

WORK HEALTH AND SAFETY POLICY

PURPOSE

The Shire of Quairading is committed to continuously improve the work health and safety 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 work health and safety including the development and implementation of a 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:

- (a) Providing and maintaining workplaces, plant, and systems of work such that, so far as is reasonably practicable, exposure to hazards is minimised;
- (b) Providing such information, instruction, and training to, and supervision of, employees to enable them to perform their work so that hazards exposure is minimised;
- (c) Consulting and cooperating with Safety and Health Representatives and other employees at the workplace regarding occupational safety and health issues;
- (d) Providing employees with personal protective clothing and equipment to assist protect them against those hazards;
- (e) 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), incidents (near misses) and WHS breaches in the workplace. The procedure for reporting hazards, accidents, incidents and WHS breaches can be found at Annexure A.

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.

The Shire has a zero tolerance for breaches of safety and therefore any alleged breach of this policy by employees (including contractors) or Councillors will be dealt with in accordance with the *Local Government Act 1995*.

Employees breaching this policy may be performance managed up to and including termination of employment. Employees may also expose themselves to criminal or civil action.

GUIDELINES



Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

STATUTORY ENVIRONMENT

Work Health and Safety Act 2020

Work Health and Safety (General) Regulations 2022

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	30/03/16	159-15/16	Adopted		
02	Graeme Fardon	30/03/17	153-16/17	Adopted		
03	OHS Committee			Policy Review Project	Sept 2018	
04	A&R Committee	20/12/18	115-18/19	<i>Revised 12/12/2018</i>		
05	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2022	
06	Nicole Gibbs	25/8/22	39-22/23	New WHS Act and Regulations	Aug 2024	
07	Nicole Gibbs	24/02/23	172-22/33	Required update due to findings from the WHS Safety Audit	Feb 2025	

ANNEXURE A

These procedures have been put in place to provide a transparent process for employees and Elected Members to follow to confidentially be able to report any breaches or concerns relating to Work Health & Safety in the workplace.

Open communication between workers and managers is important in ensuring a safe workplace. Therefore, workers are encouraged to:

- Raise WHS concerns and questions
- Make recommendations and provide feedback on WHS matters
- Become involved in evaluation of safety issues
- Participate in WHS related problem-solving processes.
- Report any breaches of Work Health & Safety

Work Health & Safety Consultation Procedures

Reporting Work Health & Safety concerns or breaches - Employees

In the first instance, the employee should approach a Work Health & Safety Representative or the Work Health & Safety Officer to report the issue. However, if the employee is not comfortable to discuss with the Work Health & Safety Representative or the Work Health & Safety Officer directly, they should report the issues to their supervisor or executive manager either verbally through an organised meeting or in writing.

If the employee is not comfortable to lodge the concern with their supervisor or the executive manager, they should lodge their report with the CEO.

If the employee is not comfortable to lodge the concern with their supervisor or the CEO, they should lodge their report with the Shire President.

Reporting Work Health & Safety concerns or breaches – Elected Members

If an Elected Member would like to report a WHS concern or breach, in the first instance, the Elected Member should approach the Shire President. The Shire President should, as soon as practicable, inform the CEO so appropriate action can be taken to rectify the issue.

If the Elected Member doesn't feel comfortable approaching the Shire President, the Elected Member can speak directly to the CEO either verbally through an organised meeting, or in writing.

Resolving of Work Health & Safety concerns or breaches

If a Work Health & Safety concern or breach is reported, it must be acted upon.

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- Elimination (removal of the hazard)
- Substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one that is not hazardous)
- Isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- Engineering (e.g. guarding on machinery)
- Administrative (e.g. provision of training, policies and procedures, signage)
- Personal protective equipment (e.g. use of hearing, eye protection, high visibility vests)

All reports will be dealt with on a case-by-case basis. Wherever possible, WHS concerns should be resolved through consultation between workers, their representatives and/or their supervisor, however, if it can't be resolved, it will be brought to the Work Health & Safety committee meeting for consideration or discussed at executive level depending on the nature and sensitivity of the issue.

If reasonable efforts have been made to resolve an issue and it remains unresolved or if the employee or Elected Member is not satisfied with the process or outcome of their report, they can contact Worksafe (Department of Commerce) on 1300 307 877 or visit <https://www.commerce.wa.gov.au/worksafe/ask-question-or-make-complaint>.

Once the issue is resolved, the employee or Elected Member who initially reported the issue should be informed of the outcome as soon as practicable.

Privacy and confidentiality

Privacy and confidentiality must be strictly observed at all times during the Work Health & Safety consultation process. Information relating to the issue must only be passed on when in accordance with the *Privacy Act 1988* and where necessary to effectively deal with the issue.