



Work Health and Safety Policy

Operational Policy

DEPARTMENT:	Executive Services	POLICY NUMBER:	CEO-HR004
POLICY OWNER:	Manager Human Resources and Governance	LAST DATE REVIEWED:	05/09/2023

OBJECTIVES

The objective of this policy is to demonstrate that the Shire of Exmouth (the Shire) and the Executive Management Team are committed to meeting the requirements of the *Work Health and Safety Act 2020* (the Act) and its supporting regulations, by implementing and maintaining a work health and safety management system that aligns with relevant Australian standards, codes of practice and guidelines.

POLICY STATEMENT

The Shire will ensure it provides strong safety leadership and a firm commitment to continuous improvement, by implementing a consistent approach across its departments of the Shire's *Work Health and Safety (WHS) Management Plan*.

The Shire's *Work Health and Safety (WHS) Management Plan* provides the framework for our work health and safety management system, developed to protect the health, safety and welfare of workers in our workplaces and of other people who might be affected by our work.

Shire of Exmouth Primary Duty of Care

The Shire of Exmouth acknowledges its primary duty of care under the *Work Health and Safety Act 2020* and will as far as is reasonably practicable;


- Ensure the health and safety of workers engaged to complete work for the Shire while at work
- Ensure the health and safety of others are not put at risk from work being carried out by the Shire
- Provide and maintain a work environment without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare at work of workers carrying out work for the Shire, including ensuring access to those facilities
- Provide information, training or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the Shire
- Ensure the health of workers and conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the Shire
- Ensure that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person
- Ensure that fixtures, fittings or plant at a workplace are without risk to the health and safety of any person
- Ensure that the Shire's Executive Management Team are aware of their responsibilities as officers under the Act and are provided the resources to meet their requirements

Duty of Workers

Shire of Exmouth workers include; employees, volunteers, labour hire, contractors and subcontractors. While at work, workers must:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as is reasonably able, with any reasonable instruction that is given by the Shire to allow the Shire to comply with the *Work Health and Safety (WHS) Act 2020*
- Cooperate with any reasonable policy or procedure of the Shire relating to health or safety at the workplace that has been notified to workers

The Shire acknowledges our shared duties and are commitment to consulting, cooperating and coordinating health and safety activities with our workers, to achieve an organisational culture that places a high level of importance on safety beliefs, values and attitudes.

On Behalf of Executive Management Team	On behalf of the Health and Safety Committee
Name: Ben Lewis Date: 05/09/2023	Name: Tracy Milligan Date: 05/09/2023
Sign: 	Sign: 
Title: Chief Executive Officer	Title: Health and Safety Committee Chairperson