



COUNCIL POLICY

1.2.5

Administration

Title:	1.2.5 WORK HEALTH AND SAFETY POLICY
Adopted:	21 March 2018
Reviewed:	Biennially (last reviewed 30 April 2025)
Associated Legislation:	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Workers Compensation and Injury Management Act 2023
Associated Documents:	Contractor Management Policy Fitness for Work Policy Health Safety Environment and Quality Policy HSE Consultation, Education & Communication Policy Occupational Rehabilitation and Workers' Compensation Policy Operational Risk Management Policy Approved Codes of Practice
Review Responsibility:	Manager Governance & Community
Delegation:	N/A

Objective:

The Shire of Mingenew is committed to protecting the health and safety of all persons in its workplace including employees, contractors, volunteers and visitors (or any other person defined as a 'worker'). The Shire demonstrates this commitment by providing safe systems of work and work instructions with the aim of creating a safe work and community environment to minimise risk of illness or personal injury.

Policy Statement:

The Shire of Mingenew is committed to providing a safe and healthy workplace for employees, contractors, visitors, volunteers and any other person whose health or safety could be affected. It aims to maintain an effective Safety Management System that incorporates a continuous improvement philosophy and provides as far as is reasonably practicable for maintenance of work, safety and health standards to protect the wellbeing of staff, stakeholders and the environment.

The Shire will endeavour to:

- As far as practicable, provide the necessary resources, both human and financial, to achieve safety outcomes and maintain a safe work environment;
- Comply with all applicable health and safety laws, regulations, standards and codes of practice where reasonably practical;
- Foster a positive health and safety culture;
- Continuously review and improve its safety systems and monitor performance;
- Provide workers, including contractors and volunteers, with the necessary information, instruction and training to increase knowledge and skills in order to work safely;
- Promote reporting mechanisms to identify hazards, assess risk and implement control measures in an effective and timely manner;



- g) Consult and cooperate with workers (including contractors and volunteers) on health, safety and wellbeing matters and systems;
- h) Respond to and investigate incidents, events or issues for the purpose of continuous safety improvement.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct for Employees (applying to volunteers and contractors).

Responsibilities

Council is responsible for appropriate resourcing of work health and safety through the Annual Budget adoption and establishing strategic direction that is considerate of work health and safety principles.

The Chief Executive Officer is responsible for the implementation and management of this policy.

All senior management (defined as 'officers') are responsible for compliance to this policy by their employees, contractors and volunteers (workers).

All workers are responsible and accountable for the health and safety of themselves and others in the workplace through safety-led behaviour and work practices.

Review Date: December 2027