

Policy Position 6.1 – OSH Policy (OSH6)

6.1.1 WORK HEALTH AND SAFETY POLICY

Policy Objective

The purpose of this policy is to recognise the Shire of Kent's (the Shire) commitment to providing a safe and healthy workplace for all workers and visitors to the Shire. It details the roles and responsibilities according to the *Work, Health and Safety Act 2020 (WA)* and the *Work, Health and Safety (General) Regulations 2022*.

Scope

This policy applies to all employees', contractors and volunteers.

Policy Statement

The Shire of Kent is committed, as far as reasonably practicable, to providing and maintaining a safe working environment. To eliminate, as far as reasonably practicable, the hazards associated with work health and safety Council will;

1. Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
2. Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
3. Comply with all applicable legislation and requirements;
4. Establish, implement and maintain an Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness;
5. Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable;
6. Effectively communicate and consult with all WHS duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace; and
7. Ensure that all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

Responsibilities

All individuals at the Shire of Kent have a role in workplace health and safety.

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

Senior Management

Senior management including the Chief Executive Officer are considered 'Persons Conducting Business or Undertaking (PCBU)' under the *Work, Health and Safety Act 2020 (WA)*.

1. Responsible for compliance monitoring of this policy and;

2. Creating and sustaining a workplace without risks to health and safety; and
3. Providing, maintaining and monitoring safe plant and structures for the purpose of preventing illness or injury of workers arising from the conduct of business or undertaking; and
4. Providing, maintaining and monitoring safe systems of work for the purpose of preventing illness or injury of workers arising from the conduct of business or undertaking; and
5. The safe use, handling and storage of plant, structures and substances; and
6. Providing amenities that support the well-being of workers, including guaranteeing accessibility to such facilities; and
7. Providing information, training, direction or supervision that is required to safeguard all individuals from the risks arising from work performed.

Workers

1. Responsible and accountable for the work health and safety of themselves and others in the workplace; and
2. Report hazards, incidents, injuries and near misses to their supervisor and/or safety and health representative; and
3. Participate in work health and safety consultation, initiatives and training; and
4. Must not misuse items or facilities provided in the interests of work health and safety; and
5. Must cooperate in the use of strategies introduced in the interest of work health and safety;

Policy Review

This policy will be reviewed bi-annually and as required subject to any legislative and/or Council changes that may affect the intent of this policy. Management seeks co-operation from all individuals in realising their work health and safety objectives and in creating a safe work environment. All individuals will be advised, in writing, of agreed changes and arrangements for their implementation.

Document Control

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Next Review Due	December 2025
Legislation:	<i>Local Government Act 1995</i> <i>Work, Health and Safety Act 2020 (WA)</i> <i>Work Health and Safety (General) Regulations 2022</i>
Related Documents:	Nil

6.1.2 WORKPLACE VISITOR POLICY

Policy Objective

The purpose of this policy is to recognise the Shire of Kent's (the Shire) commitment to providing visitors a safe and healthy workplace when visiting the Shire.

Policy Scope

The policy applies to all visitors to the Shire of Kent Administration Office and Shire Depots.

Policy Statement

The Shire of Kent is committed, as far as reasonably practicable, to ensure visitors to workplaces are not exposed to hazards. Severe penalties apply under the *Work Health and Safety Act 2020 (WA)*, if visitors to workplaces are injured through not being appropriately cared for.

All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the prior permission of the Supervisor.

Visitors are not permitted to move around Shire workplaces unaccompanied, with the exception of authorised contractors/subcontractors.

All visitors are to report to the front counter (where applicable) or to the appropriate works supervisor before entering any Shire workplaces/sites.

Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific induction on the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.

High visibility work wear, PPE (for purpose) and appropriate footwear, is mandatory for depot yards and worksites.

Visitors are restricted from entering all high hazard areas.

It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

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Related Documents:	Nil

6.1.3 WORK HEALTH AND SAFETY COMMITTEE

Policy Objective

This policy outlines the roles and responsibilities of Council's Work Health and Safety (WHS) Committee.

Policy Scope

The policy applies to all employees of the Shire of Kent.

Policy Statement

The Shire of Kent is committed to promoting and improving the relationship with workers on health and safety matters.

The Work Health and Safety Committee (WHS) provides a forum for Person/s Conducting Business or Undertaking (PCBU), and workers to discuss and develop ways to improve on health and safety management.

Membership

The membership of the committee will be agreed between a Person Conducting Business or Undertaking (PCBU) and Workers and is subject to the following;

- Workers NOT nominated by a PCBU must make up at least half of the committee; and
- PCBU member representatives should be individuals who are senior enough to make decisions about safety; and
- If a Health and Safety Representative (HSR) is present in the workplace, they will automatically become a member of the committee (unless they choose not to be).

Functions

The committee must meet at least once every 3 months. Additional meetings shall be convened at the discretion of the presiding person. The committee is intended to perform the following functions:

- To facilitate cooperation between the Shire of Kent and its workers in instigating, developing and carrying out measures designed to ensure the safety and health of workers whilst at work;
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
- To determine the audit tool that will be utilised to assess the Shire of Kent's Work Health Safety Management System (WHSMS) performance and allow for continual improvement;
- Any other functions prescribed by the Regulations or agreed between the Shire of Kent and the WHS Committee.

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Legislation:	<i>Local Government Act 1995 Work, Health and Safety Act 2020 (WA) Work Health and Safety (General) Regulations 2022</i>
Related Documents:	Workplace Health & Safety Committee Terms of Reference