



SHIRE OF JERRAMUNGUP

SAFETY MANUAL

Document Control			
Action	Date	Officer	Comment
Adopted	October 2009	Brent Bailey	Adopted by Council at Ordinary Meeting
Review	April 2011	Brent Bailey	Update and Incorporate Injury Management Procedure
Review	May 2014	Janna Kleszewski	Restructured/upgraded OSH Manual Incorporated OSH Policies, reviewed and amended existing policies and procedures, included important contact details

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1.0 Introduction

1.1 CEO's Message

I would like to welcome you to the Shire of Jerramungup. We cannot place more emphasis on the importance of safety and health within the work environment and we have devised this manual to ensure your safety whilst at work. I trust you will use this manual as a reference guide as it provides useful information on suitable conduct during your employment with the Council. Only together can we make a difference in our safety performance.

Bill Parker

Chief Executive Officer



1.2 Occupational Safety and Health (OSH) Manual

The OSH Manual has been upgraded through consultation with staff and management to provide a general guideline of the Council's safety standards. It is important to note that these standards/procedures are succinct and do not necessarily cover every workplace. Your Supervisor or Manager will provide further information to you. Occupational Safety and Health is the responsibility of everyone, both management and employees.

1.3 Legislative Framework for WA

1. Occupational Safety and Health Act 1984
2. Occupational Safety and Health Regulations 1996

Supported by

- a) Codes of Practice
- b) Guidance Notes
- c) National Codes of Practice/ National Standards
- d) Australian Standards

1.4 Duty of Care Employer

Section 19 of the Occupational Safety and Health Act 1984 requires the employer to:

- Provide and maintain safe workplaces, plant and systems of work
- Provide information, instruction, training and supervision
- Consult and co-operate with Safety and Health Representatives and other employees
- Provide adequate personal protective equipment (PPE) where it is not practicable to avoid the presence of hazards

1.5 Duty of Care Employee

Section 20 of the Occupational Safety and Health Act 1984 requires the employee to:

- Comply with the employers instructions to ensure their own and others safety and health during the course of work
- Use and maintain personal protective equipment (PPE)
- Report to their Supervisors any hazards or accidents
- Not adversely affect the safety and health of another person through any act or omission at work

1.6 Duty of Care to visitors at workplaces

Council is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the Occupational Safety and Health Act 1984 if visitors to workplaces are injured through not being appropriately cared for.

Therefore, visitors are required to:

- Obtain prior permission of the Supervisor of the work area they would like to enter
- Be escorted to and from the workplace and accompanied by a designated staff member at all times
- Receive a workplace specific induction and be instructed in emergency evacuation procedures
- Not enter any high hazard areas

Please note that the above procedure also applies to the family of employees who wish to enter any of Council's workplaces.

2.0 Occupational Safety and Health Policies

2.1 OSH Policy

OSH POLICY No. 1

SUBJECT - OSH Policy

OBJECTIVE

The Shire of Jerramungup will provide a safe and healthy work environment, so far as practicable, for all employees, contractors, volunteers and visitors.

OSH POLICY

The Shire of Jerramungup is concerned with protecting the safety, health and welfare of all personnel and visitors. Consistent with this, the Shire of Jerramungup will:

- Provide and maintain a safe work environment by managing risk through effective hazard identification and control;
- Strive for continuous improvement in Occupational Health and Safety performance utilising best practice procedures and taking into account evolving knowledge and technology;
- Comply with all applicable legislation and standards;
- Establish, implement and maintain an Occupational Health and Safety Management System;
- Ensure that all employees, including contractors and volunteers, are fully informed, instructed, trained and supervised in the tasks they are required to perform;
- Communicate and consult with employees, including contractors and volunteers, involve them in the development of practices and procedures aimed at the improvement of Occupational Health and Safety performance;
- Ensure that all employees, including contractors and volunteers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

Copies of this Policy shall be made available to all employees, contractors, volunteers and visitors, and displayed within the workplace.

Chief Executive Officer

Shire President

*Bill Parker **Date***

*Cr Robert Lester **Date***

Occupational Safety & Health Representative

*Janna Kleszewski **Date***

2.2 Drug & Alcohol Policy

OSH POLICY No. 2

SUBJECT - Drug & Alcohol Policy

1.0 OBJECTIVE

The objective of the policy is to ensure a safe workplace free from the effects of drugs and alcohol.

1.1 RATIONALE

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risk to safety and health.

Being affected by drugs and alcohol at work can seriously compromise the health, safety and welfare of employees, visitors and volunteers. It can also impair an individual's ability to perform their work competently and professionally.

