoring of OSH.

## **RESPONSIBILITIES OF EXECUTIVE MANAGEMENT AT ALL LEVELS ARE:**

- In fulfilling their responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees/volunteers are not exposed to hazards.
- Responsible for the effective implementation of the Council's safety and health policy.
- Must observe, implement and fulfil its responsibilities under Acts, Regulations and Standards which apply to Local Government.
- Must ensure that the agreed procedures for regular consultation between management and those with delegated and elected safety and health responsibilities are followed.
- Must make regular assessments of safety and health performance and resources in co-operation with those persons having delegated and elected safety and health function;
- Must ensure that all specific policies operating within the Council eg fire and evacuation, procurement, training, first aid and safe systems of work, are periodically revised and are consistent with Council's safety and health objectives and current Acts, Regulations and Standards.
- Must provide information, instruction, training and supervision for all employees/volunteers in the correct use of plant, equipment and substances used throughout the Council.
- Must ensure that safe work practices and procedures (safe work method statement) are documented and implemented.
- Must ensure that line management/supervisors and delegated persons in control of the workplace conduct regular work place inspections, risk assessment and hazard identification.
- Must within a specified timeframe be informed of all incidents and accidents occurring on Council premises, to Council employees/volunteers and/or to Council plant and equipment, so that safety and health performance can be investigated and improved through the adoption of hierarchy of hazard controls.
- Measure occupational health and safety performance regarding all hazards, near misses and injuries and then to use these outcomes as a consideration factor when purchasing new equipment and/or designing work practices.
- Must ensure that all line management/supervisors are actively involved in hazard management and risk assessment activities.
- Must ensure that Safety & Health Representatives are able to carry out their legislated duties. (S. 33 OSH Act).
- Must actively promote and participate in the Work Injury Management program.

## **RESPONSIBILITIES OF THE LINE MANAGER/SUPERVISOR/GROUP/LEADER**

- Ensure employees, volunteers and contractors have a safe place of work in which to work.
- Ensure the active promotion of safety and health controls, mechanisms and prevention programmes.
- Ensure all hazards are identified, risk are assessed and controlled.
- Ensure employees/volunteers have safe methods of performing the required tasks.

- Ensure employees/volunteers are adequately trained and assessed as competent.
- Ensure employees/volunteers are adequately supervised.
- Actively promote and participate in the Work Injury Management Program.

**Line Manager/Supervisor/Delegated Persons in control of the workplace are required to:**

- Accept responsibility of safety management in their work places.
- Lead by example.
- Wear and enforce the use of personal protective equipment.
- Recognise potential hazards and ensure appropriate remedial action in line with the risk/hazard hierarchy of controls.
- Investigate safety issues, provide feedback and close out the issue.
- Be conversant with the OSH legislation, Australian Standards, Codes of Practice and Guidance Notes relevant to the work place.
- Investigate accident/incidents and near misses and ensure action is taken to control the cause(s).
- Liaise with the safety representatives.
- Recommend training as required and assess competency following training.
- Undertake safety inspections on a regular basis.
- Ensure safe work methods and procedures are documented, implemented and being followed by employees/volunteers.

**EMPLOYEES/VOLUNTEERS RESPONSIBILITIES**

- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees/volunteers.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives within a specified timeframe.
- Must cooperate with the employer in the carrying out of their obligations (S 20 OSH Act).
- Must comply with the Council Work Injury Management Program.

**SAFETY REPRESENTATIVES RESPONSIBILITIES**

- Ensure that inspections are carried out in the area they represent.
- Investigate accidents and incidents with the management.
- Keep himself or herself informed with information provided by the employer.
- Report hazards to the employer.

- Refer matters to the safety and health committee which have not been resolved through the issue resolution procedure.
- Consult and cooperate with the employer.
- Liaise with employees.

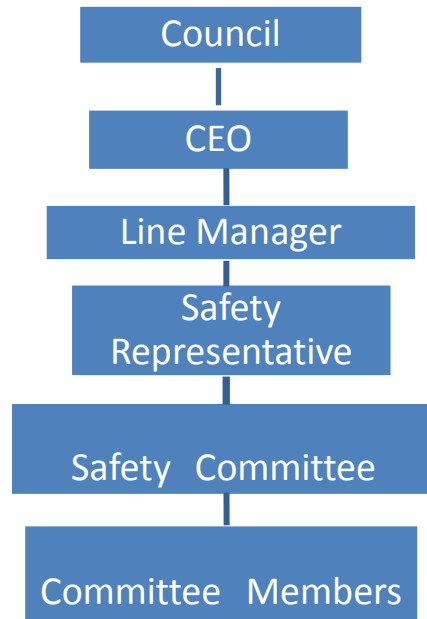
#### **SAFETY COMMITTEE RESPONSIBILITIES**

