



CORPORATE POLICY NO 3.4 OCCUPATIONAL SAFETY & HEALTH

1.0 STATEMENT

The Southern Metropolitan Regional Council (SMRC) is committed to ensuring a safe and healthy environment for all persons who enter SMRC property in support of SMRC’s strategic vision of delivering innovative and sustainable waste management solutions for the benefit of the community.

2.0 SCOPE

This Policy applies to all who enter SMRC property or undertake approved activities for SMRC.

3.0 OBJECTIVES

Objectives include:

- Reducing incident frequency rates.
- Maintaining and, where possible, exceeding all applicable legal compliance requirements.
- Continually improving the OSH Management System to achieve and maintain ISO45001 accreditation.

4.0 DEFINITIONS

SMRC Southern Metropolitan Regional Council
 RRRC Regional Resource Recovery Centre
 OSH Occupational Safety and Health

5.0 ROLES AND RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer shall, as far as practicable, provide and maintain a safe working environment in which employees, contractors, volunteers, suppliers, clients and members of the public are not unnecessarily exposed to hazards.

Executive Managers and Managers

Executive Managers and Managers as far as it is practicable, are responsible for ensuring OSH objectives are being met by all who enter SMRC property, maintaining safe systems of work and regularly reporting on the performance of their teams.

Safety Manager

The Safety Manager is responsible for ensuring;

- OSH objectives are being met.
- Maintaining safe systems of work.
- Regularly reporting on the performance of OSH.
- Identifying opportunities for improvement through regular inspections and audits.

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- Records management and confidentiality practices are adhered to; and
- The policy is available and communicated.

Human Resources Manager

Medical records of employees are maintained in a confidential manner and be made accessible when required by appropriate management representative(s).

Co-ordinators /Supervisors

Coordinators and Supervisors are responsible for the compliance and safety of all workers within their areas of responsibility. This includes:

- Plant and equipment are maintained in a safe condition and defects are reported/managed effectively;
- Housekeeping is maintained in all working areas;
- Ensuring compliance to safe systems of work and look towards continual improvement
- Appropriate OSH induction, instruction and training is regularly given to all personnel;
- Ensuring compliance to the wearing and maintenance of personal protective equipment;
- All Incidents and hazards are reported as soon as reasonably practicable;
- Hazard identification practices are regularly undertaken by workers and risks are evaluated and controlled; and
- Consulting with workers on decisions that may affect their health and safety in the workplace.

Employees, Contractors, Customers, Clients, Volunteers and Visitors

Employees, Contractors, Sub-contractors, Customers, Clients, Volunteers and Visitors are to:

- Ensure their own health and safety when at the SMRC;
- Ensure the health and safety of others in the workplace;
- Comply with all applicable safe systems of work, including legal requirements;
- Comply with all lawful instructions as given for their and others safety and health;
- Comply with all Personal Protective Equipment requirements as instructed;
- Use plant and equipment in accordance with manufacturer instructions;
- Cooperate with the SMRC in the carrying out obligations as imposed by the Occupational Safety and Health Act 1984; and
- Report all incidents, near misses and hazards immediately or are identified.

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6.0 CONTENT

6.1. Principles

SMRC is committed to:

- Establishing a framework for setting OSH objectives.
- Fulfilling all legal and other requirements as applicable to SMRC operations and activities.
- Eliminating hazards where practicable and reducing risk through the hierarchy of control.
- Continually improving its OSH Management System.
- Consulting and encouraging the participation of workers, and worker representatives.
- To sustain a positive safety culture through regular consultation and communication.

6.2. Procedures

SMRC will meet these commitments by maintaining an occupational safety and health management system that meets with ISO45001:2018 standard requirements which includes:

- Regularly consult and communicate with workers in matters of OSH.
- Regularly review existing policies, procedures, and other instructions to ensure fit for purpose.
- Regularly monitor compliance to existing policies, procedures, and other instructions.
- Regularly undertake risk management activities to ensure risk control measures are as low as reasonably practicable.
- Regularly provide training, information, and instruction to employees in matters of OSH.

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7.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>Occupational Safety & Health Act 1984</i> [WA] ▪ <i>Occupational Safety & Health Regulations 1996</i> [WA] ▪ <i>Workers Compensation and Injury Management Act 1981</i> [WA] ▪ <i>Workers Compensation and Injury Management Regulations 1982</i> [WA] 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ SMRC Contractor Handbook ▪ Injury Management Policy ▪ Approved SMRC Safety Standards and other relevant documents 	
Approved by	Regional Council – Resolution	
Next Revision Date	August 2022	
Related Documents	<ul style="list-style-type: none"> ▪ SMRC Corporate Risk Management Register ▪ ISO 45001:2018 ▪ ISO 45001 Audit Reports and certification • 	
Policy Administration	Responsible Officer	Review Cycle
Corporate (HR/Safety)	Safety Manager	Biennial
Risk Rating	Risk Register – Risk OSH 01 – High	
Location of document	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – Reception	

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Date	Review	No.	Author	Resp Officer	Council
2000	Original	1	MAF	MAF	27/07/2000
2001	Review	2	MAF	MAF	26/07/2001
2002	Review	3	MAF	MAF	25/07/2002
2003	Review	4	MAF	MAF	20/11/2003
2004	Review	5	MAF	MAF	25/11/2004
2005	Review	6	MAF	MAF	
2007	Review	7	MAF	MAF	
2009	Review	8	MAF	MAF	
2010	Review	9	SO	MAF	
2012	Review	10	OSHM	DCS	26/07/2012
2014	Review	11	SM	SM	28/08/2014
2016	Review	12	EMCS	EMCS	28/04/2016
2018	Review	13	SM	SM	19/04/2018
2020	Review	14	SM	SM	27/08/2020

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