VISION

To achieve best practice in Occupational Safety and Health by building a safety culture dedicated to preventing injuries and ill health to employees, contractors and the general public ensuring all can operate in a safe and healthy environment, whether at work or in their own time.

OBJECTIVES

◆ To achieve industry best practice in safety and health performance
◆ To adopt a planned, systematic approach to occupational safety and health
◆ To encourage employee innovation and involvement in safety and health
◆ To create a safety culture where safety and health are entrenched in daily business practices
◆ To reduce occupational injuries and ill health by adopting a proactive approach
◆ To achieve a reduction in lost time through early intervention and effective management of occupational injuries to facilitate an early return to work
◆ To minimise the risk of personal injury, property damage and damage to the environment though the development of emergency management plans
OCCUPATIONAL SAFETY & HEALTH POLICY

The Town of Claremont is committed to providing a safe and healthy working environment for all employees by conforming with current legislation, regulations, codes of practice and appropriate national standards.

The objectives of this policy are to;

• avoid, eliminate and control workplace hazards;

• provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;

• continuously improve the standard of occupational safety and health for all employees.

The responsibility for implementing this policy rests with the Chief Executive Officer.

The Occupational Safety &Health officer has the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. The council will provide the time and resources necessary to implement this policy and will implement a strategy of hazard identification, risk assessment and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

____________________________
Chief Executive Officer

____________________________
Employee Representative

____________________________
Date:
HEALTH AND SAFETY MANAGEMENT PLAN

TOWN OF CLAREMONT

POLICY PROCEDURES AND MANAGEMENT PRACTICES
- Rules and Regulations
- Emergency Procedures
- Safety Standards
- Contract Documents
- Procurement

ORGANISATION
- Management
- Suppliers
- Supervisors
- Contractors
- Employees
- Committees

LEDISLATION
- WorkSafe WA
- WorkCover
- OS&H Act 1984
- Common Law

AWARENESS
- Induction
- Training
- Promotion
- Meetings

SAFETY & HEALTH MANAGEMENT PLAN
- Aims and Objectives
- Responsibilities
- Methods
- Plans of Action

MANAGEMENT
- Planning
- Recording/Reporting
- Audit/Review
- Risk Management

SERVICES/FACILITIES
- Safety Equipment
- Protective Clothing
- First Aid
- Rehabilitation
1.0 Policy commitment and management

**PRIORITY 1**

3-6 Months

Safety and Health Policy to be disseminated throughout the organization to demonstrate its commitment of Occupational Safety and Health.

**PRIORITY 2**

6-9 Months

Management to be actively involved in occupational safety and health

Safety and Health Policy to be reviewed at least annually or as required

Sufficient resources and budget are to be allocated for the effective management of Occupational Safety and Health.

**PRIORITY 3**

9-12 Months

Occupational Safety and Health responsibilities and accountabilities to be developed and included in each employee's job description and performance appraisal

Develop and communicate disciplinary procedure and procedure for the resolution of issues

Procedures that ensure best practice in recruitment and selection of personnel to be developed.
2.0 Planning Occupational Safety and Health

**PRIORITY 1**

- The Safety and Health Management Plan to include specific objectives and actions, identify responsible persons and dates for completion of actions.

**PRIORITY 2**

- Occupational Safety and Health Management Plan to be developed, implemented and monitored in consultation with the Safety Management Plan to be evaluated and reviewed.

- Emergency personnel to be appointed and details communicated to personnel.

- Ensure that all employees receive training and assessment in the relevant Emergency.

- Implement measurement of Safety and Health performance using Positive Performance.

- Relevant Safety and Health information, Acts and Regs, Codes of Practice, Australian Standards to be available to all employees and contractors.

**PRIORITY 3**

- The Safety Management Plan to be evaluated and reviewed.

- Emergency procedures are to be tested and reviewed on a regular basis.

- Policy and procedures for ensuring the safety and health of visitors to be developed and implemented.

- Adequate arrangements are to be made for employees with special needs.

- Procedure developed and implemented for the assessment of Contractors Safety and Health Performance prior to the awarding of contracts.

- Safety and Health performance to be measured and reported to all employees.
3.0 Consultation

**PRIORITY 1**

- 3-6 Months
- Develop Terms of Reference for the Safety and Health Committee in consultation with the committee members.
- Each director to attend 3 safety committee meetings per year.
- Establish a schedule and review agenda for regular Employee and Toolbox meetings.

**PRIORITY 2**

- 6-9 Months
- Ensure that the election of Safety and Health representatives is in accordance with the Legislation.
- Ensure Safety and Health Representatives and Committee members receive appropriate training.
- Directors to attend at least 3 committee meetings per year.
- Ensure that Safety and Health Representatives are involved in Accident/Incident Investigations.

