

OCCUPATIONAL HEALTH AND SAFETY

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1. OBJECTIVE

The City of Karratha will provide, so far as reasonably practicable, a safe work environment for all its employees, contractors, customers and visitors, in accordance with its legislative obligations.

This commitment further extends to all employees, managers and contractors, who have a responsibility to work safely, along with customers to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

2. PRINCIPLES

The City of Karratha strives, through a process of continuous improvement, to integrate safety and health into all aspects of its activities. In order to achieve this, measurable objectives have been established with the aim of eliminating work-related injury and illness.

The City of Karratha achieves these objectives by:

- providing and maintaining a safe workplace, comprising of safe plant, equipment and safe systems of work;
- the provision of appropriate information, training and supervision for all employees, contractors and customers;
- complying with all relevant legislation, regulations, standards and guidance notes and where practicable applying responsible standards where laws do not exist;
- implementing suitable risk management strategies which identify, promote and continuously improve health and safety performance;
- actively responding to and investigating all incidents, and ensuring timely effective Injury Management of employees; and
- engaging contractors and suppliers who adopt the same values, and work with those to meet the company's health and safety expectations.

The City of Karratha will implement and maintain these systems, inclusive of supporting standards, policies and procedures. These processes will be monitored regularly to ensure their integrity and effectiveness.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

4. ROLES AND RESPONSIBILITIES

The **Chief Executive Officer** is ultimately responsible for the successful administration of the safety program which is driven essentially by the Safety Management System.

The **Occupational Safety & Health Officer** has the responsibility of coordinating the efforts relating to the minimisation of risk and accidents in the workplace.

All **Directors, Managers** and **Supervisors** have the direct daily responsibility to ensure the workplace is safe and that their staff are not exposed to hazards while at work.

All Staff must take reasonable care of, and cooperate with actions taken to protect the health and safety of both themselves and others.

5. REVIEW

This policy will be reviewed at regular intervals as deemed necessary (at least once every four years) and at other times if any significant new information, legislative update or organisational change warrants an amendment in this document.

6. REFERENCES TO RELATED DOCUMENTS

Where applicable, the City of Karratha will comply with the relevant Codes of Practice, Australian Standards and Guidance Notes some of which are listed below:

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *City of Karratha Enterprise Agreement 2015* and any successor agreement
- City of Karratha Occupational Health & Safety Plan

7. APPROVAL

Signature:

Chris Adams
Chief Executive Officer

16 May 2016

Policy Number:	CH-06
Previous Policy Number:	EXE34; CS02; CS04
Resolution Numbers:	13385-Jun 2004; 13497-Oct 2004; 14223-Oct2007; 151342-Oct 2010; 153443-May 2016, 154408-Aug 2019
Last Review:	August 2019
Next Review:	July 2023
Responsible Officer:	Manager Human Resources

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.