- Facilitate consultation and cooperation between management and employees to ensure the smooth operation of the safety management program.
- Remain informed as to current relevant Legislation, Codes of Practice, Australian Standards and comparable industry standards through communication, education and training.
- Develop effective strategies and action plans for the continuous improvement of the Safety Management Program.
- Offer recommendations to management on improvements to safety and health practices, rules, procedures and any other matter relating to the safety and health of employees, contractors and visitors.
- Offer recommendations to management on the allocation of resources required to achieve agreed objectives and goals with relation to safety and health.
- Ensure the assessment of all potential risks associated with operations and activities to develop and implement effective risk control strategies.
- Ensure the provision of an effective hazard management system designed to identify, eliminate, reduce or transfer existing hazards through the adoption of the hierarchy of controls.
- Ensure risk/hazard controls are monitored and reviewed for their effectiveness.
- Review outcomes against agreed Key (Positive) Performance Indicators.

#### **SAFETY COMMITTEE MEMBERS RESPONSIBILITIES**

- Attend meetings.
- Prepare and present reports as requested by the committee.
- Review reports of hazards and control measures.
- Review investigation reports of accidents/incidents and preventative strategies.
- Review policy/procedural changes to ensure effectiveness.
- Monitor and review hazard controls for effectiveness.
- Develop strategies to improve safety and health systems.
- Identify existing and potential hazards in the workplace and perform risk assessments to prioritise actions.
- Evaluate safety of plant, equipment and chemicals prior to purchase.
- Refer any unresolved issues to committee for discussion and resolution.
- Undertake listed actions in a timely manner.
- Actively promote safety and health in the workplace.

## OCCUPATIONAL SAFETY AND HEALTH HIERARCHY



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## **OCCUPATIONAL SAFETY & HEALTH POLICY**

### Objective

To ensure that so far as is practicable, a working environment is maintained in which employees/[volunteers](#) are not exposed to hazards.

### Policy

This policy recognizes that the safety and health of all employees within the Shire of Denmark is the responsibility of Council management and employees/[volunteers](#).

All accidents or hazards that occur within the workplace, or identified hazards, that result or may result in personal injury shall immediately be reported, through the employee's supervisor using the [OS&H Accident, Incident, Hazard Report Form](#).

Where the situation requires immediate action it is the relevant Manager's responsibility to progress resolution as well as ensure the matter is referred to the Occupational Safety and Health Committee, ~~if in operation.~~

As per the Occupation Safety and Health Act 1984, the objective of this policy is to:

- Promote and secure the safety and health of people working for the [Organisation Shire of Denmark](#);
- Protect people at work from hazards;
- Assist in securing a safe and hygienic working environment;
- Eliminate, reduce and control hazards;
- Encourage co-operation and consultation between the [Organisation Shire of Denmark](#) and employees/[volunteers](#); and
- Promote education and awareness of occupational safety and health.

## PROCEDURES

### Management

~~In fulfilling the responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards. This will be achieved by:~~

- ~~• providing and maintaining safe plant and systems of work;~~
- ~~• making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;~~
- ~~• maintaining the workplace in a safe and healthy condition;~~
- ~~• providing information, training and supervision for all employees thereby enabling them to work in a safe and healthy manner.~~

~~The Chief Executive Officer is responsible for the implementation and monitoring of this policy.~~

The safety and health duties of Management at all levels will be detailed and Council procedures for training and back-up support shall be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

Recognising the potential risks associated with hazards that may be present, ~~this~~ Council will take practicable steps to provide and maintain a safe and healthy work environment for all of its employees.

~~In fulfilling its obligations pursuant to this policy management:~~

- ~~• is responsible for the effective implementation of the Council's safety and health policy;~~
- ~~• must observe, implement and fulfil its responsibilities under Acts and Regulations which apply to Local Government;~~
- ~~• must ensure that the agreed procedures for regular consultation between management and those with designated and elected safety and health responsibilities are followed;~~
- ~~• must make regular assessments of safety and health performance and resources in co-operation with those persons having designated and elected safety and health functions;~~
- ~~• must ensure that all specific policies operating within the Council eg fire and evacuation, purchasing, training, first aid and safe systems of work, are periodically revised and are consistent with Council's safety and health objectives;~~
- ~~• must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council;~~
- ~~• must be informed of incidents and accidents occurring on Council premises or to Council employees so that safety and health performance can be accurately gauged.~~

#### Employees

~~In fulfilling their obligations pursuant to this policy employees:~~

- ~~• have a duty to take the care of which they are capable for their own safety and health and the safety and health of others affected by their actions at work;~~
- ~~• must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;~~
- ~~• must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees;~~
- ~~• must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.~~

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Under this policy, OSH Responsibilities are defined as:

#### RESPONSIBILITIES

The **Chief Executive Officer (CEO)** is responsible for the implementation and monitoring of OSH.

