

## Council Policy

**Council Policy Name:** Work Health & Safety  
**Responsible Directorate:** Corporate Strategy and Performance  
**Version:** ADOPTED

### 1. PURPOSE

1.1. The purpose of this Policy is to demonstrate the City of Busselton's commitment to providing and maintaining a healthy and safe environment for all people at City of Busselton Workplaces.

### 2. SCOPE

2.1. This Policy is applicable all City of Busselton Workplaces.

### 3. DEFINITIONS

Term	Meaning
Management	Any employee who has direct responsibility for supervision of one or more Workers.
Other Persons	A person at a workplace
Policy	This City of Busselton Council policy titled "Work Health & Safety"
WHS Act	<i>Work Health and Safety Act 2020</i>
Worker	Any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience, labour hire and volunteer. (WHS Act s.7)
Workplace	A place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work. (WHS Act s.8)

### 4. STRATEGIC CONTEXT

Strategic Outcome	Objective
LEADERSHIP	16: Provide effective governance and organisational leadership.

### 5. POLICY STATEMENT

5.1. The provision of a healthy (both physical and psychologically) and safe work environment is fundamental to the City's organisational performance and governance.

5.2. The City will develop and maintain safety management systems and work practices that reflect its commitment to health and safety and which, so far as is practicable, provide and maintain a safe working environment where Workers are not exposed to hazards. It will do this by:

- a. proactively identifying and rectifying hazards;
- b. supplying appropriate personal protective equipment where hazards cannot be eliminated;
- c. providing appropriate information, training and supervision to enable work to be performed safely;
- d. reporting and investigating work related near misses, incidents, and injuries;
- e. collaborating with Health and Safety Representatives on workplace safety matters; and
- f. continuously reviewing and enhancing safety performance.

- 5.3. Work health and safety is the shared responsibility of all parties in the Workplace. The City supports a collaborative approach and the cooperation of all parties to achieving and continually improving work health and safety, with specific roles and responsibilities.
- 5.4. The City of Busselton as a body corporate has the duties of a Person Conducting a Business of Undertaking (PCBU) as defined under section 19 and 20 of the WHS Act.
- 5.5. The Council, in their governing role, are responsible for appropriately supporting and resourcing health and safety requirements of the City as a PCBU.
- 5.6. Elected Members have the duties of “other persons” as defined under Section 29 of the WHS Act. This includes taking reasonable care to ensure their own health and safety and that their acts or omissions do not adversely affect the health and safety of others.
- 5.7. The CEO and Directors have the duties of “officers’ as defined under section 27 of the WHS Act. Officers are obligated to exercise due diligence to ensure that the PCBU meets their duties and obligations.
- 5.8. The CEO will be responsible for:
  - a. developing and maintaining an organisational culture with a high level of health and safety awareness through a continuous improvement process of consultation, communication, information provision, training and accountability; and
  - b. ensuring the development, implementation and maintenance of a Work Health and Safety Management System.
- 5.9. Management are responsible for working conditions under their control and ensuring that work is carried out in safe manner.
- 5.10. Workers are required to take all reasonable care to ensure their own safety and that of others in the Workplace, with Workers duties defined in section 28 of the WHS Act.
- 5.11. Health and Safety Representatives play an important role in facilitating work health and safety in accordance with section 68 of the WHS Act, with the City’s Work Health and Safety Committee the mechanism for consultation, cooperation and resolution of health and safety matters in the Workplace.

## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Work Health & Safety (WHS) Act 2020*
- 6.2. *Work Health & Safety (WHS) Regulations 2022*
- 6.3. *Workers Compensation and Injury Management Act 2023*

## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	11 June 2025	Resolution #	C2506/150
Previous Adoption	DATE	11 May 2022	Resolution #	C2205/096