

Operational Policy

041 OCCUPATIONAL SAFETY AND HEALTH

Corporate Services

OBJECTIVES

The City is committed to providing a healthy and safe workplace for all employees

POLICY STATEMENT

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

POLICY DETAILS

The City is committed to developing, implementing and maintaining a safe workplace. This will be achieved by:

1. A strong focus on and commitment to reducing the risk of injury, illness and damage in the workplace.
2. Ensure that all employees are fit for work through preventative occupational safety & health and injury management planning processes and clear objectives, with an emphasis on continuous improvement of systems and procedures.
3. Implementing best practice OSH principles throughout all City operations.
4. Ensuring that the requirements of the Occupational Safety and Health legislation and other related legislative requirements are met.
5. Ensuring that all employees comply with all relevant City policies, processes, standards, systems and procedures.
6. Having robust consultation processes involving employees
7. Ensure all employees receive the necessary training need to safely fulfil their role.
8. Ensuring all objectives and activities of the OSHMS are adequately resourced.

KEY TERM DEFINITIONS

City means City of Greater Geraldton.

Employees means all people employed by the City including volunteers, contractors and suppliers.

OSHMS means an Occupational Safety and Health Management System which includes but is not limited to a system of related documents (Policy, Process, Procedures, Plans, Templates, Records and Registers etc.) which collectively ensure the ongoing safety management at the City.

ROLES AND RESPONSIBILITIES

CEO and Directors are responsible for providing and maintaining, as far as practicable, a working environment in which employees and stakeholders are not exposed to hazards. This shall be done in consultation with the City’s Safety and Health Committee.

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

Safety and Health Representatives are responsible for assisting with workplace occupational safety and health matters at the workplace, for which he or she was elected, as outlined in the Occupational Safety and Health Act 1984.

Managers and Supervisors at all levels are responsible for ensuring that employees and stakeholders are given instruction on the correct technique for performing a task/job, incorporating instruction on safe work practices and procedures and being aware of associated hazards of their work.

Employees are responsible for co-operating with the City’s Occupational Safety and Health policy and procedures by taking reasonable care for their own safety and health, as well as other employees, contractors, visitors and must report accidents, potential hazards and near misses to a safety and health representative and responsible supervisor.

WORKPLACE INFORMATION

Occupational Safety and Health Act 1984

Occupational Safety and Health Act 1996

Code of Practice, ‘Occupational safety and health in the Western Australian public sector’, Commission for Occupational Safety and Health, 2007

Workers Compensation and Injury Management Act (WA) 1981

Workers Compensation and Injury Management Regulations (WA) 1982

Workers Compensation Code of Practice (Injury Management) 2005

Operational Policy OP043 Fitness for Work

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate Compliance and Safety		Manager Corporate Compliance and Safety	5 Yearly	2026
Version	Decision Reference	Date	Comment (if applicable)	
3.	Director Approval: D-21-010967	28 January 2021	Policy Review	
TRIM Reference Number:		D-21-002925		