

# City of Greater Geraldton

## 041 WORKPLACE HEALTH AND SAFETY

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### Corporate Compliance & Safety

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#### OBJECTIVES

The City is committed to providing a healthy and safe workplace.

#### POLICY STATEMENT

The City demonstrates this ongoing commitment through its Work Health & Safety Management System (WHSMS) that is integrated across all City operations.

#### POLICY DETAILS

##### 1. HEALTH AND SAFETY POLICY OBJECTIVES

The following principles inform City's health and safety policy objectives:

- 1.1. A safe and healthy place shall be provided to workers or others.
- 1.2. Our work practices must not compromise the health or safety of others present in our workplaces or when attending another workplace. Our work practices must not compromise the health and safety of any City workers or others present at any City workplace or when attending another workplace.
- 1.3. Health and safety considerations are included in organisational strategies, plans, procedures, processes, training material, and instructions.
- 1.4. Health and safety are both an individual and shared responsibility of all in the workplace.
- 1.5. Promote a positive and proactive culture of Health and Safety across all aspects of City operations and activities.
- 1.6. We make every effort, where reasonably practicable, to eliminate or control risks from hazards, including psychosocial hazards associated with the workplace and the work performed by workers.
- 1.7. The City has an integrated suite of policies, plans, procedures, and resources, to form a comprehensive Work Health and Safety Management System (WHSMS).
- 1.8. Communication and Consultation are central to working together for a safer workplace.

##### 2. HEALTH AND SAFETY IMPLEMENTATION

The strategies to implement this policy include:

- 2.1. The implementation, maintenance, and review of the City's WHSMS across City operations.
- 2.2. The implementation of a risk management approach to managing health and safety to make every effort, where reasonably practicable, to eliminate or control risks from hazards, including psychosocial hazards associated with the workplace and the work performed by workers.

- 2.3. The establishment of measurable objectives and targets to facilitate continual improvement of health and safety in the workplace, with the aim of reducing work-related illness and injury.
- 2.4. The provision of appropriate health and safety training, and the dissemination of health and safety information to all City workers and others in the workplace.
- 2.5. Consulting with workers and others (as required) about decisions that may affect their health and safety.
- 2.6. The provision of adequate human and financial resources to ensure effective implementation of the WHSMS.
- 2.7. The documentation and communication of health and safety responsibilities for all workers.
- 2.8. The communication of this Policy throughout the City via public display, inductions, and training.

### KEY TERM DEFINITION

**City** means City of Greater Geraldton.

**Workplace** means any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water such as offshore units and platforms (that are not already covered under the Commonwealth's offshore WHS laws).

**Others** means any person at a workplace including customers and visitors. (inclusive of council members).

**Worker** means any person who carries out work for the City, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

**WHSMS** means a Work Health and Safety Management System which includes but is not limited to a system of related documents (such as Policies, Processes, Procedures, Plans, Templates, Records and Registers etc.), which collectively ensure the ongoing safety management of the city.

### ROLES AND RESPONSIBILITIES

**CEO and Directors** are responsible for providing and maintaining, as far as practicable, a working environment in which workers and stakeholders are not exposed to hazards.

**Safety and Health Committee** is comprised of elected workplace Health and Safety Representatives and nominated Management and employee representatives. Through consultation and co-operation, the committee is responsible for initiating, developing, and making recommendations to the Executive Management Team about Workplace Health and Safety policy and procedures, including the review and maintenance of these documents, to ensure the health and safety of workers and stakeholders at the workplace.

**Health and Safety Representatives** are responsible for assisting with workplace health and safety matters at the workplace. For which he or she was elected, as outlined in the Work Health and Safety Act 2020.

**Managers and Supervisors** are responsible for ensuring that workers and stakeholders are adhering to instruction on safe work practices and procedures and being aware of associated hazards of their work.

**Workers** are responsible for co-operating with the City's Work Health and Safety policy and procedures by taking reasonable care for their own safety and health, as well as other workers and visitors, and

must report accidents, potential hazards and near misses.

**Others** are responsible for following safety directions of the City when attending City workplaces and shall take reasonable care of their own and other persons safety and health.

### **WORKPLACE INFORMATION**

*Work Health & Safety Act 2020*

*Work Health & Safety (General) Regulations 2022*

City of Greater Geraldton Safety Management Plan (D-20-085140)

City of Greater Geraldton Safety Management System Document Control Register (D-20-023529)

City of Greater Geraldton WHS Legal compliance register (D-21-029206)

### **POLICY ADMINISTRATION**

<b>Directorate</b>		<b>Officer</b>	<b>Review Cycle</b>	<b>Next Due</b>
Corporate Services		Manager Corporate Compliance & Safety	Annual	2024
<b>Version</b>	<b>Decision Reference</b>	<b>Synopsis</b>		
5.	EMT1176 19/04/2023	Policy Review – Redevelopment of WHS Policy to provide clear directions on objectives and their possible implementation		