Therefore the Shire of Jerramungup will not tolerate:

- A blood alcohol concentration greater than zero
- Consuming alcohol while at work, other than exemptions specified below
- Any detection of illicit drugs in an employee's system
- Possessing, selling, distributing or consuming prohibited drugs in the workplace
- Being affected by alcohol or drugs including medically prescribed or over the counter drugs in the sense that their ability to work safely, competently and professionally is impaired.

Although disciplinary action may be required, this policy focuses on prevention measures directed at ensuring the safety and health of both the individual and other persons.

1.2 APPLICABILITY

This policy applies to all employees, contractors and volunteers.

1.3 ILLICIT DRUGS AND ALCOHOL IN THE WORKPLACE

The use of illicit drugs or alcohol in the workplace – including Council premises, parks, reserves, vehicles, plant or any other Local Government building or physical asset, is prohibited.

The Chief Executive Officer may waive this requirement, only regarding the use of alcohol, where circumstance warrant - for example, when Council sponsors a social event, such as an official farewell, staff meetings or a Christmas Party.

This policy is directed towards maintaining a satisfactory level of employee health, safety and work performance.

1.4 EMPLOYEE OBLIGATION TO PRESENT FOR DUTY IN A FIT STATE

It is the employee's responsibility to present for duty in a fit state, which means, where an employee's physical condition and mental alertness allows them to carry out their duties in a satisfactory and safe manner. The employee is responsible for any civil or criminal penalty that results from being under the influence of drugs or alcohol in the workplace.

1.5 PRESCRIBED AND OVER THE COUNTER DRUGS OR MEDICATION

It is the employee's responsibility to advise their supervisor if they are taking any prescribed or over the counter drugs or medication that may affect their fitness for duty or work performance. The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

1.6 DRUG AND ALCOHOL TESTING

Council reserves the right to conduct pre-employment, random blanket and suspicion drug and alcohol testing throughout the whole organisation if there is a perceived need to do so.

A health professional will conduct pre-employment testing in form of an oral/urine/blood test, during the course of your pre-employment medical. The outcome may or may not affect the decision of commencing employment with the Shire of Jerramungup.

Random blanket testing reserves the right to conduct breathalyser/oral testings of employees across the whole organisation at all levels. A health professional can perform those tests. The outcome may or may not affect the perception of an employee's fitness for duty on that day and can entail disciplinary actions as outlined in the stages below.

With regard to an individual employee, suspicion testing shall only be carried out if a supervisor/manager suspects or determines that a substantial risk existed for the employee, co-workers or the public. A health professional will conduct this form of testing by breathalysing/ oral testing the employee first. If the need be and in accordance to the stages outlined below, a urine test may be ordered as a result of the first tests to determine the presence of a serious misconduct, such as a criminal offence or a serious breach of Councils policy providing reasonable grounds for terminating employment (in accordance with the Local Government Act and/or relevant Awards).

All testing results will be kept private and confidential.

1.7 DETECTION OF A POTENTIAL POLICY BREACH

A person influenced by drugs and alcohol may display symptoms which affect the employees' physical condition or mental alertness or display unusual behaviour. Alternatively, supervisors or co-workers may notice a gradual decline in general performance such as absenteeism, punctuality or unusual difficulties with co-workers.

If a manager or supervisor has justifiable cause to doubt and employee's fitness for duty, they may have the employee removed from the workplace.

1.8 COUNCIL'S RIGHTS WHEN DRUG OR ALCOHOL USE IS SUSPECTED

If a Manager or Supervisor had justifiable cause to doubt an employee's fitness for duty, they may have the employee removed from the workplace and may initiate any reasonable action considered necessary. If it is believed that the use of drugs or alcohol renders risk to the safety or health of the employee, co-workers or the public, Council reserves the right to remove the employee from duty pending an urgent medical examination to determine fitness for duty.

The subject employee will be entitled to full payment of entitlements until such time as the medical examination determines that the employee is unfit for work.

If the employee is deemed fit for work, the employee will be returned to work immediately.

If the employee is deemed unfit for work, the employee will be placed on leave without entitlements until such time as a medical examination determines fitness for duty.

1.9 DRUG AND ALCOHOL DEPENDENCE - EMPLOYEE ASSISTANCE

Council will provide advocacy for employees who voluntarily seek help for alcohol or drug dependence problems.

Employees who suspect that they may be dependent on alcohol or drugs are encouraged to seek external clinical assistance or discuss the matter with their Supervisor or the Chief Executive Officer.

All requests for assistance by employees will be treated as confidential.

1.10 NON-COMPLIANCE

If an employee's performance is repeatedly affected by suspected drug or alcohol abuse, and if the employee had been encouraged to seek external clinical assistance but has failed to do so or has failed to respond to such assistance, Council may initiate action in accordance with the procedure detailed hereunder.

