

Policy P629 Occupational Safety and Health

Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	All business units

Policy Objectives

The City of South Perth (“the City”) is committed to ensuring a safe and healthy working environment for all persons at its offices, sites and premises. Operations associated with a particular task must cease if safety cannot be ensured.

Policy Scope

This Policy is relevant to all employees, Councillors, contractors, consultants and volunteers. It applies to all City workplaces.

Policy Statement

The City of South Perth will conduct its business in such a way as to provide a safe and healthy environment for each of our employees, councillors, contractors, labour hire, volunteers, visitors and other stakeholders. The City believes that its occupational safety and health responsibilities are of the utmost importance and will provide the necessary resources to achieve positive safety, health and wellbeing outcomes.

The City will:

- Comply with all relevant occupational safety and health legislation, Regulations, Codes of Practice, Australian and international standards;
- Provide appropriate safety and health induction, training, information, instructions and facilities;
- Maintain an effective Safety Management System supporting high standards of safety and health, performance and the continual improvement of behaviours and processes;
- Consult with stakeholders to ensure there are safe work methods and a safe work environment through the identification and assessment of hazards, and the reduction of their associated risks;
- Build a sustainable reporting culture where hazards and incidents are consistently reported, assessed and reduced according to the hierarchy of control;
- Identify and assess the hazards associated with any change to the work environment through the provision of purchasing, leasing, contracts, tendering and hiring processes and reduce the risk as far as practicable according to the hierarchy of control;
- Plan high-level occupational safety and health objectives for the organisation, establish broad strategies to achieve those objectives and monitor their effectiveness on the City’s Occupational Safety and Health performance;
- Sustain effective mechanisms for consultation and cooperation between the City’s leadership and employees both directly and through the City’s Occupational and Safety Representatives;
- Maintain awareness of mental health issues which may impact on the wellbeing of employees; and

- Support and encourage employees to participate in a range of health and wellbeing initiatives and activities.

All persons within the scope of this Policy remain directly responsible and accountable for the health, safety and welfare of themselves and other people who may be affected by their actions. The City of South Perth is responsible for providing adequate resources for everyone to meet this duty of care.

Legislation / Local Law Requirements

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Workers Compensation & Injury Management Act 1981

Local Government Act 1995 Section 5.40 - Principles affecting Employment by Local Government

Or successor legislations

Other Relevant Policies / Key Documents

Management Practice M651 OSH Leadership and Accountability

City of South Perth Strategic Community Plan