

POLICY			
TITLE:	WORK HEALTH AND SAFETY	CODE:	CM.128
PURPOSE or OBJECTIVE:	To outline the City's approach to health and safety in the workplace and demonstrate commitment to legislative compliance and the continual improvement to safety management systems.		
REFERENCE DOCUMENTS:	<i>Local Government Act 1995</i> <i>Occupational Safety and Health Act 1984 (WA)</i> <i>Occupational Safety and Health Regulations 1996 (WA)</i> <i>Work Health and Safety Act 2020</i> <i>Australian/New Zealand Standard 4801 (2001) Occupational Health and Safety Management Systems</i>		

POLICY STATEMENT
<p>The City of Canning is committed to the health and safety of its workers, contractors, volunteers, consultants, suppliers and members of the public who visit or use the City's workplaces and in pursuit of that objective it will strive to be compliant at all times with the relevant legislation and continually seek to improve its health and safety management systems.</p>

1. Scope

This policy aligns with the values set out in the City's Code of Ethics (2.2 Safe and Supportive Workplace) and applies to all employees, volunteers, contractors, consultants and suppliers.

2. Definitions

<i>Workers</i>	Any person who carries out work, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, labour hire employees and volunteers.
<i>Workplace</i>	Any place where a worker goes or is likely to be while work is carried out. This may include offices, factories, shops, construction sites, vehicles and private property.
<i>Health and Safety Management System (HSMS)</i>	Part of an overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the Health and Safety Policy, in order to manage the risks associated with the business of the City.
<i>Workers</i>	Any person who carries out work, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, labour hire employees and volunteers.

3. City Commitments

In pursuit of its occupational health and safety objectives the City will:

- (1) Maintain a Health and Safety Management System.
- (2) Comply with the *Occupational Safety and Health Act 1984 (WA)* and applicable laws, regulations, Codes of Practice and Standards.
- (3) Foster a culture where all workers are responsible and accountable for health and safety.
- (4) Define and communicate the workers' roles and responsibilities via the Health and Safety Management System.
- (5) Establish measurable objectives and targets for health and safety performance and monitor continual improvement aimed at eliminating work related illness and injury.
- (6) Consult and communicate with workers on matters where their health and safety is directly impacted.
- (7) Take a risk management approach to hazards/risks to ensure actions are appropriate to the City's risk profile and the scale of health and safety risks.
- (8) Communicate and effectively implement the City's Work Health and Safety Policy.
- (9) Provide appropriate information, instruction and training for workers

4. Workers' Obligations

All workers are required to:

- (1) Conduct themselves and perform their work in accordance with the City's Health and Safety Management System.
- (2) Promptly report any incident, hazard or near-miss event.
- (3) Stop work where there is an imminent threat to health and safety.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Occupational Safety and Health Act 1984 (WA)</i> <i>Occupational Safety and Health Regulations 1996 (WA)</i> <i>Work Health and Safety Act 2020</i>
Process Links	

POLICY ADMINISTRATION

Program responsible		Officer Title	
Canning Corporate & Commercial		Director Canning Corporate & Commercial	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	9.09.2014	New Draft	N/A
2	CR-004-15	OCM 17/02/15	N/A
3	Delegated Authority	November 2021 Administration Minor Review	61