

Policy P630 Workplace Health and Safety

Strategic Direction	Leadership
Responsible Business Unit/s	People & Performance
Responsible Officer	Manager People & Performance
Affected Business Unit/s	All Business Units

Policy Objectives

The City of South Perth (the City) is committed to ensuring a healthy and safe working environment for all workers (employees, contractors, consultants and volunteers) at our offices, worksites and other approved premises. Activities associated with a particular task must cease if safety cannot be ensured.

Policy Scope

This Policy is relevant to all workers. It applies to all City workplaces and other approved premises such as home based locations.

Definitions

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or

- (h) a volunteer; or
- (i) a person of a prescribed class.

Policy Statement

The City believes that health and safety responsibilities are of the utmost importance and it will provide the necessary resources to achieve positive health, safety and wellbeing outcomes.

The City's Council will:

- Build a sustainable communication process with the City's Chief Executive Officer and Leadership Team to understand the City's Safety Management System Objectives and Targets.
- Set the Chief Executive Officer's safety Key Performance Indicator based on the Safety Management System Objectives and Targets and monitor the Chief Executive Officer's performance.

The City's Leadership Team will:

- Comply with the relevant Health and Safety Act and Regulations, Codes of Practice, and ensure that appropriate standards and industry best practices are reviewed and implemented, when reasonable to do so.
- Provide safe and healthy working conditions seeking to prevent work related injuries and ill health.
- Develop a framework to support Work Health and Safety (WHS) objectives.
- Implement systems and processes for identifying and eliminating hazards and reduce WHS risks as far as reasonably practicable.
- Provide appropriate health and safety inductions, training, information and instructions to workers.
- Build a sustainable reporting workplace culture where hazards and incidents are reported.
- Implement WHS systems and processes for consultation and participation between the City's leadership and workers and the worker's representatives.
- Implement, maintain and continually improve the safety management system.
- Develop systems for recognizing and rewarding individuals for their achievements in improving the workplace health and safety culture.

Workers are required to:

- Take reasonable care for their own health and safety and welfare of other people who may be affected by their actions including visitors.
- Comply with all relevant legislative and other requirements as identified in the relevant City policies, procedures and instruction and undertake relevant safety training.
- Actively participate in all work health and safety programs and follow all inductions, training, information and instructions provided and seek clarification from the Supervisor, Coordinator or Manager if they do not understand.
- Actively participate in the two-way annual performance review process and to provide feedback on individual performance on the workers own performance to understand and meet the work health and safety objectives.
- Report all incidents and hazards.
- Use and maintain all safety equipment and clothing in accordance with the City's and manufacturer's requirements.

Legislation / Local Law Requirements

Section 1.3 (2) of the *Local Government Act 1995*

Other Relevant Policies / Key Documents

M651 WHS Leadership and Accountability

City of South Perth Employee Code of Conduct

City of South Perth Strategic Plan 2021-2031