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## OCCUPATIONAL HEALTH & SAFETY POLICY

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### STATEMENT

The Southern Metropolitan Regional Council (SMRC) is committed to providing a safe working environment to prevent injury or ill health for all persons who enter SMRC property.

Through ongoing continual improvement initiatives, the SMRC will comply with, or exceed all applicable OSH statutory requirements, develop and implement safe systems of work, monitor performance and ensure consultative arrangements are maintained with its workforce.

### SCOPE

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This Policy applies to all employees, contractors, sub-contractors, suppliers, customers, clients, visitors and members of the public who enter SMRC property.

### OBJECTIVES

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Objectives include:

- To sustain a positive and engaged safety culture through regular consultation and communication;
- Minimising incidents through effective hazard identification and risk evaluation/control practices;
- Achieving operating efficiency through developing and maintaining pragmatic safe systems of work that result in effective allocation of resources
- Compliance to applicable health and safety legislative requirements through regular reviews, audits and inspections;
- Setting strategically value adding objectives and targets which are measurable and support continuous improvement; and
- Consistently provide training to develop and/or maintain the skills of our employees and supervisors.

### ROLES AND RESPONSIBILITIES

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#### Chief Executive Officer

The Chief Executive Officer shall, as far as practicable, provide and maintain a safe working environment in which employees, contractors, volunteers, suppliers, clients and members of the public are not unnecessarily exposed to hazards.

#### Executive Managers and Managers

Executive Managers and Managers as far as it is practicable, are responsible for ensuring OSH objectives are being met by all who enter SMRC property, maintaining safe systems of work and regularly reporting on the performance of their teams.

#### Safety Manager

The Safety Manager is responsible for maintaining the currency of the safety management system, identifying hazards, working with supervisors/managers in the development and implementation of safety improvements, and identifying opportunities for improvement through regular inspections and audits.

#### Human Resources Manager

Medical records of employees are maintained in a confidential manner and be made accessible when required by appropriate management representative(s).

### Co-ordinators /Supervisors

Coordinators and Supervisors are responsible for the compliance and safety of all workers within their areas of responsibility. This includes:

- Plant and equipment is maintained in a safe condition and defects are reported/managed effectively;
- Housekeeping is maintained in all working areas;
- Safety systems of work are complied with where identified provide feedback towards improvement;
- Appropriate OHS induction, instruction and training is regularly given to all employees and other personnel and they are provided with personal protective equipment;
- All Incidents, including near-misses, are reported; incidents are investigated to prevent or mitigate against re-occurrences, and action items are checked for implementation and effectiveness;
- Hazard identification practices are regularly undertaken by workers and risks are evaluated and controlled;
- Ensuring compliance to the wearing of and maintenance of Personal Protective Equipment; and
- Consulting with workers on decisions that may affect their health and safety in the workplace.

### Employees, Contractors, Customers, Clients, Volunteers and Visitors

Employees, Contractors, Sub-contractors, Customers, Clients, Volunteers and Visitors are to:

- Ensure their own health and safety when at the SMRC;
- Ensure the health and safety of others in the workplace;
- Comply with all applicable safe systems of work, including legal requirements;
- Comply with all lawful instructions as issued by their escorts, supervisors, managers and points of contact;
- Comply with all Personal Protective Equipment requirements as per this document and as detailed in relevant training, inductions and safe systems of work; and
- Report all incidents, near misses and hazards as soon as they occur or are identified.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ <i>Occupational Safety &amp; Health Act 1984</i> [WA]</li> <li>▪ <i>Occupational Safety &amp; Health Regulations 1996</i> [WA]</li> <li>▪ <i>Workers Compensation and Injury Management Act 1981</i> [WA]</li> <li>▪ <i>Workers Compensation and Injury Management Regulations 1982</i> [WA]</li> </ul>	
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>▪ Injury Management Policy</li> <li>▪ Approved SMRC Safety Standards and other relevant documents</li> </ul>	
<b>Approved by</b>	Regional Council – Resolution	
<b>Next Revision Date</b>	April 2018	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>▪ SMRC Corporate Risk Management Register</li> <li>▪ AS/NZS 4801 / 4: 2001</li> <li>▪ Contractors and Workers' Compensation – Technical Note 1</li> <li>▪ The Code of Practice (Injury Management)) 2005</li> <li>▪ Guidance Notes for the Code of Practice (Injury Management) 2005</li> <li>• Injury Management Policy and Procedure Manual - Municipal WorkCare Scheme</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (HR/Safety)	Safety Manager	Biennial
<b>Risk Rating</b>	Risk Register – Risk OSH 01 – High	
<b>Location of document</b>	Staff Intranet	

	SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – Reception
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**DOCUMENT CONTROL REGISTER**

<b>Date</b>	<b>Review</b>	<b>No.</b>	<b>Author</b>	<b>Resp Officer</b>	<b>Council</b>
2000	Original		MAF	MAF	27/07/2000
2001	Review		MAF	MAF	26/07/2001
2002	Review		MAF	MAF	25/07/2002
2003	Review		MAF	MAF	20/11/2003
2004	Review		MAF	MAF	25/11/2004
2005	Review		MAF	MAF	
2007	Review		MAF	MAF	
2009	Review	HR7.3	MAF	MAF	
2010	Review	3.4	SO	MAF	
2012	Review	3.4	OSHM	DCS	26/07/2012
2014	Review	3.4	SM	SM	28/08/2014
2016	Review	3.4	EMCS	EMCS	28/04/2016
2018	Review	3.4	SM	SM	19/04/2018