

## GC11 – WORK, HEALTH AND SAFETY (WHS) POLICY

**Responsible Officer:** Chief Executive Officer

**Approved By:** Council

**Adoption Date:** 26 March 2026

**Last Reviewed:**

**Version:** 2

**Next Review Date:** March 2029

### 1. Purpose

The purpose of this Policy is to outline the Shire of Bridgetown-Greenbushes' commitment to providing, so far as is reasonably practicable, a safe and healthy working environment for all workers and other persons affected by the Shire's undertakings.

This Policy establishes the Shire's framework for meeting its primary duty of care under the *Work Health and Safety Act 2020 (WA)* and *Work Health and Safety (General) Regulations 2022*, and for integrating safety into all Shire operations, planning, procurement, and decision-making.

### 2. Scope

This Policy applies to:

- All Shire of Bridgetown-Greenbushes workplaces, operations, and activities.
- All persons who have duties under the *Work Health and Safety Act 2020 (WA)*.

### 3. Definitions

Term	Definition
Act	<i>Work Health and Safety Act 2020 (WA)</i> .
Employee	Any person employed by the Shire, as well as contractors, volunteers, or agents acting on behalf of the organisation.
Hazard	A situation or thing with the potential to cause harm (physical or psychological).
HSR	A Health and Safety Representative elected under the WHS Act.
Officer	The CEO, Directors and other senior personnel who meet the definition in the WHS Act and who exercise significant decision-making influence over the Shire's operations.
PCBU	A Person Conducting a Business or Undertaking (PCBU) is the primary duty holder under work health and safety legislation. In a local government context, this typically includes: <ul style="list-style-type: none"> <li>• The Shire itself (as a legal entity); and</li> <li>• Individuals who conduct, influence, or make decisions affecting the undertaking.</li> </ul>

Term	Definition
Policy	This Council Policy titled Work Health and Safety Policy.
Psychosocial Hazard	A hazard that arises from or relates to work design, systems, environment or interactions and may cause psychological harm.
Risk	The likelihood and consequence of harm occurring from exposure to a hazard.
Worker	Any person who carries out work for the Shire, including employees, contractors, subcontractors, volunteers, apprentices, and labour-hire personnel
Workplace	Any location where work is carried out for the Shire, including offices, depots, parks, roads, vehicles, and public spaces under Shire control.

#### 4. Policy Statement

4.1 The Shire of Bridgetown-Greenbushes is committed to ensuring, so far as is reasonably practicable, the health and safety of all workers and any other persons who may be affected by its undertakings.

4.2 To meet this commitment, the Shire will:

- Identify, assess, eliminate or minimise risks using the hierarchy of controls.
- Provide and maintain safe plant, structures, systems of work, and a work environment without risks to health.
- Prevent injury, illness, and psychosocial harm through early intervention and strong safety leadership.
- Provide information, instruction, training, and supervision to enable safe work practices.
- Consult, cooperate and coordinate with workers, HSRs, contractors and volunteers on WHS matters.
- Establish clear roles, responsibilities, and accountability for WHS at all levels.
- Comply with the relevant Health and Safety Act and Regulations, Codes of Practice, and ensure that appropriate standards and industry best practices are reviewed and implemented, when reasonable to do so.
- Continuously improve WHS performance through monitoring, audits, reviews, and learning from incidents and near-misses.

4.3 All workers and visitors have a personal responsibility to:

- Take reasonable care for their own health and safety.
- Ensure their actions do not adversely affect others.
- Follow reasonable instructions, safe work procedures, and use PPE correctly.
- Report hazards, incidents, and near-misses promptly.

#### 5. Legislative and Other References

- *Work Health and Safety Act 2020 (WA)*
- *Work Health and Safety (General) Regulations 2022*
- Relevant Western Australian Codes of Practice
- Australian Standards (as applicable)
- Shire of Bridgetown-Greenbushes Delegation of Authority Registers