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Policy Number:	H1
Relevant Delegation:	Not Applicable
Adoption Details:	29 September 2020
Last Review Details:	29 September 2020

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### **POLICY OBJECTIVE:**

To confirm the Shire's commitment to and outline the principles regarding the management of occupational safety and health (OSH) in the workplace.

### **POLICY SCOPE:**

This Policy applies to all elected members, employees, volunteers and contractors of the Shire of York.

### **POLICY STATEMENT:**

### **INTRODUCTION**

We at the Shire of York believe that the safety, health and well-being of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

### **OBJECTIVES**

The objectives of this policy are to, as far as reasonably practicable:

- Achieve a safe and incident free workplace.
- Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Involve employees and subcontractors in the decision-making process through regular communication and consultation.
- Ensure workers and contractors identify and control risks in the workplace.
- Consider OSH in project planning and work activities.

The success of our OSH performance depends on:

- the commitment of all persons.
- allocation of resources to achieving the policy objectives.
- planning work activities with due consideration given to OSH.
- undertaking the risk management process in an effective manner.
- communicating and consulting with our workers and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on our behalf.

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**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Executive Manager Corporate & Community Services

Contact Officer: Executive Manager Corporate & Community Services

Relevant Legislation: Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996

Relevant Documents: E1 Code of Conduct: Council Members, Committee Members & Candidates  
O8 Employee Code of Conduct  
HR Procedure: Counselling, Disciplining and Dismissing Employees  
Employee Safety Handbook  
OSH Induction Checklist

**Review History:**

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 29 September 2020	050920
<b>Former Policy No:</b>	H1.1