

233	Occupational Safety and Health	V2.1 DraftCurrent
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PURPOSE

The purpose of this policy is to demonstrate the commitment of the [CityShire](#) of Busselton to ensuring a safe and healthy work environment for employees, Councillors, contractors, volunteers and visitors of the [CityShire](#) of Busselton.

SCOPE

This Policy applies to all Councillors, employees, contractors, volunteers and [CityShire](#) workplaces.

POLICY CONTENT

The [CityShire](#) of Busselton 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 [CityShire](#) of Busselton in achieving these standards:

1. Objectives

- * Comply with legislative requirements under the Occupational Safety and Health Act 1984 and other relevant legislation;
- * Comply with AS/NZS 4801 Occupational Health and Safety Management systems;
- * Develop an organisational culture with a high level of relevant safety and health awareness through a continuous improvement process focused on consultation, communication, information provision, ~~and~~ training and accountability.

2. Responsibilities

2.1 Councillors

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

2.2 CEO and Directors

- * Ensure that this policy is implemented.
- * Ensure the development, implementation and maintenance of a management plan to achieve compliance with AS/NZS 4801.
- * Ensure accountability for compliance with this policy is maintained.
- * Ensure legislative compliance Meet the City's duty of care as employer under the Occupational Health and Safety Act 1984.
- * Promote the importance and benefit ~~value~~ of occupational safety and health throughout the organisation.

2.3 Managers and Supervisors

- * Plan, implement and budget for strategies to ensure hazards are controlled, as far as practicable, and comply with legislative requirements.

- * Ensure accountability for compliance with safe work practices and operational practices and procedures is maintained.
- * Enforce safety and health requirements within areas of responsibility.

* ~~Ensure legislative compliance~~ Meet the City's duty of care as employer under the Occupational Health and Safety Act 1984.

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 1984
- * ~~Comply with legislative requirements, safe work practices and operational practices and procedures.~~

~~**2.5 Contractors**~~

- ~~* Comply with the Shire of Busselton safety and health requirements.~~
- ~~* Work with care for their own safety and health and that of others.~~
- ~~* Comply with legislative requirements.~~

~~**2.6 Volunteers**~~

- * Comply with the CityShire of Busselton safety and health requirements.
- ~~* Work with care for their own safety and health and that of others.~~

Policy Background

Policy Reference No. - 233

Owner Unit – Employee Services and Risk

Originator – Human Resources Manager

Policy approved by – Council

Date Approved – 27 July, 2011

Review Frequency – As required

Related Documents –

Occupational Safety and Health (OSH) Act 1984

Occupational Safety and Health (OSH) Regulations 1996

AS/NZS 4801 Occupational Health and Safety Management Systems

History

Council Resolution	Date	Information
	2015	Version 3
C1107/229	27 July, 2011	Version 2
C0605/145	10 May, 2006	Date of implementation. Former safety policy repealed in favour of new Occupational Safety and Health Policy following a safety audit against AS4801 requiring significant changes. Version 1