1.11 VARIATION

Council reserves the right to revoke or amend this policy.

1.12 PROCEDURE FOR DEALING WITH SUSPECTED DRUG AND/OR ALCOHOL ABUSE IN THE WORKPLACE.

1.12.1 PROCEDURE

The Procedure for dealing with suspected drug and/or alcohol abuse is divided into three stages:-

- Stage One – discussion between the employee and immediate Supervisor and union/employee representative (optional)
- Stage Two –discussion between the employee, Supervisor, Chief Executive Officer, Deputy Chief Executive Officer and union/employee representative (optional); and
- Stage Three – disciplinary action – in conjunction with the Supervisor, Chief Executive Officer, Deputy Chief Executive Officer and union/employee representatives (optional).

1.12.2 STAGE ONE

The employee and immediate Supervisor should participate in Stage One. Circumstances may warrant the presence of an observer. The Employee may request a union/employee representative to be present.

Procedural fairness must be observed. The following steps must be followed:

- The Supervisor must clearly state the performance-related reasons for the interview – for example punctuality problems, absenteeism, difficult interpersonal workplace relationships and establish, where possible, the reason for the performance-related issues – and should restrict discussion to these performance-related matters only. The employee must be given the opportunity to respond;
- The Supervisor must clearly state what standards of performance are required or expected;
- Discussion should be directed towards identifying any underlying alcohol or drug-abuse problem;
- The Supervisor should provide advocacy on behalf of the employee, suggest avenues the employee may take and offer assistance where appropriate. The employee is not bound to accept these suggestions. The employee's decision to accept or reject the suggestions and offers of assistance should not influence Councils subsequent actions;
- A timeframe for a review should be established. The employee should be informed of expected changes, on-going performance monitoring by the Supervisor and the compulsory interview at the end of the review period;
- The employee should be made aware of possible consequences of there is no significant improvement;
- The Supervisor should prepare a brief summary of the interview and give two copies to the employee. After reading the summary, the employee should sign one of the copies and return it to the Supervisor. This copy should be filed in the employees personnel file and

- The review interview should be held at the prescribed time. The points discussed should correspond exactly with those raised at the first interview; and improvements should be acknowledged. Continuing problems, such as decline in performance and any new performance-based problems should also be identified and discussed. The Supervisor should again prepare a summary of the interview, which should be distributed and actioned as above.

Results of Stage One

- If all aspects of work performance and related matters have met performance standards and expectations the Supervisor should acknowledge this. The Supervisor will then prepare a summary of the interview, distribute and action it as above and place a copy on the employee's file;
- If there has been some improvement in one or more previously identified areas and no decline in other areas, The Supervisor will prepare a summary of the interview accordingly, and distribute and action it as above; and
- If there has been no noticeable improvement, the Supervisor must advise the employee that the matter will be referred to the second stage. The Supervisor will prepare a summary of the interview accordingly, and will refer the matter to the Chief Executive Officer or appropriate senior officer of stage two action

1.12.3 STAGE TWO

The participants at Stage Two should be the employee, Supervisor, Chief Executive Officer or appropriate senior officer, Deputy Chief Executive Officer and, at the option of the employee, a union/employee representative.

Procedural fairness must be observed. Where relevant, and prior to the interview, the Supervisor will ask the employee's permission to obtain a report from the drug/alcohol rehabilitation agency on the progress of any treatment.

The following steps must be followed:

- The Supervisor will provide details of unsatisfactory work performance and related issues and the steps that were taken to address the issues at that time. The employee will be given the opportunity to respond to the issues raised;
- The Supervisor should repeat any previous suggestions and offers of assistance;
- A time frame for a review should be established. The employee should be informed of expected changes, ongoing performance monitoring by the Supervisor and the compulsory interview at the end of the review period;
- The employee should be advised of possible consequences if there is no significant improvement and that this represents a final warning; and
- The review interview should be held at the prescribed time. The points discussed should correspond exactly to those raised at the formal interview; improvements should be acknowledged. Continuing problems, continued decline in performance and any new performance based problems should also be identified and discussed. The Supervisor should prepare a summary of the interview and distribute it to all parties who were present.

Results of Stage Two

If all aspects of work performance and related matters have met performance standards and expectations, the Supervisor should acknowledge this. The Supervisor will then prepare a summary of the interview accordingly, distribute and action it as above, and place a copy on the employee's file.

If there has been some improvement in one or more previously identified areas, no decline in other areas and no identification of new area of performance deficiency, the Chief Executive Officer (or appropriate Senior Officer) will set a further time frame and review interview. The Supervisor will prepare a summary of the interview accordingly, and distribute and action is as before.

