POLICY NO. AP 4.3.19

POLICY STATEMENT **WORK HEALTH AND SAFETY**

PURPOSE To establish and maintain a healthy and safe workplace for all workers as prescribed under the *Work Health and Safety Act 2020*.

POLICY

1. SCOPE

The City of Gosnells (City) must ensure, so far as is reasonably practicable, the health and safety of all workers and is committed to the continuous improvement of work health and safety (WHS) in the workplace.

2. OBJECTIVE

The City's objective is to protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work.

3. IMPLEMENTATION

The City, so far as is reasonably practicable, promotes WHS by:

(a) Providing and maintaining a workplace environment without risk to health and safety;

(b) Ensuring the City's operations do not place the community at risk of injury, illness, or property damage;

(c) Providing all necessary information, training, instruction, and supervision to protect all persons from risks to their health and safety arising from work being carried out;

(d) Providing and maintaining safe systems of work including the safe use, handling and storage of plant, structures and substances;

(e) Ensuring conditions at the workplace are monitored for the purpose of preventing illness or injury;

(f) Ensuring shared duty holders (contractors) to the City have adequate health and safety systems in place and comply with their obligations under the WHS legislation through consultation, cooperation and coordination;

(g) Providing up to date information and maintaining consultation with all workers including health and safety representatives in all matters relating to WHS;

(h) Providing adequate systems and resources to effectively manage the return to work of employees and volunteers who have received injuries or illness in the course of their work with the City;

Document Set ID: 1377865
Version: 19, Version Date: 11/06/2025

(i) Implementing and maintaining an ongoing WHS program, including the conduction of regular workplace inspections, risk identification and assessment, and incident investigation, aimed at preventing harm in the workplace;

(j) Establishing measurable objectives and targets to demonstrate continual improvement of health and safety performance;

(k) Officers exercising due diligence to ensure the City complies with WHS duties and obligations; and

(l) Ensuring compliance with all current WHS legislation.

4. WORKERS

All workers must take reasonable care for their own health and safety and ensure they do not adversely affect the health and safety of others.

Workers, so far as is reasonably practicable, must:

(a) Comply with any reasonable instruction given by the City;

(b) Cooperate with any reasonable policy or procedure relating to health or safety at the workplace;

(c) Actively participate in health and safety improvement activities including health surveillance and monitoring programs;

(d) Report all incidents, injuries, near miss events and hazards immediately;

(e) Carry out their duties in a safe and considerate manner;

(f) Maintain a clean and orderly work area; and

(g) Comply with all relevant WHS legislation.

GOVERNANCE REFERENCES

Statutory Compliance	Work Health and Safety Act 2020 Work Health and Safety Regulations 2022
Industry Compliance	WorkSafe WA
Organisational Compliance	
Process Links	

POLICY ADMINISTRATION

Directorate	**Officer Title**	**Contact:**
Executive Services	Manager Organisational Performance	9397 3360

Risk Rating	Low	**Review Cycle**	Triennial	Next Due:	2028

Version	**Decision Reference**	**Synopsis**
1.	OCM 163/26/04/2005	Adopted
2.	OCM 403/22/08/2006	Amended to comply with Safety Audit
3.	OCM 409/25/08/2009	Rewritten to comply with Safety Audit
4.	OCM 378/23/08/2011	Reviewed with no amendments.
5.	OCM 418/28/08/2012	Reviewed with no amendments.
6.	OCM 418/24/09/2013	Reviewed with no amendments.
7.	OCM 382/23/09/2014	Reviewed and amended with changes to terminology to encompass volunteers.
8.	OCM 373/22/09/2015	Revoked as a Council Policy and changed to an Admin Policy.
9.	Exec Team Meeting 21/11/2016	Amended with formatting changes.

Document Set ID: 1377865
Version: 19, Version Date: 11/06/2025

10.	Exec Team Meeting 02/10/2017	Amended with legislative changes.
11.	Exec Team Meeting 09/07/2018	Reviewed and amendments to Clause 3 (a) and addition of Clause 3(h) and (i).
12.	Exec Team Meeting 12/08/2019	Reviewed with no changes.
13.	Exec Team Meeting 13/07/2020	Amended with minor changes.
14.	Exec Team Meeting 09/08/2021	Amended with addition of reference to OSH Legislation
15.	Exec Team Meeting 29/08/2022	Amended with significant amendments following changes to WHS legislation.
16.	Exec Team Meeting 9/06/2025	Reviewed with no changes.