

COUNCIL POLICY

Work Health and Safety Policy

Policy Number:	3.6
Policy Subject:	Work health and Safety Policy
Policy Statement:	To set out Shire of Katanning's approach and commitment to providing a safe workplace for employees, contractors and visitors and to promote the health, safety and welfare of all to which a duty is owed.
Policy Scope	<p>This policy directs how the Shire of Katanning as the person conducting a business or undertaking (PCBU) provides and maintains a safe and healthy workplace environment for all workers and visitors in accordance with all legislative, statutory, regulatory and other requirements as may be identified. This means that we aim to minimize or eliminate, as far as it is reasonably practicable, the causes, which may lead to:</p> <ul style="list-style-type: none">• Accidents, injuries, incidents or illness• Damage and downtime of infrastructure, plant, equipment or machinery• Environmental damage
Objective:	<p>The Shire of Katanning as the PCBU shall ensure the integration of health and safety into all aspects of its activities and systems of work through implementation, application and achievement of the following objectives:</p> <ul style="list-style-type: none">• provision and maintenance of a safe work environment• provision and maintenance of safe plant and structures• provision and maintenance of safe systems of work• safe use, handling and storage of plant, structures, and substances▪ provision of accessible and adequate facilities (for example access to washrooms, lockers, and dining areas)• provision of any instruction, training, information, and supervision• monitoring of workers health and conditions at the workplace
Guidelines:	<p>The Shire of Katanning is committed to:</p> <ol style="list-style-type: none">1. Ensuring so far as reasonably practicable, workers and other persons are not exposed to risks to their physical, or psychological health and safety2. Comply with laws that require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and, if necessary, implement control measures to eliminate or minimize the risks

3. Ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors
4. Consulting and collaborating with workers and other parties to improve decision making on WHS issues and matters
5. The distribution and communication of work health and safety information to all employees, contractors and visitors
6. Providing ongoing active employee training and education
7. Fostering cooperation and consultation with workers, their representatives (where applicable through regular forums, such as, pre-start meetings, toolbox meetings and formal safety meetings
8. Supporting and assisting workers in effective injury management and rehabilitation through a robust injury management system
9. Protecting members of the public, customers and the environment from potential harm that may be associated with our activities or the use of required products

Outputs: The Council is committed to ensuring that the Shire maintains a key focus on all safety and health related matters. This commitment is underpinned through one of the shire's five (5) key values which is Safety First. This is characterized by the following key steps:

1. Promoting and supporting management commitment
2. Prioritizing safety in all tasks performed
3. Taking accountability for the safety of our teammates and ourselves
4. Maintaining a positive attitude, and a cooperative and genuine approach to all aspects of health and safety within the workplace

Compliance Requirements The Work Health and Safety Act 2020 (WHS Act).
The Work Health and Safety (General) Regulations 2022.

Relevant Documents Shire of Katanning Corporate Business Plan
Shire of Katanning Strategic Community Plan
Australian Health and Safety Standards
Model Codes of Practice

Resolution No: Ordinary Council OC167/16

Resolution Date: 20 December 2016

Amended: 22 December 2022 OC159/22
23 July 2025 OC90/25

Source: Operations

Date of Review: October annually

Review Responsibility General Manager Operations