



## Occupational Safety and Health Policy

Responsible Officer

Senior Staff

### Objective

The purpose of this policy is to demonstrate the commitment of the Shire of Cocos (Keeling) Islands to ensuring a safe and healthy work environment for employees, Councillors, contractors, volunteers and visitors of the Shire of Cocos (Keeling) Islands.

### Scope

This Policy applies to all employees, contractors, volunteers and Councillors and to all Council workplaces.

### Policy

The Shire of Cocos (Keeling) Islands regards the provision of a safe and healthy work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance. The following objectives and responsibilities will aid the Shire of Cocos (Keeling) Islands in achieving these standards:

#### 1. Objectives

- Comply with *Local Government Act 1995*;
- Comply with legislative requirements under the *Occupational Safety and Health Act WA 1984* and other relevant legislation;
- Comply with *Occupational and Health Regulations WA 1996*;
- Develop an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training and accountability.

#### 2. Responsibilities

##### 2.1 Councillors

- Ensure sufficient resources are available to achieve the objectives of this policy.

## 2.2 CEO

- Ensure that this policy is implemented;
- Ensure accountability for compliance with this policy is maintained;
- Meet the Shire's duty of care as employer under the *Occupational Health and Safety Act WA 1984*;
- Promote the importance and benefit of occupational safety and health throughout the organisation;
- Comply with all applicable laws, regulations, statutory obligations and other relevant requirements.

## 2.3 Managers and Supervisors

- Plan, implement and budget for strategies to ensure hazards are controlled, as far as practicable;
- Ensure accountability for compliance with safe work practices and safety related operational practices and procedures is maintained;
- Enforce safety and health requirements within areas of responsibility;
- Meet the Shire's duty of care as employer under the *Occupational Safety and Health Act WA 1984*;
- Ensure that all employees are provided with information, instruction, training and supervision appropriate to the scope of work required;
- Provide and maintain a working environment, plant and systems of work, so far as is practicable, such that employees are not exposed to hazards;
- Encourage our employees and Contractors to identify, report, assess and control safety and health risks and continuously improve Occupational Safety and Health (OSH) in the workplace;
- Provide demonstrated safety leadership to drive continuous improvement through the setting and meeting of measurable safety objectives and targets as outlined by the Chief Executive Officer and Executive Team;

## 2.4 Employees, Contractors and Volunteers

- Work with care for their own safety and health and that of others;
- Meet the duty of care as employee under *the Occupational Safety and Health Act WA 1984*;
- Be proactive in identifying workplace hazards, reviewing of incidents, identifying incident trends and managing workplace health and safety risks;
- Comply with the Shire of Cocos (Keeling) Islands safety and health requirements.

### Definitions

Shire – Shire of Cocos (Keeling) Islands

## OSH – Occupational Safety and Health

### Relevant Legislation/Local Law

*Local Government Act 1995*

*Occupational Safety and Health (OSH) Act WA 1984*

*Occupational Safety and Health (OSH) Regulations WA 1996*

### Office Use Only

Relevant Delegations				
Council Adoption	<b>Date</b>	2/12/2015	Resolution #	10.4/ A1
Reviewed/Modified	<b>Date</b>	9/11/2017	Resolution #	1117/09
Reviewed/Modified	<b>Date</b>		Resolution #	