If there has been **no noticeable improvement**, the Chief Executive Officer or appropriate senior officer must advise the employee that the **matter will be referred to** the final disciplinary stage. This advice will also be confirmed in writing. The Supervisor will prepare a summary of the interview accordingly for reference to **stage three action** and will distribute copies as before.

1.12.4 STAGE THREE

The participants at Stage Three should be the employee, Supervisor, Chief Executive Officer, Deputy Chief Executive Officer or appropriate senior officer and, at the option of the employee, a union/employee representative.

Procedural fairness must be observed. The following steps must be followed:

- The supervisor will provide details of unsatisfactorily work performance and related issues and the steps that were taken to address the issue during both Stage One and Stage Two Action. The employee will be given the opportunity to respond to the issues raised.

Results of Stage Three

If, despite ample opportunity to improve their work performance and obtain appropriate clinical assistance, there has been no noticeable improvement, the Chief Executive Officer will terminate the employee's service in accordance with Council's disciplinary procedures.

Section 5.41(g) of the Local Government Act 1995 clearly states that the CEO has the responsibility for the appointment prior to any employee being dismissed. The advice will be confirmed to the employee in writing. The Chief Executive Officer will prepare a summary of the interview and place a copy on the employee's file.

Section 5.41(g) of the Local Government Act 1995 clearly states that the Chief Executive Officer has responsibility for the appointment and dismissal of Staff.

The Chief Executive Officer's Express permission must be obtained prior to any employee being dismissed.

2.3 Smoking in Council Premises/Vehicles

OSH POLICY No. 3

SUBJECT - Smoking in Councils Premises/Vehicles Policy

1.0 OBJECTIVE

There is to be no smoking whatsoever within Council buildings and Council vehicles. It is designed to ensure that those who work for the Council do so in a clean and safe environment.

1.1 POLICY

As an employer, the Council has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to protect the health of all employees from hazards in the workplace.

On the basis of a current medical opinion and following a landmark judgment in the Federal Court of Australia, it has been shown that passive smoking may affect a person's health. Accordingly, Council prohibits any member or employee of Council, from smoking in any enclosed workplace, building or vehicle of Council, including at all Council and Committee meetings.

All members of Council and employees shall have an individual responsibility for drawing the prohibition on smoking to the attention of any visitor, caller or employee, who it appears, may be in contravention of the Policy.

Council's commitment to this Policy will be demonstrated publicly by the display of appropriate signs throughout Council's buildings and facilities.

2.4 Workplace Bullying Policy

OSH POLICY No. 4

SUBJECT - Workplace Bullying Policy

1.0 OBJECTIVE

To identify, minimise and where possible prevent harassment and bullying in the workplace by eliminating, intimidating, humiliating, offending and threatening behaviour and encouraging a professional and productive workplace.

1.1 POLICY

1. Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers.
2. Workplace bullying is considered to be an illegal and unacceptable form of behaviour which will not be tolerated under any circumstances.
3. Workplace bullying behaviour may involve:
 - a. Abusive, insulting or offensive language;
 - b. Violence or threats;
 - c. Constant practical joking and teasing;
 - d. Behaviour or language that frightens, degrades or humiliates;
 - e. Ignoring, isolating or withholding information from a person; or
 - f. Unfair treatment in relation to accessing workplace entitlements.
4. It may be carried via verbal communication, letters, emails, telephone calls and/or text messages or cyber-attacks via Facebook, Twitter, Instagram or other social media.
5. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.
6. The Shire of Jerramungup encourages all employees to report workplace bullying. Managers and supervisors will endeavour to ensure that no one making a complaint or witnesses are victimised.
7. The Shire of Jerramungup has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.
8. Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve warning, transfer, counselling, demotion or dismissal, depending on circumstances.

2.5 Sexual Harassment Policy

OSH POLICY No. 5

SUBJECT - Sexual Harassment Policy

1.0 OBJECTIVE

The Shire of Jerramungup strongly supports the concept that every employee, elected member and member of the public employed or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

1.1 POLICY

The Shire of Jerramungup considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that sexual harassment is unlawful.

1.2.1 Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and/or rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered and expressed as being offensive to an employee, elected member or member of the general public:

- a. Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching;
- b. Subtle or explicit demands for sexual activities or molestation;
- c. Intrusive enquiries into a person's private life;
- d. Uninvited and unwelcome jokes that have a sexual and/or sexist undertone; and
- e. Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

1.2.2 The Shire of Jerramungup recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

- 1.2.3 Any complaints of sexual harassment made against any person associated with the Council will be viewed seriously, treated confidentially, and thoroughly investigated by appropriately trained persons.
- 1.2.4 Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face-to-face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.
- 1.2.5 An employee whose health or work performance has been affected by personal harassment will not have their employment status or conditions disadvantaged in any way, as a result thereof.
- 1.2.6 A formal complaints/grievance procedure follows and will be utilised to effectively resolve complaints of sexual harassment.

