



1/016 Workplace Health and Safety

1. Objective

The Town of Port Hedland considers all employees its most valuable asset; therefore, is committed to the effective management of their health and safety. This obligation is extended to contactors, volunteers and visitors. The commitment further extends to all employees and contractors, who have responsibility to work safely, along with customers to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

2. Principles

The Town of Port Hedland is committed to high standards and the effective management of health, safety and psychosocial risk; The Town strives, through a process of continuous improvement, to integrate workplace health and safety into all aspects of its operations. In order to achieve this, measurable objectives have been established with the aim of eliminating work-related injury and illness. The Town achieves these objectives by:

- Providing and maintaining a safe working environment to mitigate the risk of employees being exposed to hazards.
- Providing and maintaining plant, equipment and safe systems of work.
- Providing appropriate information, instruction, training and supervision to enable work to be performed safely.
- Consulting and cooperating with employee Health and Safety Representatives regarding health and safety at the workplace.
- Controlling all identified hazards using the hierarchy of controls to mitigate risk.
- Ensuring arrangements are made to effectively manage hazardous substances.
- Enhancing and recognising the importance of mental health and psychosocial wellbeing in the workplace by providing access to resources and support and destigmatising mental health issues through awareness campaigns and education.

3. Consequences

This policy represents the formal policy and expected standards of the Town. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected members and employees are reminded of their obligations under the Town's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Town.

4. Roles and Responsibilities

The **Chief Executive Officer** is ultimately accountable for the successful administration of the safety program which is driven essentially by the Safety Management System.

The **Senior Workplace Health and Safety Advisor** has the responsibility of coordinating the efforts relating to the minimisation of risk and accidents in the workplace.



All Directors, Managers and Line Leaders have the direct daily responsibility to ensure the workplace is safe and that their staff are not exposed to hazards while at work.

All staff must take reasonable care of and cooperate with actions taken to protect the health and safety of both themselves and others.

5. Definitions

Nil.

4. References to Related Documents

The Town of Port Hedland understands and accepts responsibilities set out in health and safety legislation:

- Work Health and Safety Act 2020 (WHS Act).
- Work Health and Safety Regulations 2022
- Town of Port Hedland Industrial Agreement 2013 and any successor agreement.
- The Town of Port Hedland Terms of Reference: Work Health and Safety Policy.
- Town of Port Hedland Work Health and Safety Plan

Delegated authority	Nil		
Business unit	Human Resources		
Directorate	Office of the CEO		
<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	2014/14/035	28 August 2014
	V02	CM201718/027	23 August 2017
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Review frequency	Annually or as deemed necessary		

8. Approval

Signature:

Carl Askew
Chief Executive Officer

Date: 1 August 2023



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