

Council Policy CP008 Occupational Safety and Health			
Officer	Manager Organisation Development and Performance	Owner	Director Corporate and Commercial Services
Review Frequency	Biennially	Next Review	September 2015
Council Resolution number and date			
Mayor		Chief Executive Officer	

OBJECTIVE

The purpose of this policy is to ensure that the City of Greater Geraldton maintains its commitment to fulfilling its moral and legal obligation to provide a safe and healthy work environment by incorporating a continuous improvement philosophy to protect the wellbeing of our people. The Safety Management System will continue to be integrated into the culture of our organisation and will be demonstrated through effective leadership and consultation with all staff and stakeholders.

SCOPE

The City of Greater Geraldton will ensure all employees have safe workplace conditions and systems of work that minimise risk of injury or illness to our people, inclusive of stakeholders, and damage to Council property and the environment.

DEFINITIONS

City means the City of Greater Geraldton.

Employee means a person employed by the City under section 5.36 of the LGA.

Representative means a person chosen or appointed to act or speak for another or others.

Stakeholder means a person or group with an interest, involvement or investment in the City.

Workplace means any place where employees, contractors or self-employed people work or are likely to be during the course of their work. The definition includes such places as an aircraft, ship, vehicle, building or other structure.

POLICY

To ensure that the City maintains its commitment to promoting and further improving the safety and health of all employees in the workplace, the City will:

- Develop and maintain a positive safety culture;
- Comply with the West Australian Occupational Safety and Health Act 1984, Federal Work Health and Safety Act, all relevant Regulations, Australian Standards and Codes of Practice;
- Engage and encourage co-operation and establish consultative mechanisms with safety and health representatives, employees and management;
- Provide appropriate training and instruction to employees to help meet the City's standards; and

- Ensure safe practices and procedures are implemented and maintained throughout the organization.
- Monitor and review the effectiveness of the City's Occupational Safety and Health Performance.

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.

Chief Executive is authorized to issue operational policies and guidelines to give effect to this Council Policy.

CONSEQUENCES OF BREACH

Any breach of Occupational Safety and Health legislation by an employee or stakeholder of the City could result in prosecution leading to substantial fines and imprisonment.

Failure by an employee or stakeholder to meet legislative responsibilities will be considered to be a serious breach of the City's Code of Conduct and the individual concerned will be required to participate in the City's performance management process.

The outcome of performance management processes may result in the employee or stakeholder facing disciplinary action up to and including dismissal where warranted.

WORKPLACE INFORMATION

Occupational Health and Safety Act 1984 (WA)
 Occupational Health and Safety Regulations 1996 (WA)
 Federal Work Health and Safety Act
 Local Government Act 1995