COMPLAINTS/GRIEVANCE PROCEDURE

- 1.3.1 All complaints of sexual harassment will be treated confidentially and resolved promptly.
- 1.3.2 Wherever possible, the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser is victimised.
- 1.3.3 It is recognised that cases of sexual harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.
- 1.3.4 A complaint of sexual harassment may be lodged with any of the following persons:
 - a. Immediate Supervisor/Manager (except where this person is the alleged harasser);
 - b. Division Manager (if applicable- except where this person is the alleged harasser);
 - c. Chief Executive Officer (if the alleged harasser is a Divisional Manager or the Shire President); and
 - d. Shire President (only if the alleged harasser is the Chief Executive Officer or Councillor).

- 1.3.5 A person receiving a complaint of sexual harassment will:
- a. Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management. Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure;
 - b. Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow up reports are provided until the matter is resolved, (or, in the event that the complaint relates to the Chief Executive Officer, the report shall be prepared by the Shire President); and
 - c. Ensure no information regarding the complaint is discussed outside this procedure.
- 1.3.6 The person handling the complaint, whether it is the person who received the complaint or a more senior person will, with the approval of the complainant:
- a. As soon as possible, advise the alleged harasser of the nature of the complaint and provide opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour;
 - b. Advise the alleged harasser of the right to contact his/her Union or advocate for advice and representation;
 - c. Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard; and
 - d. Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
- 1.3.7 If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser:
- a. The matter will be investigated and where the complainant or the harasser is the member of a Union, the Union may be party to the investigation; and
 - b. All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.

- 1.3.8 During the period of investigation of a case of serious sexual harassment:
- a. The investigation is to be conducted in a manner that is fair to all parties and all parties are to be given a fair and reasonable opportunity to put their case, to have witnesses in attendance and to respond to any proposed adverse findings that may be made against them;
 - b. If requested by either party or by management, alternative working arrangements may be made; and
 - c. Any reasonable request by either party for legal or Union representation shall not be denied.
- 1.3.9 If, following investigation and resolution, a complaint is judged to have been proved:
- a. Remedial action will be taken; and
 - b. A record of the detail of the remedial action will remain on employee's personal file for a period of twelve months, where upon the record will be destroyed unless otherwise decided by the Chief Executive Officer (or Shire President in the event that the complaint relates to the Chief Executive Officer).
- 1.3.10 If, following investigation, a complaint is judged to have been unproven, the complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action will be taken against the complainant.
- 1.3.11 Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.
- 1.3.12 While it is the Council's wish to attempt to deal with complaints of harassment internally, no employee will be penalised for bringing, this complaint to any appropriate external statutory body unless that complaint is ultimately proven to be made frivolously or maliciously.

2.6 Injury Management Policy

OSH POLICY No. 6

SUBJECT - Injury Management Policy

1.0 OBJECTIVE

The Shire of Jerramungup is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury or illness.

1.1 POLICY

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

Workplace Information:

Contact Person: Admin – Deputy Chief Executive Officer
Human Resource/ Payroll Officer
Works – Works Manager

Telephone: 08 98 351022

2.7 Contractors OSH Policy

OSH POLICY No. 7

SUBJECT - Contractors OSH Policy

1.0 OBJECTIVE

The safety and health of all people working for the Shire of Jerramungup is of primary concern and safe working practices must be observed at all times.

It is therefore required that contractors carrying out any work for the Shire shall comply with the Shire's OSH Policies and Procedures.

This will entail both a general induction, site-specific induction and the presentation of insurance cover notes and licences.

1.1 POLICY

1.1.1 GENERAL INDUCTIONS

Preferred contractors for the following categories will be appointed for a fix period of three continuous years: Carpentry, Civil Works, Concrete, Electrical, Freighting, Landscaping, Mechanical, Plumbing.

One representative of each appointed contractor is required to undertake a general induction at the Shire of Jerramungup and should then provide all relevant information to other employees in their business carrying out work for the Shire.

1.1.2 INSURANCE COVER NOTES

On commencement of the induction, contractors will be asked to provide details of the certificates of currency for the following policies:

- Public Liability Insurance
- Professional Liability Insurance
- Workers Compensation Insurance

1.1.3 SITE-SPECIFIC INDUCTIONS

Contractors will be required to report to the Manager's/Shire's Office who initiated the work, to undertake an initial site-specific induction where necessary. An "On-site Induction" Checklist is to be signed off by the contractor/manager, to be recorded in SynergySoft.

