



Work Health and Safety Management Protocol

Objective

The objective of this protocol is to state the City of Subiaco's Commitment to Work Health and Safety.

Scope

This protocol applies to all employees of the City; consultants; contractors; volunteers; visitors and suppliers as defined by the *Occupational Safety and Health Act 1984 (WA)*.

Protocol

The City of Subiaco recognises its duty of care and is committed to achieving the highest standard in work health and safety of its employees, contractors, volunteers and visitors. This duty of care is shared by everyone at the City. The City together with the OSH Representatives and all employees will comply with the requirements of the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

To achieve this, the City of Subiaco will:-

- Implement and monitor the defined Work Health and Safety Management System (WHSMS) and supporting documentation as its foundational standard;
- Implement the safety and health objectives as set out in the OSH Management Plan;
- Seek continuous work health and safety management performance improvement across all business activities;
- Consult with employees, contractors and volunteers in the development and improvement of work health and safety policies, procedures, programs and work instructions, wherever appropriate;
- Provide employees, contractors, visitors and volunteers with the necessary information, instruction and training to increase their knowledge and skills in order to work safely;
- Ensure hazards are identified, risk assessed and controlled in an effective and timely manner;
- Comply so far as is reasonably practicable with all applicable health, safety and environmental laws and standards;
- Establish and hold all persons within the workplace accountable for their work health and safety responsibilities and duties;
- Communicate openly with employees, contractors, volunteers and visitors about work health and safety matters.

The City of Subiaco acknowledges that the achievement of a safe workplace requires the commitment of all leaders, employees, contractors and volunteers. The City is committed to this protocol and will review its contents on an annual basis with consultation from the OSH Representatives, OSH Committee and all employees. It is expected, therefore that everyone will meet their defined obligations as stated within the WHSMS and actively contribute to the management system improvement.

Signed by Chief Executive Officer

Date:

6/2/2020

Signed by Chair of the WHS Committee

Date:

6/2/2020



Work Health and Safety Management Protocol

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| Proposed Review Date | 17 February 2020 |
| Reviewed On | 19 December 2019 |
| Next Review Date | December 2020 |
| Version | 7 |

Definitions and Acronyms

OSH Occupational Safety and Health

WHSMS Work Health and Safety Management System

Related Sources

Legislation:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Codes of Practices as stated in the above legislation.

| Protocol Details | |
|-------------------------|---------------------------------------|
| Responsible Directorate | Corporate services |
| Responsible Branch | People and Organisational Development |
| Responsible Officer | Director Corporate Services |
| ELT Adoption | Date December 2014 |
| Reviewed/Modified | Date 17 January 2019 |
| Reviewed/Modified | Date December 2019 |