

OCCUPATIONAL SAFETY AND HEALTH POLICY

1. Background

2. Purpose

The Occupational Safety and Health Policy (OSH Policy) sets out general principles and procedures in relation to the management of occupational safety and health.

3. Scope

The OSH Policy applies to all Town of Cottesloe employees, including Elected Members, contract employees and volunteers.

4. Objective

The Town is committed to providing a safe and healthy work environment for employees, contractors and visitors, which is dependent upon the combined effort and contribution of Management and all staff. The Town demonstrates its commitment through its health and safety management system.

5. Responsibility

The Chief Executive Officer and Executive Management are responsible for providing; maintaining and promoting a safe working environment to ensure employees are not exposed to hazards.

6. Policy Statements

The Town's Chief Executive Officer, Management, Occupational Safety and Health Committee and employees will collectively contribute to achieving a high standard in occupational safety and health management in the workplace and will ensure the Town:

- Complies with relevant health and safety laws, regulations and standards.
- Provides and maintains a safe work environment and a safe system of work.
- Maintain equipment in a safe, usable condition.
- Store harmful substances in a safe and secure manner.
- Provides adequate facilities for the welfare of all employees at the workplace.
- Provides adequate information, instruction, training, PPE and supervision as is reasonably necessary to ensure that each employee is safe from injury and risks to health.
- Provides adequate information, instruction, PPE and training to supervisory personnel so that they can fulfil their responsibilities to their staff.
- Monitors the health and welfare of employees where necessary.
- Encourage active participation, consultation and cooperation of all employees.
- Establish clear targets and objectives to improve health and safety in the workplace.

7. Legislation

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- Relevant Standards and Codes

8. Review

The OSH Policy shall be reviewed every two years.

Authorised by:

Date

Mat Humfrey

27 November 2018

Chief Executive Offer

Adopted	26 March 2006
Reviewed	28 March 2011
Reviewed	27 November 2018
Expected date of review	