1.1.4 LICENCES

All contractors and employees are required to have appropriate licences for work activity, plant and equipment being provided. Copies of these licences can be requested by the Shire at any time.

1.1.5 NON-COMPLIANCE

Any contractor or their employee contravening with the Shire of Jerramungup's OSH Policies and Procedures can be asked to leave the premises or worksite and can be refused re-entry.

2.8 Equal Employment Policy

ADMINISTRATION POLICY No. 1

SUBJECT - Equal Employment Opportunities

OBJECTIVE

This Council recognises its legal obligations under the Equal Opportunities Act, 1984 and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, gender history, sexual orientation, marital status, pregnancy, race, disability, religious or political convictions.

POLICY

All employment training with this Council will be directed towards providing equal opportunity to all employees providing their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, gender history, sexual orientation, marital status or disability.

The Equal Employment Opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

3.0 OSH Procedures

3.1 Inductions

To introduce you to the Organisation and the Shires' safety requirements, an induction will be performed on the commencement of employment with the Shire of Jerramungup. Relevant information contained within this manual will be communicated during the induction.

The immediate manager will undertake your general workplace induction and hand out all relevant documents/ information (OSH Manual, Policy Manual etc.).

The workplace Manager will undertake a workplace specific induction including policies/ procedures.

The relevant Supervisor will undertake site-specific inductions including plant/ tools/ work processes etc.

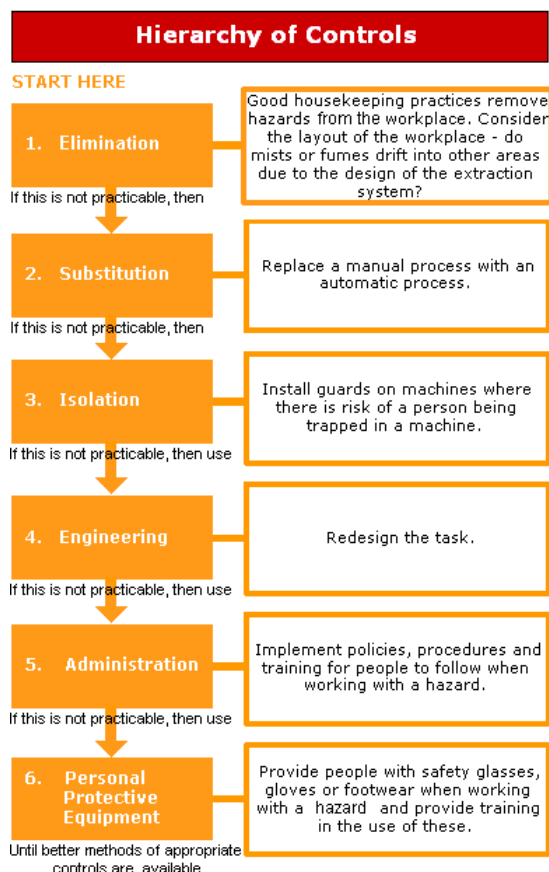
The Chief Executive Officer will meet with you early in your employment to explain strategic direction, corporate culture, values and expected behavioural standards.

3.2 Hazard Reporting

To reduce your exposure to, and impact on hazards within the work environment, it is essential that you report all hazards to your Supervisor. You can do this by completing the Council's Hazard Report Form. The following process should be followed should you identify a hazard:

1. Hazard identified
2. If possible, correct the hazard yourself and then complete a Hazard Report Form
3. If you are unable to rectify the hazard immediately, notify your Supervisor to ensure, that appropriate action is taken. The hazard may need to be safely isolated, bunted off or tagged to ensure the possibility of an accident/incident occurring as a result of the hazard is minimised.
4. Once the hazard has been isolated, a report form must then be completed and forwarded to your Supervisor.
5. Your Supervisor will review the report and take any further action if required.
6. Your Supervisor will then sign off the report and forward it to the Safety and Health Representative (SHR) who will include it in the next agenda of the OSH Committee. Confidentiality will be maintained.
7. The Committee will then review the hazard and if need be make any further recommendations.
8. If required, feedback will be provided to the employee of the outcome.

