

## 7.23 Work Health and Safety

**Statutory Context:** Work Health and Safety Act 2020

**Corporate Context:** Council Policy Manual

- 7.1 Disciplinary Action
- 7.4 Grievance
- 7.25 Workplace Visitors
- 7.27 Employee Code of Conduct

**Date Adopted:** 18 September 2025

### 7.23.1 Introduction

The Shire will plan and conduct its work in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:

- Any members of the community, or other persons, who may be affected by works undertaken;
- All workers, whilst engaged in the performance of works; and
- All visitors to our workplaces.

### 7.23.2 Commitment

The Shire understands and accepts responsibilities imposed under Work Health and Safety legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work-related injuries or ill health. Consistent with this, the Shire will:

- Provide and maintain a healthy and safe work environment through the proactive identification of work-related hazards and elimination of these, where possible, or reduction of the associated risk level through the application of the hierarchy of risk controls, where hazards cannot be completely eliminated;
- Strive to achieve high standards and continuous improvement in Work Health and Safety performance by utilising best practice procedures, and considering current levels of technical knowledge and development;
- Comply with all applicable legislation and requirements;
- Establish, implement and maintain a Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work-related injury and illness.
- Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision, as applicable;
- Effectively communicate and consult with all Work Health and Safety duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace;
- Ensure that all workers are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work, and to avoid adversely affecting the health or safety of others through any act or omission at work, and to report hazards, accidents, incidents and near misses to their supervisor
- Make copies of this policy readily available to all workers and any other interested parties, including through display within the workplace.

### 7.23.3 Executive Instruction

The Chief Executive Officer is to prepare and maintain a detailed Executive Instruction regarding Work Health and Safety, which is to include, but is not limited to:

- Acknowledgement of the requirements of the Work Health and Safety Act 2020;
- The establishment and operation of an employee-based Work Health and Safety Committee, in accordance with the Act;
- The requirement to develop, maintain and review Work Health and Safety manuals, requirements, standards, procedures, guidelines, and other relevant documents, as required;
- The requirement to develop, maintain and review a Work Health and Safety Handbook for contractors; and
- The possible consequences for breach of the Executive Instruction.

**Version Control:**

1	Policy adopted on 18 September 2025.