

## POL 0008: Workplace Health and Safety

### **Purpose**

Aim: To ensure the health and safety of all workers whilst at work.

### Vision

The Shire of Esperance is committed to providing the highest standard of health and safety and to building and upholding a strong safety culture within our organisation. The Health Safety and Wellbeing of our workers is fundamental in achieving our safety message 'Work Safe Home Safe'.

### Objectives

This policy, driven by our Health and Safety Committee establishes a Work Health and Safety framework embraced by all workers and focused on consultation and communication, designed to promote continual improvement of our work practices and our performance.

We Believe;

1. No business objective is more important than the health and safety of our workers
2. Work related injuries are preventable
3. A task that cannot be done safely does not need to be undertaken.

### **Scope**

This Policy applies to all Shire of Esperance workers under the Western Australian Work Health and Safety Legislation

### **Definitions**

N/A

### **Practice**

To achieve this aim Council will -

1. Ensure there are sufficient resources to implement, document and regularly review all Policies and Procedures
2. Build a culture of risk awareness and proactive hazard reduction across all workplaces.
3. Commit to the training and/or adequate supervision for all workers until verified as competent in the tasks they are completing
4. Secure and retain adequate numbers of Safety Representatives and/or nominated Health and Safety Committee members to ensure consultation on Workplace health and safety matters occur.

5. Ensure all health and safety incidents are reported and investigated in a timely manner, that corrective actions identified are implemented and controls applied are continually reviewed in order to remain effective
6. Educate workers of their responsibility to their own health and safety and the health and safety of others through any act or omission at work.
7. Empower workers to stop work immediately, if they believe the work to be unsafe.
8. Promote a proactive reporting culture for all potentially unsafe acts

The Council will provide the time and resources necessary to implement this policy.

This policy will be kept under review by the Shire’s Senior Management and its employees. It will be formally reviewed annually.

.....End.....

**Document Information**

Responsible Position	Manager Human Resources
Risk Rating	Medium

**Referencing Documents**

- *Local Government Act 1995*
- *Work Health and Safety Act 2020*

**Revision History**

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Jan 1996	1		New policy	O0196-130	Jan 1998
Jan 2014	2	D12/55			Jan 2016
Oct 2015	3	D16/29079	Add last review date and change Objective to Aim	O1015-019	Oct 2017
Jun 2018	4	D17/1045	Biennial review, no change.	O0618-022	Jun 2020
Feb 2020	5		No change, laid on table for further discussion	O0220-046	
Apr 2020	6	D17/1045[v2]	Biennial review, no change.	O0420-109	Apr 2022
Nov 2021	7	D17/1045[v3]	Biennial review, no change.	O1121-202	Nov 2023
Nov 2023	8	D17/1045[v4]	Change title to WHS, reword to reflect current aims and practice, and emphasise a positive work safe culture. Include reference to ‘work safe, home safe’ message. Remove signature panel.	O1123-189	Nov 2025