

1.0 STATEMENT

Resource Recovery Group (RRG) is committed to ensuring a safe and healthy environment for all persons who enter RRG property in support of RRG'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 RRG property or undertake approved activities for RRG.

3.0 OBJECTIVES

Objectives include:

- Reducing incident frequency rates.
- Maintaining and, where possible, exceeding all applicable legal compliance requirements.
- Continually improving the WHS Management System to achieve and maintain ISO45001 accreditation.
- Take action to eliminate risks to health and safety. If this is not reasonably practicable make sure those risks are minimised as far as is reasonably practicable.

4.0 DEFINITIONS

RRG Resource Recovery Group
CVC Canning Vale Centre
WHS Work Health and Safety

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 take action to eliminate risks to health and safety. If this is not reasonably practicable make sure those risks are minimised as far as is reasonably practicable. They are responsible for ensuring WHS objectives are being met by all who enter RRG property, maintaining safe systems of work and regularly reporting on the performance of their teams.

WHS Manager

The WHS Manager is responsible for ensuring;

- WHS objectives are being monitored and met.
- Maintaining safe systems of work.
- Regularly reporting on the performance of WHS.
- Supporting the identification of opportunities for improvement.
- Records management and confidentiality practices are adhered to; and
- The WHS policy is available and communicated to stakeholders.

Issued: August 2022	Review Date: April 2024	Title: COUNCIL POLICY NO 3.4 WORK HEALTH & SAFETY	Version 15
Prepared: SM	Reviewed by: SMG	Approved: COUNCIL	Page 1 of 4
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Human Resources Officer

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 WHS 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 RRG;
- 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 RRG in the carrying out obligations as imposed by the Work health and Safety Act 2020 (WHS Act); and
- Report all incidents, near misses and hazards immediately.

Issued: August 2022	Review Date: April 2024	Title: COUNCIL POLICY NO 3.4 WORK HEALTH & SAFETY	Version 15
Prepared: SM	Reviewed by: SMG	Approved: COUNCIL	Page 2 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

6.0 CONTENT

6.1. Principles

RRG is committed to:

- Establishing a framework for setting WHS objectives.
- Fulfilling all legal and other requirements as applicable to RRG operations and activities.
- Ensure health and safety, so far as is reasonably practicable, by eliminating risks to health and safety.
- Support continuous improvement of the WHS Management System.
- Consulting and encouraging the participation of workers, and worker representatives.
- To maintain a safety culture through regular consultation and communication.
- The provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace
- The provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks
- The safe use, handling, storage and transport of plant, structure and the provision of adequate facilities for the welfare of workers at work
- The provision of information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them
- That the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking

6.2. Procedures

RRG 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 WHS.
- 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 WHS.

Issued: August 2022	Review Date: April 2024	Title: COUNCIL POLICY NO 3.4 WORK HEALTH & SAFETY	Version 15
Prepared: SM	Reviewed by: SMG	Approved: COUNCIL	Page 3 of 4
Printed documents are not controlled. Check the electronic version for the latest version			

7.0 REFERENCES & REVIEW

	3.4 OCCUPATIONAL HEALTH & SAFETY POLICY	
Statutory Compliance	<ul style="list-style-type: none"> ▪ <i>The Work Health and Safety Act 2020 (WHS Act)</i> ▪ <i>Work Health and Safety (General) Regulations 2022</i> ▪ <i>Workers Compensation and Injury Management Act 1981 [WA]</i> ▪ <i>Workers Compensation and Injury Management Regulations 1982 [WA]</i> 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ RRG Contractor Handbook ▪ Injury Management Policy ▪ Approved RRG Safety Standards and other relevant documents 	
Approved by	Regional Council – Resolution	
Next Revision Date	April 2024	
Related Documents	<ul style="list-style-type: none"> ▪ RRG 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 WHS 01 – High	
Location of document	Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale – Reception	

8.0 DOCUMENT CONTROL REGISTER

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
2022	Review	15	SM	SM	25/08/2022

Issued: August 2022	Review Date: April 2024	Title: COUNCIL POLICY NO 3.4 WORK HEALTH & SAFETY	Version 15
Prepared: SM	Reviewed by: SMG	Approved: COUNCIL	Page 4 of 4
Printed documents are not controlled. Check the electronic version for the latest version			