



## **OCCUPATIONAL SAFETY & HEALTH POLICY**

### **Purpose**

This policy determines how The Shire of Northam will implement its commitment to Occupational Safety & Health. It specifically details the responsibilities of the Chief Executive Officer, Managers, employees and the Occupational Safety & Health Representatives in ensuring the health and safety of staff.

### **Objectives**

To articulate the Shire of Northam's commitment to sound occupational safety and health in ensuring a safe working environment.

### **Scope**

The OSH Policy applies to all Shire of Northam employees including contracted staff and volunteers. This Policy applies to all Shire of Northam controlled premises and any other areas in which employees may work. Visitors to the Shire of Northam are also required to comply with this policy.

### **Delegations**

The CEO and Executive team are responsible providing, maintaining and promoting a safe working environment to ensure that employees are not exposed to hazards. The Shire of Northam OSH Committee, Safety and Health Representatives, Managers, Supervisors and all employees have a duty of care to ensure that Shire of Northam OSH policy and Guidelines are followed. All staff will collectively contribute to achieving a standard of excellence in occupational safety and health management in the workplace.

### **Policy Statements**

The Shire of Northam is committed to establishing and maintaining the highest standards of occupational safety and health possible for all employees, and will:

- ensure that all Guidelines and procedures are compliant with The OSH Act 1984 and the OSH Regulations 1996;
- provide a workplace that is free from work related injuries;
- maintain active and effective injury prevention programmes aimed at protecting staff from work related injury and disease. This will be achieved by

ensuring that appropriate resources are available and effectively applied through a consultative process involving staff, Safety and Health Representatives, Managers and Supervisors;

- ensure that Occupational Safety and Health is both an individual and a shared responsibility. Every employee has an important role in injury prevention and hazard identification, and all employees are encouraged to participate in continuously improving standards of workplace safety and health;
- assist in the election of Safety and Health Representatives and will recognise their legitimate role with regard to safety and health in the workplace.

The election of safety and health representatives will be conducted in accordance with section 31 of the OSH Act 1984.

An employee elected as a Safety and Health Representative holds office for two years.

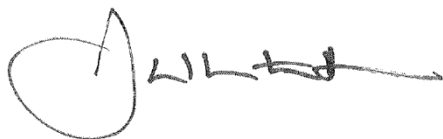
Safety and Health Representatives may be disqualified if they fail to perform their functions under the Act or contravene their intended duties (refer to section 34 of the OSH Act 1984).

Ensure that all employees adhere to the responsibilities outlined in Section 20 of the Act and the Shire of Northam OSH procedures.

Uphold its commitment that Managers and supervisors will manage Occupational Safety and Health according to Section 19 of the Act and Shire of Northam OSH Guidelines.

### **Review of the System**

To ensure that the Safety & Health Management System remains effective in providing a safe and healthy work environment, The Shire of Northam Occupational Safety & Health Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to Commonwealth and State OS&H Legislation which may have occurred, and any other matters which potentially impact on the system.

A handwritten signature in black ink, appearing to read 'J Whiteaker', with a large circular flourish on the left side.

**JASON WHITEAKER**  
**CHIEF EXECUTIVE OFFICER**

23 May 2019

(To Be Reviewed 23 May 2020)