Hazards will be corrected through the adoption of the Hierarchy of Controls in a timely manner. The Hierarchy of Controls is the recommended manner in which to reach a decision of an appropriate control. When applying the Hierarchy of Controls consider the following options:



Source: <http://www.safework.sa.gov.au/contentPages/images/HierarchyControls2.gif>

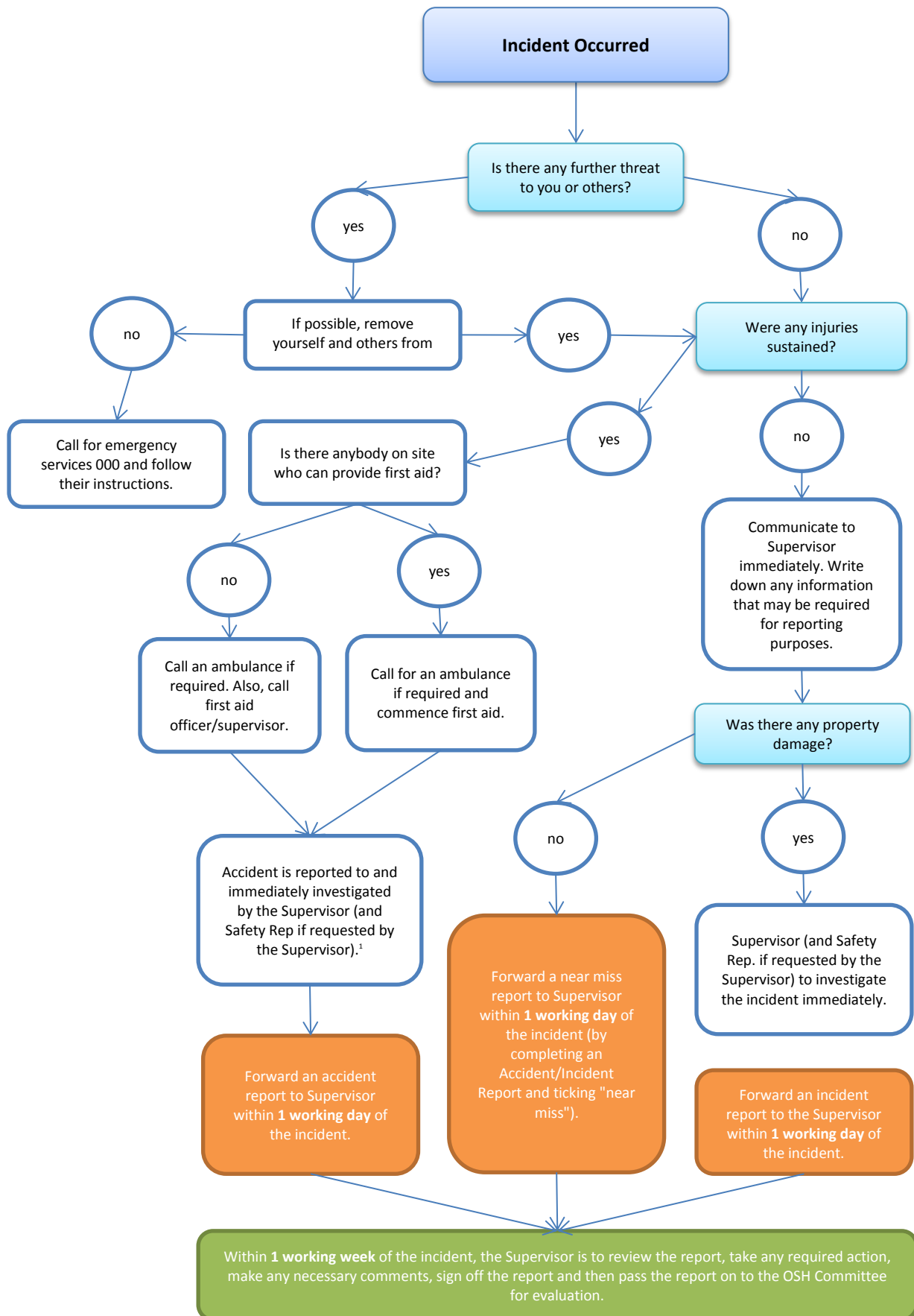
3.3 Accident/Incident Reporting and Investigation

If you sustain an injury, have an accident or are involved in a near miss incident during your employment, you must report this immediately to your Supervisor and complete an Accident/Incident Report Form.

All incidents should also be investigated by your Supervisor and (if required) a Safety and Health Representative. Also high risk rating or complex investigations should involve Senior Management and/or technical experts.

The investigation should take place as soon as possible after the incident has taken place and should involve completion of the Accident/Incident Review section of the Report Form, taking photos and speaking with any staff/persons who witnessed the incident.

The following flowchart explains the process to follow should an incident occur while you are at work.



