

MP-001 Work Health, Safety and Injury Management

1. OBJECTIVE

The City of Swan aims to be a leader in Work Health, Safety (WHS) and Injury Management (IM) in the workplace.

2. MANAGEMENT PRACTICE

The City of Swan is committed to developing, implementing and maintaining a safe workplace. This will be achieved by:

- A strong focus on and commitment to reducing the risk of injury and damage in the workplace.
- WHS and IM planning processes and clear objectives, with an emphasis on continuous improvement of systems, work practices and procedures.
- Implementing best practice WHS principles throughout all the City's operations and locations.
- Ensuring that the requirements of the Work Health and Safety legislation and other related legislative requirements are met.
- Ensuring that all workers, visitors and suppliers comply with all relevant City policies, processes, standards, systems and procedures.
- Having robust consultation processes with workers and suppliers.
- Ensuring all objectives and activities of the Work Health and Safety Management System (WHSMS) are properly resourced.
- Where a worker has been injured, their return to work at the earliest opportunity will be facilitated by a careful and well planned approach.

A commitment to the effective implementation of the Work Health and Safety Management System by workers and all levels of management is required to ensure that risks in the workplace are effectively minimised.

Management are committed to playing a leading role in ensuring workplace safety for all workers and visitors.

Document Control

| Document Approvals: | | | |
|----------------------------------|---|--------------------------|-----------------|
| Version # | Executive Approval | | |
| 1. | MANEX 1/6/2010 - endorsed new management policy. | | |
| 2. | Executive 10/4/2012 - endorsed reviewed policy. | | |
| 3. | Executive 27/3/2014 - endorsed reviewed policy. | | |
| 4. | Executive 28/4/2016 - endorsed reviewed policy, no amendments. | | |
| 5. | Executive 29/5/2018 - endorsed reviewed management practice, no amendments. | | |
| 6. | Executive 30/6/2020 - approved revised management practice. | | |
| 7. | Executive April 2021 – endorsed reviewed management practice, minor amendments. | | |
| 8. | Executive 07/07/2022 – approved revised management practice. | | |
| Document Responsibilities | | | |
| Custodian: | Manager Human Resources | Custodian Unit: | Human Resources |
| Document Management: | | | |
| Risk Rating: | 3 | Review Frequency: | Annual |
| Next Review: | 2023 | ECM Ref: | 1460870 |
| Compliance Requirements: | | | |
| Legislation: | Work Health Safety Act (WA) 2020 Work Health and Safety (General) Regulations (WA) 2022 Workers Compensation and Injury Management Act 1981 Local Government Act 1995 | | |
| Industry: | WorkSafe adopted Codes of Practice | | |
| Organisational: | Occupational Safety and Health Management System (OSHMS) PRO-HR-076 OSH Incident/Hazard Reporting & Investigation PRO-HR-080 OSH Incident/Hazard Response PRO-HR-002 Communication of OSH Information PRO-HR-005 Safe Work Method Statements/Job Safety Analysis PRO-HR-006 Permit to Work PRO-HR-007 Risk Assessment & Control PRO-HR-009 Sharps Handling, Disposal and Reporting PRO-HR-010 Tag Out PRO-HR-011 Injury Management PRO-HR-012 Ergonomic Assessment PRO-HR-013 Worksafe Visits and Notices PRO-HR-014 Selection and Issue of Personal Protective Equipment PRO-HR-015 Visitor Management (OSH) PRO-HR-017 Workplace Safety Inspections PRO-HR-018 Issuing and Replenishing First Aid Kits PRO-HR-053 Election of Safety Representatives PRO-HR-054 Emergency Evacuation Drill PRO-HR-057 Resolution of OSH Issues PRO-HR-068 Chemical Management PRO-HR-071 Property Flagging in Pathway PRO-HR-073 Asbestos on Land PRO-HR-082 Contractor OSH Requirements Minimum Standard - Activities for Safety and Health Representatives Minimum Standard - Isolated Workers Minimum Standard - Prescription Safety Eyewear Minimum Standard - Smoking Minimum Standard - Volunteer Induction Minimum Standard – Sun Protection Minimum Standard – Inclement Weather Minimum Standard – Electrical Isolation and Safe Work in Roof Spaces | | |
| Strategic Community Plan: | G2.1 Improve capability and capacity | | |