

TOWN OF PORT HEDLAND WORKPLACE HEALTH AND SAFETY POLICY STATEMENT



Workplace Health and Safety Policy Statement

1. Objective

The Town of Port Hedland considers all employees its most valuable asset; therefore, is committed to the effective management of their health, safety and wellness. 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, safety and wellness, and to consider the health, safety and wellness 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, safety and wellness 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.
- Controlling all identified hazards using the hierarchy of controls to mitigate risk and ensuring arrangements are made to effectively manage hazardous substances.
- 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, safety and wellness at the workplace.
- 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. 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 Principal Health Safety & Wellness has the responsibility of coordinating the efforts relating to the minimisation of risk and accidents in the workplace.

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.

“People are our most important asset and their safety is our greatest responsibility”.



**Carl Askew
Chief Executive Officer**

Date: 8 August 2024

Date for Review: August 2024