



Administrative Policies – 2.4 Work Health and Safety Policy

Policy

Administrative Policies – 2.4 Work Health and Safety Policy

This policy affirms the Shire of Peppermint Grove's commitment to complying with the *Work Health and Safety Act 2020 (WA)* and the *WHS (General) Regulations 2022*. It reflects Shire's dedication to continuous improvement in health and safety through regular review and enhancement of its WHS systems and practices.

In accordance with the WHS Act:

- **Section 17** requires duty holders to eliminate risks so far as is reasonably practicable, or if not possible, to minimise them.
- **Section 18** defines "reasonably practicable" as doing what is reasonably able to be done to ensure health and safety, considering factors such as likelihood of harm, availability of controls, and associated costs.
- **Section 19** imposes a primary duty of care on persons conducting a business or undertaking (PCBU) to ensure the health and safety of workers and others affected by their work.

Purpose

This policy supports compliance by promoting the use of structured risk mitigation strategies, such as those outlined in the Shire's **WHS Risk Management Plan**.

Work must not proceed unless it can be carried out safely and must only resume once appropriate controls are implemented.

Status

Administrative - Statutory

Policy Statement

This policy applies to all workers as defined in Section 7 of the *WHS Act 2020 (WA)*, including employees, contractors, subcontractors, apprentices, trainees, students, labour hire workers, and volunteers. It covers all work locations including offices, worksites, and authorised remote/home-based workplaces.

The Shire of Peppermint Grove is committed to achieving the highest WHS standards by:

- Ensuring legal compliance.
- Providing safe workplaces.



- Promoting a proactive safety culture.
- Supporting continuous improvement.

Roles and Responsibilities

Chief Executive Officer (CEO):

- Develop, implement, and maintain a compliant WHS framework.
- Review policies and programs aligned with the *WHS Risk Management Plan*.
- Ensures that there are adequate WHS resources.
- Lead a culture of risk awareness and continuous improvement.
- Oversee incident investigations and identify improvement opportunities.

Leadership Team:

- Ensure compliance with WHS legislation and regulations.
- Implement WHS procedures and training across operations.
- Embed WHS requirements across the procurement life cycle into procurement and contract management processes.
- Maintain WHS risk registers and ensure ongoing reviews at leadership team meetings.

Workers:

- Comply with WHS legislation, policies, and instructions.
- Undertake risk assessments before high-risk tasks.
- Refrain from unsafe work.
- Use personal protective equipment correctly.
- Report hazards, incidents, and injuries promptly.
- Participate in WHS training and investigations.

Training:

The Shire of Peppermint Grove will ensure all workers receive appropriate training, including:

- **Induction Training** for new workers.
- **Role-Specific Training** for high-risk tasks.
- **Refresher Training** to maintain awareness and compliance.



Procurement and WHS Integration

All procurement activities must include WHS risk assessments, assessing the level of risk associated with the goods, services, or related activities, being procured. This includes:

- Specifying WHS requirements in all tendering and contracting request documentation.
- Establishing and following procedures for cases where a contract cannot proceed due to identified safety risks, ensuring decisions are well-documented and defensible.
- Including WHS reporting and notifiable incident obligations in contracts.
- Ongoing reviewing of workflows in consultation with contractors and subcontractors when new risks or issues arise.
- Using tendering and contracting templates with appropriate WHS-compliant clauses (refer to WA Department of Finance guidance as an example).

Monitoring and Review

The CEO, managers, and workers share responsibility for implementing this policy. It will be enacted through the Shire of Peppermint Grove's *WHS Risk Management Plan*, which outlines key mitigation strategies. The policy and related documents will be reviewed regularly to ensure ongoing compliance and effectiveness.

Definitions

WHS: Work Health and Safety – responsibilities to ensure physical and mental well-being in the workplace.

PCBU: Person Conducting a Business or Undertaking.

Officers: Senior leaders (e.g. CEO, managers) with due diligence obligations under Section 4(a) of the *WHS Act*.

Workers: Defined under Section 7 of the *WHS Act* to include employees, contractors, subcontractors, apprentices, trainees, students, labour hire workers and volunteers.

Volunteers: Recognised as workers when performing work for a PCBU without remuneration.

Other Persons: Includes visitors and elected members who must also follow WHS directions and procedures.

Workplace: Any site where work is performed for or on behalf of the Shire of Peppermint Grove including remote or home-based arrangements.



Related Delegation

- WHS Risk Management Plan
- WHS in Procurement Guidelines: Introductory Guidance and Model Clauses, WA Department of Finance 2024
- Shire of Peppermint Grove Codes of Conduct (Elected Members and Employees)

Adopted/Amended

Previous Work Health and Safety Policy approved 24 May 2022

22 September 2026