

WORK HEALTH AND SAFETY

Purpose

The Shire of Plantagenet (the Shire) will, as far as reasonably practicable, provide and maintain a safe and healthy working environment for all Shire workers on Shire premises or while engaged in Shire-related activities.

This policy details the Shire's commitment and approach to maintaining a safe and healthy workplace, including the implementation of work health and safety systems and processes which are compliant with relevant State and Commonwealth legislation, regulations and standards.

Scope

This policy applies to the Shire Council and all Shire employees, contractors, volunteers or any other person engaged or appointed to perform work in any capacity by the Shire (collectively referred to as "workers").

Definitions

EAP Employee Assistance Program.

Workplace means all Shire of Plantagenet work premises and worksites.

WHS Act means the *Work Health and Safety Act 2020*.

WHS Regulations means the Work Health and Safety (General) Regulations 2022.

Worker means an employee, contractor, and subcontractor (and their employees), outworkers, apprentices, work experience students, volunteers and trainees or any other person engaged or appointed to perform work in any capacity by the Shire, as defined in the *WHS Act 2020*.

A **Person Conducting a Business or Undertaking (PCBU)** is the employer, as defined in the Work Health and Safety Act 2020 (WHS Act), in this instance the Shire of Plantagenet Council and CEO.

Management Representative is a manager appointed to represent management on the Health and Safety Committee (HSC) in accordance with the WHS Act by the determined work group.

Health and Safety Representative (HSR) is a worker elected by a work area to represent the members of their work group and bringing issues to the attention of the PCBU and provide a basis for worker consultation as a member of the HSC.

Health and Safety Committee (HSC) is a group of elected HSRs and appointed management representatives who form a consultative committee as defined in the *WHS Act 2020* that meets a minimum of once per quarter or as required.

Reasonably Practicable is that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account all relevant matters including likelihood, degree of harm, what is known, availability and suitability of ways to eliminate or minimise risks and associated costs.

Work Health and Safety Management System (WHSMS) is defined as a system or set of policies, plans, actions, and procedures that provide a systematic approach to managing health and safety and underpin continuous safety improvement, such as all items collated in the Shire digital WHSMS, SiteDocs.

Policy

1. Overview

The Shire is committed to maintaining a healthy and safe workplace by integrating health and safety into all workplace activities. The Shire aims to achieve this by:

- promoting participation in safety efforts for works undertaken by and on behalf of the Shire;
- reducing, eliminating and controlling the risks to the health and safety of all workers;
- protecting persons performing work for and on behalf of the Shire from risks to the health and safety of those individuals;
- obeying the laws and regulations associated with the health and safety of all workers; and
- consulting, listening, and responding openly to our workers, customers, contractors and the community with regards to all safety related concerns and issues.

Specific objectives and targets are set and monitored in the annual safety plans set by the Health and Safety Committee, the WHS Officer and the Management team.

The Shire is committed to the continual improvement and ongoing review of all policies and procedures. This commitment includes development, implementation, monitoring and reviewing of SiteDocs Work Health and Safety Management System.

2. Roles and Responsibilities

A PCBU has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work.

Any individual person can have more than one duty under the *WHS Act 2020*. For example:

- the CEO, the WHS Officer, the Human Resources Coordinator and Executive Managers can be decision makers for the Shire, a Department or Work Area as well as a manager and worker; or
- a Shire Councillor is a decision maker as part of the Shire Council, and a worker when acting as a volunteer capacity or representative of the Shire on a committee or function.

	If you are a decision maker for			If your role is		
	The Shire	Department	Work Group or Area	Manager, Leading Hand or Supervisor	Worker or Contractor	Visitor
RESPONSIBILITY						
Foundations of Work Health & Safety						
Ensure that all workers and “key persons” undertake: <ul style="list-style-type: none"> • A Safety Induction (General) for Workers, Contractors, Volunteers or Councillors (as applies) • A Site or Project Specific Safety Induction prior to the commencement of work at any work location 	✓	✓	✓	✓	✓	
Ensure that all workers and “key persons” are aware of: <ul style="list-style-type: none"> • Emergency Exits and Evacuation processes • Location of First Aid, AED, Fire Extinguishers and Fire Blankets • Other site specific security & safety management processes 	✓	✓	✓	✓		
Ensure that all workers and “key persons” have suitable training and access to SiteDocs Work Health & Safety Management system for: <ul style="list-style-type: none"> • Safety Reporting (incl. Incident reporting) • Safety Resources & Notifications • Safety Compliance 	✓	✓	✓	✓		
Have a Work Health & Safety Noticeboard, digital system (eg SiteDocs) or file at each work location that is accessible to all workers with: <ul style="list-style-type: none"> • Emergency Contacts & EAP information • Key Safety Areas (Injury & Incident Management) • Names of HSRs, Wardens and First Aid Officers • Emergency Management Plan • Access to Safety documents, Policies, Procedures and other resources 	✓	✓	✓	✓		
Have the Work Health & Safety Policy displayed in the workplace – visible to workers and visitors.	✓	✓	✓			
Adhere to clear reporting timelines and guidelines as advised in Safety documentation and inductions. (eg Report all incidents within 24hrs)	✓	✓	✓	✓	✓	