**PRIORITY 3**

- 9-12 Months
- Ensure that all employees are made aware of who their elected representatives are, what their role is and how they may be contacted.
- Provide the necessary resources financial, physical and human resources for the committee and members to perform effectively.
- DTS to attend at least 3 Employee or Toolbox Meetings per year.
- Ensure that all employees receive regular feedback on the activities and performance of the committee.
4.0 Hazard Management

**PRIORITY 1**

- Ensure that a Hazard Management System is developed and implemented within the workplace.

**PRIORITY 2**

- Ensure that an “Action Plan” is developed to prioritise the control of hazards according to the level of risk.
- Develop a system to ensure that risk assessments are performed on all hazards that are reported and corrective actions are prioritised.
- Develop a system to ensure that all personnel receive feedback on the outcome of Hazard and Incident reports in a timely manner via Employee or Toolbox.
- Develop Workplace Inspection Checklists that are relevant for each work area.
- Ensure that the workplaces are inspected monthly using the prescribed checklists.

**PRIORITY 3**

- A register of Hazardous Substances to be maintained and reviewed annually.
- Ensure that Material Safety Data Sheets are available for all hazardous substances.
- All safety information to be prominently displayed and regularly updated.

- Develop and implement an Accident/Incident Reporting system throughout the organization.
5.0 Training and Supervision

**PRIORITY 1**

3-6 Months

Undertake a Training Needs Analysis to identify the specific training requirements of each

**PRIORITY 2**

6-9 Months

Develop a training plan to ensure that all employees receive safety awareness training that is specific to their jobs

Staff and contractor Safety training recording system to be developed

Induction records and assessments to be retained

Ensure that new employees undergo a formal Safety Induction and assessment process before any work is commenced

Safety Induction program for contractors to be developed.

**PRIORITY 3**

9-12 Months

Ensure that Safety and Health Representatives receive adequate initial and ongoing training to fulfil their duties.

Ensure that all training has clearly defined objectives and a method of assessment.

Ensure that all employees are re-inducted when moving from one work area to another

Safety Induction training to be developed and implemented for all new personnel and personnel being transferred to new work
6.0 Safe Systems of Work

- Risk assessment to be undertaken to identify high, medium and low risk tasks undertaken in the workplace.

- Job Safety Analysis to be conducted for all high and medium risk tasks in consultation with employees.

- Safe Work Practices (safe systems of work) and Job Procedures to be developed in consultation with employees, documented and implemented.

Specific Policies and Procedures to be developed for:
- Manual Handling
- Hearing Conservation
- Isolation of Equipment
- Hazardous Substances
- Use of Personal Protective Equipment
- Electrical Safety
- Working at Height
- Working in Confined Spaces
- Working Alone/In Isolation
- Excavation and Trenches
- Vibration Management
- Road Construction and Maintenance
- Animal Control
- Motor Vehicle Safety
- Thermal and Radiation Safety
- Pressure Safety
- Office Safety
- Ergonomics

SWP’s and Job Procedures to be reviewed annually or as required if a process or activity is changed.

Develop a purchasing procedure to ensure that safety aspects are considered prior to the purchase of new equipment or products.

- Develop a procedure to ensure that risk assessments are performed whenever a new task/activity is undertaken.

PRIORITY 1
- 3-6 Months

PRIORITY 2
- 6-9 Months

PRIORITY 3
- 9-12 Months
7.0 Rehabilitation and Injury Management

**PRIORITY 1**

3-6 Months

- Appoint a Rehab Coordinator.
- Ensure that injured employees receive prompt medical diagnosis and treatment.
- Ensure provision of adequate on site first aid personnel and equipment.

**PRIORITY 2**

6-9 Months

- Develop and implement Rehabilitation and Injury Management policy and procedures and ensure these are communicated to all.
- Develop a list of alternative duties that are available for injured employees to.
- Develop and implement Return to Work Guidelines.

**PRIORITY 3**

9-12 Months

- Review the rehabilitation and injury management program for effectiveness at least 3-6 Months, 6-9 Months, 9-12 Months.
## PRIORITY 1 ACTIONS (3-6mths)

### 1.0 Policy, Commitment & Management

<table>
<thead>
<tr>
<th>Action</th>
<th>Action by</th>
<th>Action by Date</th>
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</thead>
<tbody>
<tr>
<td>Policy to be drafted and distributed to all personnel.</td>
<td>JP</td>
<td>TS 22 OS&amp;H Policy Drafted to go to CEO</td>
</tr>
<tr>
<td>Policy to be introduced to all staff via CEO. Include OS&amp;H meetings.</td>
<td>JP</td>
<td></td>
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<tr>
<td>Policy placed on website.</td>
<td>JP</td>
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<tr>
<td>Framed document to be placed on prominent wall in council</td>
<td>JP</td>
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Safety and Health Policy to be disseminated throughout the organization to demonstrate its commitment of Occupational Safety and Health.

