



# Shire of Derby / West Kimberley

## (PC2) WORK HEALTH AND SAFETY POLICY

### POLICY PURPOSE

The purpose of the policy is to demonstrate the commitment of ensuring a safe and healthy work environment for all workers, inclusive of contractors, labour hire, work experience and volunteers, Elected Members, and visitors of the Shire of Derby/West Kimberley (Shire).

### POLICY STATEMENT

The Shire regards the provision of a safe and healthy work environment as fundamental to all organisational activities, and essential to maintaining high standards of organisational sustainability, performance and governance. The following objectives and responsibilities aid the Shire in achieving these standards.

### POLICY OBJECTIVES

1. Comply with *Local Government Act 1995*;
2. Comply with or exceed legislative requirements under the:
  - a. *Work Health and Safety Act 2020* and other relevant legislation; and
  - b. *Work Health and Safety (General) Regulations 2022*.
3. Develop an organisational culture with a high level of health and safety awareness through a continuous improvement process of consultation, communication, information provision, training and accountability.

### RESPONSIBILITIES

1. **Council**  
Ensure sufficient resources are available to achieve the objectives of this policy.
2. **Chief Executive Officer**
  - a) Ensure accountability for compliance with this policy is maintained;
  - b) Meet the Shire's duty of care as Person Conducting a Business or Undertaking (PCBU) under the *Work Health and Safety Act 2020*;
  - c) Promote and champion the importance and benefit of occupational health and safety throughout the organisation; and
  - d) Comply with all applicable laws, regulations, statutory obligations and other relevant requirements.
3. **Manager and Supervisors**
  - a) Plan, implement and budget for strategies to ensure both physical and psychological hazards are identified, and controlled, as far as practicable;
  - b) Accountable for compliance with safe work practices and safety related operational practices and procedures;
  - c) Enforce health and safety requirements within areas of responsibility;
  - d) Meet the Shire's duty of care as a PCBU under the *Work Health and Safety Act 2020*;
  - e) Ensure that all workers are provided with information, instruction, training and supervision appropriate to the scope of work required;
  - f) Provide and maintain a working environment, plant and systems of work, so far as is practicable, such that workers are not exposed to hazards; including the provision of personal protective equipment (PPE) where required;
  - g) Consult with employees on all safety related matters and activities;



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- h) Encourage workers, inclusive of contractors, labour hire and volunteers to identify, report, assess and control health and safety risks to continuously improve health and safety in the workplace; and
- i) Actively promote and demonstrate safety leadership to drive continuous improvement through the setting and meeting of measurable safety objectives and targets as outlined by the Chief Executive Officer, and the Executive and Management Teams.

#### 4. Workers – including Contractors, Labour Hire, Work Experience and Volunteers

- a) Work with care, for their own health and safety and of others;
- b) Meet the duty of care as workers under the *Work Health and Safety Act 2020*;
- c) Be proactive in identifying and reporting workplace hazards, incidents and near misses;
- d) Participate in identified health and safety training; and
- e) Comply with the Shire of Derby/West Kimberley’s health and safety requirements and instructions.

#### 5. Others – including Councillors and Visitors

- a) Take reasonable care of their own health and safety when within Shire workplaces;
- b) Take reasonable care not to adversely affect other persons through their own acts or omissions; and
- c) Ensure as far as is reasonably possible, to comply with any reasonable instruction that is given by the Shire to enable them to fulfil the *Work Health and Safety Act 2020* requirements.

Policy Details			
<b>Original Adoption date:</b>	29 April 1998	<b>Review Frequency:</b>	1 year
		<b>Next Review Due:</b>	February 2025
<b>Policy Implementing Officer or Team:</b>	Senior Work Health and Safety Advisor	<b>Policy Reviewer:</b>	Chief Executive Officer
<b>Legislative Head of Power (Act, Regulation, or Local Law):</b>	Work Health and Safety (WHS) Act 2020 Work Health and Safety (General) Regulations 2022 Workers’ Compensations and Injury Management Act 1981 Health and Safety Codes of Practice, Guidance Notes and Australian Standards  Local Government (Functions and General) Regulations 1996		
<b>Related Documents (other Policies, Operational Procedures, Delegations, etc.):</b>	Policy PC1 Risk Management and Opportunity Management Policy PC3 Injury Management Work Health and Safety Handbook 2022 SDWK Tier 2 Action Plan		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	24 June 2021	Item 11.2 Res. 57/21	
2.	24 February 2022	Item 11.5 Res. 07/22	
3.	29 June 2023	Item 12.3 Res. 70/23	
4.	19 January 2024	The Director Strategic Business utilised AUTHO33 Local Government Act 1995 s.5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer), to make minor changes using delegation 1.1.34 Minor Amendments to Policies and Delegations. Synergy Record No. N21078	
5.	29 February 2024	Item 12.3 Res. 09/24	