

POLICY STATEMENT No. 60

OCCUPATIONAL SAFETY AND HEALTH

INTERPRETATION

In this policy, unless the contrary appears:

“The Department” means - the Department of Conservation and Land Management.

“Employee” means - a full time, part time or casual employee of the Department, contractors engaged by the Department (and any person employed by the contractor) and volunteers.

“Manager” means - a person who supervises other employees at a Departmental workplace.

1. OBJECTIVES

- 1.1 For all managers and employees to recognise that the achievement of high Occupational Safety and Health (OSH) standards forms an integral component of the Department of Conservation and Land Management’s core values, and sound work and business practice.
- 1.2 To attain the highest achievable Departmental standards in meeting the objectives listed in Section 5 of the *Occupational Safety and Health Act 1984*:
 1. To promote and secure the safety and health of persons at work;
 2. To protect persons at work against hazards;
 3. To assist in securing safe and hygienic work environments;
 4. To reduce, eliminate and control the hazards to which persons are exposed at work;
 5. To foster cooperation and consultation between and to provide for the participation of employers and employees and associations representing them in formulation and implementation of safety and health standards to current levels of technical knowledge and development;
 6. To promote education and community awareness on matters relating to OSH.

2. BACKGROUND

The Department is committed to providing and maintaining a safe and hygienic working environment for its employees. Managing occupational safety and health presents significant benefits for both employees and employers in seeking to achieve an incident or hazard free working environment. Attention to personnel safety is an integral part of every activity performed in the Department.

The objective is not just to prevent work related injury and illness, it is to also create a working environment that maximises the effectiveness of each employee. To achieve this the active involvement of every member of the organisation is needed.

The Executive Director, the Corporate Executive and all Departmental managers accept the responsibility for implementing this policy and for the monitoring of its implementation through compliance with legislation, guidelines, codes of practice and industry standards.

3. LEGISLATIVE BASE

WA, *Occupational Safety and Health Act 1984* and Regulations.

4. POLICY

NOTE: Bracketed references in the text below are relevant sections of the *Occupational Safety and Health Act 1984*.

- 4.1 Managers will demonstrate commitment to the highest achievable standards of OSH through effective leadership, fostering of teamwork and the facilitation of expert advice, services and resources.
- 4.2 The Department will establish, maintain, monitor and review programs and procedures [40(c)] at the workplace relating to OSH.
- 4.3 Managers will regularly consult and cooperate with employees on OSH at the workplace [19(1)(c)], and will establish a safety and health committee at their work unit to meet at intervals not exceeding three months [41(2)].
- 4.4 Managers will provide and maintain workplaces, equipment and systems of work such that, so far as practicable, employees are not exposed to hazards [19(1)(a)].
- 4.5 Managers will provide information, instruction, supervision and training to their employees as is necessary for them to perform their work [19(1)(b)].
- 4.6 The Department will provide employees with approved personal protective clothing and equipment for OSH purposes in the workplace [19(1)(d)]. Employees will use and maintain such protective clothing and equipment as provided [20(2)(a, b& c)].
- 4.7 Managers will make arrangements for the safe use, handling, maintenance, storage, transportation and disposal of hazardous materials and substances [19(1)(e)].
- 4.8 All lost time or medical treatment accidents, injury or disease in the workplace will be immediately reported and an investigation report completed, reviewed and remedial action implemented [33(1)(b)].
- 4.9 All employees will maintain a responsibility to identify and report hazards, assess risk, undertake corrective action and monitor/review adequacy of actions [20(2)(d i& ii)].
- 4.10 All employees shall take reasonable care to ensure their own safety and health, and to avoid adversely affecting the safety and health of colleagues through any act or omission while at work [20(1)(a & b)].

- 4.11 Employees will (so far as is practicable) comply with instructions for safety and health in the workplace [20(2)(a&b&c)].
- 4.12 The Department will encourage and assist all personnel to attain and maintain improved physical and mental health and positive lifestyle behaviours.
- 4.13 The Department may assess an employee's ability to safely undertake work required as a part of their employ in accordance with Departmental Guidelines.

5. POLICY IMPLEMENTATION REQUIREMENTS

In support of this policy, the Department will maintain an Occupational Safety and Health Manual, which will include a series of issue specific Policy and Procedure Statements on a range of OSH issues. The manual will be maintained by the Risk Management Section and will be accessible to each work unit. The full manual will be available on the Intranet by 1 January 2003.

6. ASSOCIATED POLICIES/STRATEGIES

Administrative Instruction No. 6	Departmental Safety and Occupational Health Policy (1985)
Policy Statement No. 43	Occupational Rehabilitation (March 1992)
Policy Statement No. 53	Visitor Risk Management Policy (October 1997)
Administrative Instruction No. 30	Departmental Firearms (May 1987)

7. CUSTODIAN

Director Corporate Services.

8. EXECUTIVE DIRECTOR APPROVAL

Approved on

By
Keiran McNamara
A/EXECUTIVE DIRECTOR

