

City of Greater Geraldton Operational Policy

041 WORKPLACE HEALTH AND SAFETY

People, Safety and Wellbeing

OBJECTIVES

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

POLICY STATEMENT

The health and safety of all workers and others, engaged at any City workplace, City operation or activity, is of the utmost importance.

The City is committed to the health and safety of its workers and others, while they are at work, and that their health or safety is not put at risk from our operations or activities, so far as reasonably practicable.

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 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 is 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 maintains 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 in any capacity for the City. This includes all: employees of the CGG, contractors, subcontractors, apprentice or trainee, vocational student, work experience student, or 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 ensures 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 identifying associated hazards of their work and ensuring their management.

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

Directorate		Officer	Review Cycle	Next Due
Corporate Services		Manager of People, Safety & Wellbeing	Annual	2026
Version	Decision Reference	Synopsis		
7.	Director Approval	Policy Review		