

OCCUPATIONAL SAFETY AND HEALTH

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Organisational Practices	Human Resources - Safety

OBJECTIVE

This policy outlines the Shire of Plantagenet’s commitment to establish and continuously improve, through the establishment of measurable objectives and targets, an occupational safety and health management system intended to identify and control hazards with the goal of reducing illness and injury within our workplace.

POLICY

1. The Shire is committed to managing occupational safety and health, including the development and implementation of an Occupational Safety and Health Management system that complies with legislative requirements.
2. The Shire of Plantagenet will ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees’ health from foreseeable work hazards.
3. The Shire acknowledges a duty of care to:
 - 3.1 Provide and maintain a safe working environment.
 - 3.2 Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
 - 3.3 Investigate all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
 - 3.4 Comply with the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice.
 - 3.5 Engage and consult stakeholders and representatives (including volunteers and contracted service providers) in matters regarding occupational safety and health in the workplace.
4. Employees have a duty of care to:
 - 4.1 Work with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
 - 4.2 Report hazards, accidents, incidents and near misses to their supervisor.
 - 4.3 Co-operate positively in the fulfilment of the obligations placed on their employer.

4.4 Assist in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent recurrence.

ADOPTED: 10 FEBRUARY 2004

LAST REVIEWED: 27 MARCH 2018

ROB STEWART – CHIEF EXECUTIVE OFFICER