

# Work Health and Safety (WHS) Policy

**This Policy replaces all previous policies related to this topic.**

## 1. Policy Purpose

- 1.1. This Policy affirms the Person Conducting a Business Undertaking (PCBU) commitment, to, so far as reasonably practicable, to provide a safe and healthy workplace.
- 1.2. To complement and consolidate relevant Work Health and Safety (WHS) references in the Council Plan 2023-2033.
- 1.3. To comply with internal and external Health and Safety Audit measures.

## 2. Policy Scope

- 2.1. This Policy applies to all workers and workplaces with the Town of Cottesloe as defined in the WHS Act 2020.
- 2.2. As provided in the Council Plan 2023 – 2033 *“Provide a Healthy and Safe Workplace for our Town Employees and Council Members.”*

## 3. Policy Principles

- 3.1 It is recognised that a safe and healthy workplace underpins the delivery of the Town’s strategic objectives and is consistent with the overall Council Plan, Vision and Values.
- 3.2 It is expected that all workers fulfil their duties as prescribed in the *WHS Act 2020* and take reasonable care of their own health and safety and consult, identify and report workplace hazards and any incidents or harm to health.
- 3.3 The CEO and all members of the Executive Leadership Team (ELT) are deemed Officers of the PCBU who carry prescribed due diligence duties, and, through appropriate delegation, these duties extend to all staff for implementation.
- 3.4 The Town fosters and supports a workplace culture where a high level of WHS related consultation, engagement, awareness and positive behaviour is demonstrated.
- 3.5 Comply with and strive to go beyond applicable legislative requirements.
- 3.6 Develop and improve systems of work to identify, assess and control Physical and Psychosocial hazards.
- 3.7 Provide reasonable resources to reduce risk, implement structures to provide for adequate supervision, and deliver information, instruction and training to enable workers to effectively identify, assess and control hazards.
- 3.8 Maintain and support well understood and rehearsed Emergency Response and Recovery Plans for all reasonably foreseeable emergency events.

- 3.9 Provide prompt, confidential, and compassionate support and assistance for any worker who may experience a work related or non-work-related injury or harm to health episode and ensure that there is a fair, consistent and confidential rehabilitation and support process to facilitate prompt recovery.

#### 4. Exemptions

- 4.1 There are no exemptions to this Policy.

#### 5. Definitions (*Work Health and Safety Act 2020*)

- 5.1 **PCBU:** Person Conducting a Business or Undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader (for example, a self-employed person), each partner within a partnership, company, unincorporated association or government department of a public corporation (including a Local Government).
- 5.2 **Officer:** An officer within the meaning of section 9 of the Corporations Act 2001 (Commonwealth), other than each partner within a partnership. Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation’s activities. This does not include an elected member of a local government acting in that capacity or a minister of a State, Territory or the Commonwealth.
- 5.2 **Worker:** Any person who carries out work for a PCBU, including work as an employee, sub-contractor, self employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a “host” employer and volunteers.

#### 6. Legislation

- 6.1 *Work Health and Safety Act 2020*  
 6.2 *Work Health and Safety Regulations 2021*  
 6.3 *Workers Compensation and Injury Management Act 2023*

#### 7. Other Relevant Procedures / Key Documents

- 7.1 Council Plan 2023-2033

<b>Council Policy Number:</b>	POL/119	<b>Council Adoption Date:</b>	23/04/2024
<b>Policy Area:</b>	Office of CEO	<b>Version Number:</b>	V2
<b>Responsible Officer:</b>	Director Corporate and Community Services	<b>Amendment Dates:</b>	04/04/2024
		<b>Next Review Date:</b>	04/04/2029

**Reference:** *Council Plan 2023-2033*