



WORK HEALTH AND SAFETY POLICY

Purpose

This policy determines how The Shire of Northam will implement its commitment to Work Health and Safety. It specifically details the responsibilities of the PCBU (Person conducting a business or undertaking), Officers, workers and the Work Health and Safety Representatives in ensuring the health and safety of staff.

Objectives

To articulate the Shire of Northam's commitment to sound work health and safety in ensuring a safe working environment.

Scope

The WHS Policy applies to all Shire of Northam employees including contracted staff and volunteers. This Policy applies to all Shire of Northam controlled premises and any other areas in which employees may work. Visitors to the Shire of Northam are also required to comply with this policy.

Delegations

The PCBU and Officers are responsible for providing, maintaining and promoting a safe working environment to ensure that employees are not exposed to hazards.

In accordance with the Work Health and Safety Act 2020 the role of Officer is defined as:

Part 1, Division 3

Section 4A Meaning of Officer

(2)(a) in relation to the business or undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking;

The Shire of Northam WHS Committee, Health and Safety Representatives, Managers, Supervisors and all employees have a duty of care to ensure that Shire of Northam WHS Policy and Guidelines are followed. All staff will collectively contribute to achieving a standard of excellence in work health and safety management in the workplace.

Policy Statements

The Shire of Northam is committed to establishing and maintaining the highest standards of work health and safety possible for all employees, and will:

- ensure that all Guidelines and procedures are compliant with The WHS Act 2020 and the WHS Regulations 2021;
- provide a workplace that is free from work related physical and psychological injuries;
- maintain active and effective injury prevention programs aimed at protecting staff from work related injury and disease. This will be achieved by ensuring that appropriate resources are available and effectively applied through a consultative process involving workers, Health and Safety Representatives, Officers and the PCBU;
- ensure that Work Health and Safety is both an individual and a shared responsibility. Every employee has an important role in injury prevention and hazard identification, and all employees are encouraged to participate in continuously improving standards of workplace health and safety;
- assist in the election of Health and Safety Representatives and will recognise their legitimate role in regard to safety and health in the workplace.

The election of Health and Safety Representatives will be conducted in accordance with section 50,60-67 of the WHS Act 2020.

An employee elected as a Health and Safety Representative holds office for two years.

Health and Safety Representatives may be disqualified if they fail to perform their functions under the Act or contravene their intended duties (refer to section 20 of the WHS Regulations 2021).

Ensure that all employees adhere to the responsibilities outlined in Section 28 of the Act and the Shire of Northam WHS procedures.

Uphold its commitment that the PCBU and Officers will manage Work Health and Safety according to Section 27 of the Act and Shire of Northam WHS Guidelines.

Review of the System

To ensure that the Health and Safety Management System remains effective in providing a safe and healthy work environment, The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to Commonwealth and State WHS Legislation which may have occurred, and any other matters which potentially impact on the system.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

31st March 2022

(To Be Reviewed 31st March 2023)