### 2.0 Planning Occupational Safety and Health

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<tr>
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<tbody>
<tr>
<td>The Safety and Health Management Plan to include specific objectives and actions, identify responsible persons and dates for completion of actions.</td>
<td>Review/draft Safety and Health Policy OS&amp;H Officer</td>
<td>Develop S&amp;HMP and incorporate objectives as listed JP</td>
</tr>
<tr>
<td>Emergency plans and procedures are to be developed for all facilities, then documented and communicated to all personnel</td>
<td>Contract FFE to review/draft emergency plan OS&amp;H Officer</td>
<td>Contract services of FFE to be acquired to prepare and manage emergency plan procedures JP</td>
</tr>
<tr>
<td>Safety and Health performance to be measured and reported to all employees on a regular basis</td>
<td>Review/draft policy on safety performance measurement OS&amp;H Officer</td>
<td>Jarrard performance stats to be reviewed and develop data presentation that represents user friendly safety performance information. JP</td>
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<td></td>
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<td>Statistical data to be presented at OS&amp;H meetings included on the minutes of the OS&amp;H meeting JP</td>
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### 3.0 Consultation

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<tr>
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<tbody>
<tr>
<td>Develop Terms of Reference for the Safety and Health Committee in consultation with the committee members.</td>
<td>Review/Draft policy on OS&amp;H committee</td>
<td>Review policy of terms of reference for safety committee</td>
</tr>
<tr>
<td>Each director to attend 3 safety committee meetings per year.</td>
<td>Review/Draft policy on management involvement</td>
<td>OS&amp;H meeting timetable for the year to be arranged and each senior manager to nominate 3 attendances during the year</td>
</tr>
<tr>
<td>Establish a schedule and agenda for regular Employee and Toolbox meetings per year</td>
<td>Review/Draft policy on committee function</td>
<td>Schedule and agenda to be prepared for Toolbox meetings, meetings to be coordinated inline with OS&amp;H committee meetings.</td>
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</table>

### 4.0 Hazard Management

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Ensure that a Hazard Management System is developed and implemented within the workplace to ensure all hazards are reported and controlled in a timely manner using the Hierarchy of Hazard Controls.</td>
<td>Review /Draft policy on Hazard reporting system</td>
<td>Implement Hazard reporting system, including policy on reporting process. All hazard reports to be registered and numbered to track progress. Include risk assessment on hazard report to prioritise actions Implement hazard report register which includes corrective action sign off Include hazard reports at OS&amp;H meetings</td>
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<tr>
<td>Develop and implement an Accident/Incident Reporting system throughout the organization</td>
<td>Accident report policy</td>
<td>Develop accident/incident reporting system and policy procedure</td>
</tr>
<tr>
<td>Develop Workplace Inspection Checklists that are relevant for each work area</td>
<td>Workplace inspection audit policy</td>
<td>Monthly inspections checklists of workplaces to be developed - system of reporting to OS&amp;H meetings to be designed.</td>
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### 5.0 Training and Supervision

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<tr>
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<tbody>
<tr>
<td>Undertake a Training Needs Analysis to identify the specific training requirements of each employee.</td>
<td>Review/Draft policy on safety training</td>
<td>OS&amp;H Officer</td>
</tr>
<tr>
<td>Ensure that all employees receive adequate supervision until they have been assessed and deemed competent in the tasks they are required to perform.</td>
<td>Review Draft policy on assessment and supervision of employees</td>
<td>Safety Comm</td>
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### 6.0 Safe Systems of Work

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<tr>
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<tr>
<td>Risk assessment to be undertaken to identify high, medium and low risk tasks undertaken in the workplace.</td>
<td>Review/Draft policy on risk assessments in the workplace</td>
<td>Safety Comm (Steve) &amp; (Les)</td>
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<tr>
<td><strong>Appoint a Rehab Coordinator</strong>&lt;br&gt;Review/Draft policy on Rehab&lt;br&gt;OS&amp;H Officer (Jon P)&lt;br&gt;Rehab coordinator to be selected for workplace injury management.</td>
<td>JP</td>
<td>12/07/2001 Incomplete</td>
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<tr>
<td></td>
<td>Municipal workcare insurance company be requested to nominate outside rehabilitation coordinator assistance.</td>
<td>JP</td>
</tr>
<tr>
<td><strong>Ensure that injured employees receive prompt medical diagnosis and treatment</strong>&lt;br&gt;Review/Draft policy on injury management in the workplace&lt;br&gt;OS&amp;H Officer&lt;br&gt;Protocol and procedures for the treatment of injured personnel be established.&lt;br&gt;Arrangements to be made with local medical clinic regarding facilities.</td>
<td>LD &amp; JP</td>
<td>12/07/2001 TS 23 First Aid policy drafted procedures complete&lt;br&gt;16/08/2001 Discussion on light duties required</td>
</tr>
<tr>
<td><strong>Ensure provision of adequate on site first aid personnel and equipment.</strong>&lt;br&gt;Review/Draft policy on injury management in the workplace&lt;br&gt;OS&amp;H Officer&lt;br&gt;Australian standards on recommended first aid facilities in depot workshops and administration buildings to be reviewed.</td>
<td>LD &amp; JP</td>
<td>14/06/2001 TS 23 First Aid Policy drafted</td>
</tr>
</tbody>
</table>