<p>Ensure that all workers are capable of performing their tasks in a safe working manner through the provision of:</p> <ul style="list-style-type: none"> • Correct Tickets, Licences and qualification to ensure adequate skills to fulfil the tasks • Verification of Competency • Provision of information to undertake tasks correctly • Suitable PPE • Tools & Resources • Suitable work instruction & mentoring • Adequate supervision and feedback processes 	✓	✓	✓	✓		
Individual Roles & Responsibilities within the workplace						
Understand and apply your WHS duties	✓	✓	✓	✓	✓	✓
Take reasonable care of your own health and safety, and the health and safety of others, and follow safety directions and rules as required.	✓	✓	✓	✓	✓	✓
Report health and safety hazards, injuries and incidents utilising Site Docs WHSMS and Shire of Plantagenet reporting procedures (as per Safety inductions)	✓	✓	✓	✓	✓	Verbally or in writing
Notify the Shire (via CEO or WHS Officer) of any WorkSafe notifiable incident on the day of the incident.	✓	✓	✓	✓	✓	
Participate in Work Health & Safety training, risk management and consultation processes.	✓	✓	✓	✓	✓	
Use safety equipment and personal protective equipment (PPE) as instructed.	✓	✓	✓	✓	✓	
Supervise and “spot-inspect” the workplace to ensure that safe work procedures and processes are followed by workers.	✓	✓	✓	✓		
Lead by example and promote safe work practices at every opportunity	✓	✓	✓	✓	✓	
Leave the workplace in a clean, tidy and safe condition	✓	✓	✓	✓	✓	✓
Duty to Consult regarding WHS matters						
A minimum of one worker from each main work area is to be elected (HSR) and represented on the Health & Safety Committee (HSC)	✓					
A minimum of one management representative is to be appointed by the CEO	✓					

and represented on the Health & Safety Committee (HSC). Note: The number of management representatives to be less than the number of worker representatives.						
All HSRs to be suitably trained with a WorkSafe WA approved Health & Safety 5 Day representative training course.	✓					
Ensure that workers have been consulted (through the relevant HSRs and HSC) prior to the decision making and/or implementation of any organisational / Shire policy that relates to the Work Health & Safety of workers.	✓	✓	✓	✓		
Ensure compliance with WHS matters through reference to the WHS Act 2020, WHS (General) Regulations 2022 and relevant Codes of Practice, Guidance Notes and safe work directions from WorkSafe WA.	✓	✓	✓	✓	✓	
PCBU Commitment to WHS						
Incorporate the principles of good work design for work tasks and the work environment.	✓	✓	✓	✓		
Consult with workers when planning and designing the workplace.	✓	✓	✓	✓		
Ensure that there is the correct PPE, training, tools and resources available to workers to ensure the ability to work in a safe manner.	✓	✓	✓	✓		
Ensure that there is a clear process explained and available to workers for Incident Reporting, Injury Management and Return to Work	✓	✓	✓	✓		
Support and assist in the implementation of WHS policies and procedures work areas.	✓	✓	✓	✓	✓	
Undertake routine reviews and risk assessments of all safety areas to encourage continual improvement and identification of risks & hazards in the workplace.	✓	✓	✓	✓	✓	
Undertake routine site inspections, safety audits and inspections to benchmark and to proactively identify risks, hazards and improvement areas across the Shire.	✓	✓	✓	✓	✓	

Document Control			
Owner	Chief Executive Officer	Division	Office of the CEO
Reviewer	Executive Officer	Approval	Council
Document Compliance			
Legislation	<i>Work Health and Safety Act 2020</i> and (General) Regulations 2022 (WA)		
Other	<ul style="list-style-type: none"> • Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination 2022 • Code of Practice: Managing the Work Environment and Facilities 2022 • Code of Practice: Workplace Behaviour 2022 • Model Code of Practice: How to Manage Work Health and Safety Risks 2018 • Safe Work Australia - Guidance Note: Worker Representation and Participation Guide 2024 • Shire of Plantagenet: <ul style="list-style-type: none"> ○ Code of Conduct ○ Safety Induction ○ Safety Manual ○ Site Docs WHSMS ○ Health & Safety Committee – Terms of Reference 		
Document Management			
Version #	Effective Date	Sections Modified (if applicable)	
1	17 June 2025	Adopted	