The safety and health duties of **Executive Management** at all levels are:

- In fulfilling their responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees/volunteers are not exposed to hazards.
- responsible for the effective implementation of the Council's safety and health policy
- must observe, implement and fulfil its responsibilities under Acts, Regulations and Standards which apply to Local Government
- must ensure that the agreed procedures for regular consultation between management and those with delegated and elected safety and health responsibilities are followed
- must make regular assessments of safety and health performance and resources in co-operation with those persons having delegated and elected safety and health function;
- must ensure that all specific policies operating within the Council eg fire and evacuation, procurement, training, first aid and safe systems of work, are periodically revised and are consistent with Council's safety and health objectives and current Acts, Regulations and Standards
- must provide information, instruction, training and supervision for all employees/volunteers in the correct use of plant, equipment and substances used throughout the Council
- must ensure that safe work practices and procedures (safe work method statement) are documented and implemented
- must ensure that line management/supervisors and delegated persons in control of the workplace conduct regular work place inspections, risk assessment and hazard identification.
- must within a specified timeframe be informed of all incidents and accidents occurring on Council premises, to Council employees/volunteers and/or to Council plant and equipment, so that safety and health performance can be investigated and improved through the adoption of hierarchy of hazard controls.
- Measure occupational health and safety performance regarding all hazards, near misses and injuries and then to use these outcomes as a consideration factor when purchasing new equipment and/or designing work practices.
- Must ensure that all line management/supervisors are actively involved in hazard management and risk assessment activities
- must ensure that Safety & Health Representatives are able to carry out their legislated duties. (S. 33 OSH Act).
- Must actively promote and participate in the Work Injury Management program

#### **RESPONSIBILITIES OF THE LINE MANAGER/SUPERVISOR/GROUP/LEADER**

- Ensure employees, volunteers and contractors have a safe place of work in which to work
- Ensure the active promotion of safety and health controls, mechanisms and prevention programmes.
- Ensure all hazards are identified, risk are assessed and controlled
- Ensure employees/volunteers have safe methods of performing the required tasks



- Ensure employees/volunteers are adequately trained and assessed as competent
- Ensure employees/volunteers are adequately supervised
- Actively promote and participate in the Work Injury Management Program

**Line Manager/Supervisor/Delegated Persons in control of the workplace are required to:**

- Accept responsibility of safety management in their work places
- Lead by example
- Wear and enforce the use of personal protective equipment
- Recognise potential hazards and ensure appropriate remedial action in line with the risk/hazard hierarchy of controls
- Investigate safety issues, provide feedback and close out the issue.
- Be conversant with the OSH legislation, Australian Standards, Codes of Practice and Guidance Notes relevant to the work place.
- Investigate accident/incidents and near misses and ensure action is taken to control the cause(s)
- Liaise with the safety representatives
- Recommend training as required and assess competency following training
- Undertake safety inspections on a regular basis
- Ensure safe work methods and procedures are documented, implemented and being followed by employees/volunteers.

**EMPLOYEES/VOLUNTEERS RESPONSIBILITIES**

- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
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- must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives within a specified timeframe
- must cooperate with the employer in the carrying out of their obligations (S 20 OSH Act)
- must comply with the Council Work Injury Management Program

**SAFETY REPRESENTATIVES RESPONSIBILITIES**

- Ensure that inspections are carried out in the area they represent
- Investigate accidents and incidents with the management
- keep himself or herself informed with information provided by the employer

- Report hazards to the employer
- Refer matters to the safety and health committee which have not been resolved through the issue resolution procedure.
- Consult and cooperate with the employer
- Liaise with employees

### **OCCUPATIONAL SAFETY & HEALTH COMMITTEE RESPONSIBILITIES**

- Facilitate consultation and cooperation between management and employees to ensure the smooth operation of the safety management program.
- Remain informed as to current relevant Legislation, Codes of Practice, Australian Standards and comparable industry standards through communication, education and training.
- Develop effective strategies and action plans for the continuous improvement of the Safety Management Program.
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- Ensure risk/hazard controls are monitored and reviewed for their effectiveness.
- Review outcomes against agreed Key (Positive) Performance Indicators.

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- Actively promote safety and health in the workplace

**OCCUPATIONAL SAFETY AND HEALTH HIERARCHY**

