

## CP.18 Work Health & Safety

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4993
<i>Resolution Date</i>	April 2024
<i>Next Scheduled Review</i>	April 2026
<i>Related Shire Documents</i>	WHS Management Plan 24/25
<i>Related Legislation</i>	WHS Act 2020 WHS (General) Regulations 2022

### DEFINITIONS

The definition of a worker in Western Australia is any person who has entered into or works under contract of service or apprenticeship with an employer, whether by way of manual labour, clerical work, or otherwise and whether the contract is expressed or implied, is oral or in writing.

### OBJECTIVE

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

### SCOPE

The Work Health and Safety (WHS) Policy applies to all Shire of Northam workers. This Policy applies to all Shire of Northam controlled premises and any other areas in which workers may work.

### WHS RESPONSIBILITY

The Person conducting, a business or undertaking (PCBU) and officers are responsible for providing, maintaining and promoting a safe working environment to ensure that workers are not exposed to hazards within the workplace.

In accordance with the *Work Health and Safety Act 2020* the role of officers 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 substantial part, of the business or undertaking

## POLICY STATEMENT

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 2022.
- Provide a workplace that is free from work related physical and psychological hazards as far as reasonably practicable.
- Maintain active and effective injury prevention programs aimed at protecting workers from work related injury and disease. This will be achieved by ensuring that the appropriate resources are available and effectively applied through a consultative process.
- Ensure that work health and safety is both an individual and shared responsibility.
- Encourage staff to participate in continuously improving standards of workplace health and safety, as every worker has an important role in injury prevention and hazard identification.
- Assist in the election of health and safety representatives and will recognise their legitimate role regarding safety and health in the workplace.

The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of the individual elements of the processes and will take into account any changes to Commonwealth and State Legislation or any other matter which may have an impact.