

<b>Responsible Department:</b>	Office of the CEO
<b>Responsible Business Unit:</b>	Executive Management Team
<b>Date of Review:</b>	15 April 2026
<b>Council Resolution:</b>	120426

### 1. OBJECTIVE

The objective of this Policy is to establish that the Shire of Chittering (the Shire) is committed to providing so far as is reasonably practicable, a safe and healthy workplace for all workers and visitors in accordance with the *Work Health and Safety Act 2020 (WA)* and the *Work Health and Safety (General Regulations) 2022 (WA)*. We aim to eliminate or minimise risks that may lead to:

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

### 2. SCOPE

This policy applies to all workers, including employees, contractors, workplace experience, volunteers, and visitors.

### 3. DEFINITIONS

**PCBU** means the Person Conducting a Business or Undertaking (*Shire is the PCBU*)

**Worker** means any person who carries out work in any capacity for the Shire (PCBU), including employees, contractors, subcontractors, apprentices, work experience persons and volunteers

**Officer** means a person who makes or helps make significant decisions for the Shire (e.g., CEO, Executive Managers, Managers, Coordinators and Councillors where applicable)

**HSR (Health and Safety Representative)** means a worker who has been elected by members of their work group to represent them on health and safety matters

**WHS** means Work Health and Safety

### 4. POLICY STATEMENT

The Shire will endeavour to providing and maintaining a safe and healthy workplace for all workers and visitors. We recognise that all injuries and accidents are preventable and believe that a proactive approach to workplace health and safety contributes to the wellbeing of our people and the quality of our services. The Shire will actively promote a positive safety culture by continually improving our health and safety systems, complying with all relevant legislation, and fostering shared responsibility for safety at every level of the organisation.

## SHIRE POLICY 3.2

# Work Health and Safety (WHS)

### 4.1. Safety and Health Objectives

The Shire will:

- Lead by example in demonstrating a commitment to WHS
- Provide and maintain safe systems of work, place and equipment
- Identify, assess and control hazards and risks
- Take action to eliminate or minimise risks to health and safety
- Comply with all relevant WHS legislation, codes of practice and standards
- Develop, implement and review safe work procedures
- Distribute and communicate safety information to all workers
- Provide information, training instruction and supervision to enable workers to work safely
- Ensure appropriate personal protective equipment (PPE) is provided and used
- Implement processes for hazard reporting, incident notification and investigation
- Support injured workers through effective injury management and rehabilitation
- Protect the public and the environment from any adverse impacts of our activities
- Monitor, audit and review the WHS Management System to ensure continuous improvement

### 4.2. Consultation, HSRs & Committees

The Shire will consult with workers, HSRs and Health and Safety Committees in accordance with s47 – 49 of the *WHS Act*.

Workers will be involved in hazard identification, risk assessment and decisions on risk control measures.

The Shire will support the election and training of HSRs where requested and establish Health and Safety Committees where required

### 4.3. Issue Resolution

Any WHS issues or disputes will be resolved in accordance with the agreed issue resolution procedures, consistent with s81 of the *WHS Act*.

## 5. ROLES AND RESPONSIBILITIES

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

The CEO is responsible for ensuring that the Shire complies with its duties under the WHS Act and for exercising due diligence to ensure that:

- The Shire has and uses appropriate resources and processes to eliminate or minimise risks
- Legal obligations are understood and met
- Processes are in place for receiving and considering information about incidents, hazards and risks
- Compliance is verified through audits and reviews

## SHIRE POLICY 3.2 Work Health and Safety (WHS)

Executive Managers, Managers Coordinators and Supervisors are responsible for:

- Implementing this Policy within their areas of control
- Planning, developing, implementing and monitoring WHS procedures
- Consulting with workers and HSRs on WHS matters
- Ensuring all incidents and hazards are reported and investigated
- Leading by example and promoting a positive WHS culture

All Officers must exercise due diligence as required under s27 of the *WHS Act*.

All workers must:

- Take reasonable care for their own health and safety and that of others
- Follow all reasonable instructions and safe work procedures
- Use PPE and safety equipment as instructed
- Report hazards, incidents, injuries and near misses immediately
- Participate in training, consultation and toolbox/prestart meetings
- Cooperate in incident investigations and rehabilitation programs
- Comply with workplace-specific drug and alcohol requirements, including testing

### 6. COMPLIANCE

<b>Legislation</b>	<i>Work Health and Safety Act 2020</i> <i>Work Health and Safety Regulations 2022</i>
<b>Industry</b>	ISO 45001 – Occupational Health and Safety LGIS Work Health and Safety
<b>Organisational Documents</b>	
<b>Strategic Alignment</b>	

### 7. ADMINISTRATION

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	April 2028
<b>Policy Owner</b>	Chief Executive Officer		
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0		18/11/2009	Initial adoption
2.0		19/10/2022	Amendment
3.0		16/04/2025	Amendment
4.0	180425	20/08/2025	Amendment
5.0	120426	15/04/2026	Amendment