



Work Health and Safety (WHS) Policy

OBJECTIVE

The Shire of Chittering (**the Shire**) is committed to providing a safe and healthy workplace for all workers and visitors. This means that we aim to avoid or eliminate the causes, which lead to:

- Accidents, injury, incidents or illness.
- Damage and downtime of plant, equipment or infrastructure.
- Unsafe or poor quality services and environmental damage.

SCOPE

This policy applies to all workers and visitors.

POLICY STATEMENT

The Shire will endeavour to both maintain and improve workplace health and safety with the philosophy that all injuries and accidents are preventable and that a safe and healthy working environment is conducive to job satisfaction.

Safety and Health Objectives

Commitment, co-operation and effective team work is fundamental to achieving the objectives.

The key safety and health objectives are:

- Lead by example.
- Providing a safe and healthy working environment for all our workers and visitors.
- Implementation of safe systems of work and maintenance of plant and equipment to a safe standard where associated hazards are identified, assessed and controlled.
- Taking action to eliminate, control or reduce to an acceptable level, hazards to which workers and visitors may be exposed.
- Consulting and/or involving workers and other parties to improve decision making on WHS and environmental matters.
- Developing, implementing and review of written safe work procedures.
- The distribution and communication of safety information and safe work procedures.
- Providing information, appropriate instruction and/or training on matters relating to safety including a worker's responsibilities, together with a high standard of supervision.
- Implement ongoing processes to prevent accidents, including performing workplace inspections and hazard/near miss reporting.
- Fostering cooperation, consultation and involvement of workers, their representatives (where applicable) through daily prestart safety committee meetings, toolbox meetings and management safety committee meetings.
- Providing or ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors.
- Protecting members of the public, customers and the environment from potential adverse effects that may be associated with our activities or the use of our products.



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- Supporting and assisting workers in effective injury management and rehabilitation through the Injury Management System.
- Conforming to the requirements of Legislation and Statutory authorities.
- Conducting regular audits of our WHS Management System and implement agreed outcomes to continually improve current systems of work.

DEFINITIONS

Under the *Work Health and Safety Act 2020*, work relationships are defined as:

PCBU - means Person Conducting a Business or Undertaking (*For the purpose of this document the Shire of Chittering is the PCBU*)

Worker - means a person who carries out work in any capacity for a PCBU including employees, contractors, subcontractors, apprentices, labour hire, work experience students and volunteers.

WHS - means Work Health and Safety

ROLES AND RESPONSIBILITIES

Work Health and Safety is both an individual and a collective responsibility of all employees.

Chief Executive Officer

The Chief Executive Officer is the responsible officer for Work Health and Safety

Executive Managers, Managers and Supervisors

Executive Managers, Managers and Supervisors are responsible for implementing the Work Health and Safety Policy and planning, developing, implementing and monitoring of Work Health and Safety Procedures.

All workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work.
- Report all hazards, incidents, injuries, near misses to their supervisor/manager.
- Undertake relevant prestart inspections of machinery and equipment and report all faults immediately.
- Cooperate with management in the event of an incident investigation and to enable compliance with WHS legal obligations.
- Participate in consultative arrangements including toolbox, prestart meetings and any site specific requirements.
- Assist management to meet WHS targets/key performance indicators (where applicable).
- Participate in return to work programs.
- Comply with all reasonable instructions from supervisors/management in relation to work health and safety issues.
- Comply with workplace specific drug and alcohol requirements, including testing



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COMPLIANCE

Legislation	Work Health and Safety Act 2020, Work Health and Safety Regulations 2022, ISO 45001 – Occupational Health and Safety
Industry	LGIS Work, Health & Safety
Organisational	
Strategic Community Plan	

POLICY ADMINISTRATION

Review Cycle	3 Years	Next Review Due	2028
Policy Owner	Chief Executive Officer		

Version	Decision Ref	Date	Change
1		18/11/2009	Adoption
2		19/10/2022	Amendment
3		2025	Amendment – new template