



OCCUPATIONAL HEALTH AND SAFETY POLICY

Document Status	Adopted
Statutory Environment	Occupational Health and Safety Act 1984 Occupational Safety and Health Regulations 1996

Record of Policy Review					
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03	OHS Committee			Policy Review Project	20/09/2018
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PURPOSE

The Shire of Quairading is committed to continuously improve the occupational safety and health standards within the workplace, its safety and health management systems and to reduce hazards and the risks of incidents in the workplace that may harm others.

OBJECTIVE

The Shire of Quairading is committed to managing occupational safety and health including the development and implementation of an Occupational Safety and Health Management System that complies with or exceeds legislative requirements including the Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

The Shire aims to meet their objectives by:

- i. Providing and maintaining workplaces, plant, and systems of work such that, so far as is reasonably practicable, exposure to hazards is minimised;
- ii. Providing such information, instruction, and training to, and supervision of, employees to enable them to perform their work so that hazards exposure is minimised;
- iii. Consulting and cooperating with Safety and Health Representatives and other employees at the workplace regarding occupational safety and health issues;
- iv. Providing employees with personal protective clothing and equipment to assist protect them against those hazards;

Employees, including contractors, volunteers and work experience students are obligated to meet their duty of care by:

- i. Taking care for his or her own safety and health and avoid adversely affecting the safety or health of any other person;
- ii. Complying with safety and health instructions given by the employer, including the direction to wear personal protective clothing or equipment;
- iii. Reporting and assisting in the control of hazards, accidents (injuries) and incidents (near misses) in the workplace.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

POLICY

The Shire of Quairading is to ensure that all levels of employees, including senior management, employees, contractors, volunteers and work experience students understand their roles and responsibilities in accordance with legislative requirements.

GUIDELINES

Occupational Health and Safety Act 1984

Occupational Safety and Health Regulations 1996