

Occupational Safety and Health Policy

Policy Type: Operational Policy
Policy Owner: Chief Executive Officer

Policy No.: OP-005
Last Review Date: 14/04/2022

Policy Objectives

To state clearly the City of Melville's (City's) commitment to providing a consultative framework, systems and processes that promote safe and healthy work practices and culture which prevents injury or ill health and results in a safe and healthy workplace where each individuals wellbeing is supported.

Policy Scope

This Policy reinforces the City's ongoing commitment towards meeting its obligations under the Work Health and Safety Act 2020 and the requirements of ISO 45001:2018 Occupational Health and Safety Management Systems (OHSMS) including psychological health and wellbeing. The policy applies to all workers, contractors and volunteers engaged within all the business operations and workplaces of the City.

Policy Statement

The City's Executive, Management, Safety Representatives, Safety Committee and workers will collectively contribute to achieving a standard of excellence in occupational safety and health management in the workplace.

To achieve this objective the City commits to achieving 'best practice' through implementing, maintaining and continuously improving the principles and practices outlined in ISO 45001 Occupational Health and Safety Management systems and integrating key principles and elements of ISO 9001 Quality Management systems and ISO 14001 Environmental Management systems (Standards) by:

- Establishing health and safety (wellbeing) as a core element in all business activities.
- Embedding health and safety (wellbeing) within the organisational culture.
- Ensuring the involvement of all workers at every level i.e. safety and health leadership being demonstrated by all.
- Complying with all legal obligations and the requirements specified in the Legislation and Standards.
- Facilitating consultation with, and the participation of, workers (or their Safety and Health Representatives) and other stakeholders in matters that affect their health and safety (wellbeing).
- Eliminating workplace hazards where possible and utilising the hierarchy of control to identify and implement solutions that ensure residual health and safety risks are acceptable. The use of personal protective equipment (PPE) shall be the last control measure deployed.
- Ensuring that people are empowered to exercise their authority to 'stop-work' whenever there is an uncontrolled hazard that presents an unacceptable risk to health and safety (wellbeing).
- Ensuring that all tools, plant and equipment are fit for purpose and maintained in accordance with the manufacturers' instructions and regulatory obligations and that all users are adequately trained in their use and operation.
- Ensuring that the work environment is safe and supports the welfare of workers and ensures workers are Fit for Work.
- Ensuring that emergency plans are developed and routinely rehearsed.
- Reporting and using safety performance data and information to initiate and guide improvements ensuring that all stakeholders have the necessary information on which to make sound decisions.
- Setting realistic and measureable improvement targets to promote continuous improvement of the health and safety management system and improve the health and safety performance and wellbeing of all.
- Complying with all Western Australian Health Directives/Policies and or the City's policies (as updated) that relate to vaccination/immunisations (such as but not limited to COVID-19).

The Chief Executive Officer is both accountable and committed to ensuring that all aspects of the Occupational Safety and Health Policy are implemented and continually improved.

Signed: _____
(Chief Executive Officer)

(Safety and Health Committee Chairperson)

Date: _____

Legislative Requirements:	Work Health Safety and Wellbeing Act 2020 Work Health and Safety (General) Regulations 2022 Workers' Compensation & Injury Management Act 1981 Fair Work Act 2009 Local Government Act (WA) 1995
Delegated Authority:	N/A
Plan / Policy / Framework:	OP-028 Injury Management and Rehabilitation Policy People Framework Safety Management Manual and Continuous Improvement Implementation Plan
Procedure:	Health, Safety and Environment Risk Management Fit for Work Procedure First Aid Procedure OP-027 Code of Conduct (Employees) SP-008 Emergency Preparedness and Response Procedure SP-011 Incident and Hazard Reporting and Investigation
Work Instructions:	Refer to extensive list on BMS
Forms / Supporting Documents (internal):	Refer to extensive list on BMS
Supporting Documents (external):	ISO 45001:2018 Occupational Health and Safety Management Systems ISO 9001:2008 Quality Management System ISO 14001:2004 Environmental Management System Western Australian Health Directives / Vaccination Policies

Origin/Authority

EMT	24/09/2010
OMT	15/08/2013
EMT	07/10/2014
OMT	25/08/2016
EMT	15/09/2016
MLT	21/08/2019
ELT	04/09/2019
MLT	20/08/2020
ELT	02/09/2020
Safety Committee	09/04/2021
Safety Committee	09/12/2021
Safety Committee	14/04/2022

Reviews

Executive Manager Organisational Development	23/09/2010
Safety Coordinator	01/08/2012
Safety Coordinator	02/08/2013
Safety Coordinator	04/08/2014
Workplace Health & Safety Coordinator	15/09/2016
Workplace Health & Safety Coordinator	13/08/2019
Senior Business Partner (HR & Safety)	03/08/2020
Chief Executive Officer	02/09/2020
All staff	09/11/2021
Senior Business Partner (HR & Safety)	08/12/2021
Senior Business Partner (HR & Safety)	13/04/2022