¹: Under Section 23I of the Occupational Safety Act employers are required to forthwith notify WorkSafe WA of work related deaths of employees and the following injuries and diseases specified in the Occupational Safety and Health Regulations:

- Fracture of skull, spine or pelvis
- Fracture of any bone in the arm (other than in wrist or hand) or leg (other than in ankle or foot)
- Amputation of an arm, hand, finger, leg, foot or toe
- Loss of sight of an eye
- Any other injury likely to result in the employee being unable to work within 10 days
- Infectious diseases such as tuberculosis, viral hepatitis, legionnaires' disease and HIV
- Certain diseases that can be transferred from animals to humans such as Q fever, Anthrax, Leptospirosis and Brucellosis

3.4 Injury Management System

The aim of the injury management system is to provide the best possible response to the management of workplace injuries, so injured workers can remain at work or return to work at the earliest appropriate time.

Injury Management Steps:

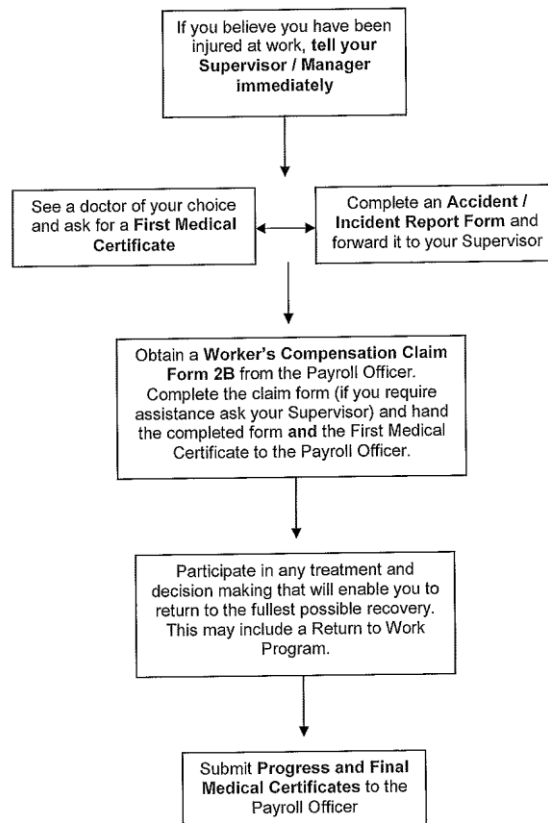
Whenever an injury occurs at work, follow these steps:

1. Take all necessary action to provide the injured worker with immediate first aid and access to appropriate medical assistance. **You can find a list of all First Aid Officers under section 5.2 of this Manual. A list is also displayed in each workplace.**
2. Inform your Supervisor/Manager as soon as possible.
3. Obtain a First Medical Certificate.
4. Retrieve a worker's compensation claim form from your Payroll Officer.
If you need help filling it in, ask your Supervisor for assistance. Hand the completed form back to your Payroll Officer.
5. Your payroll Officer will lodge the First Medical Certificate and the claim form with LGIS within five working days.
6. The injury management coordinator will remain in close contact with you to check on progress and make arrangements for you to remain at work or to return to work as soon as medically appropriate.
7. Together with your injury management coordinator and your treating medical practitioner, you will prepare a return to work program, when required.
The progress towards the return to work goal will be continuously monitored.

3.5 Workers Compensation

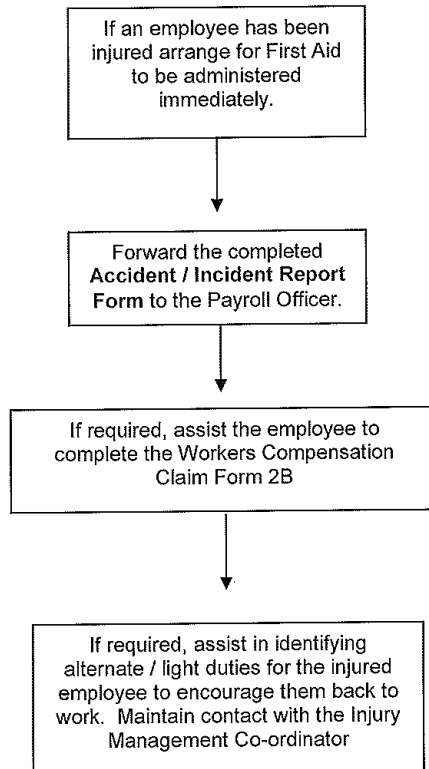
If you injure yourself whilst performing tasks under the direction of your employer and seek medical assistance this is deemed a worker's compensation injury. It is important that you report injuries of this nature immediately to your employer as failure to do so may affect your claim. The Council is committed to ensuring employees return to their pre-injury duties and will provide alternative duties wherever possible to assist in this progress.

Employee Responsibilities

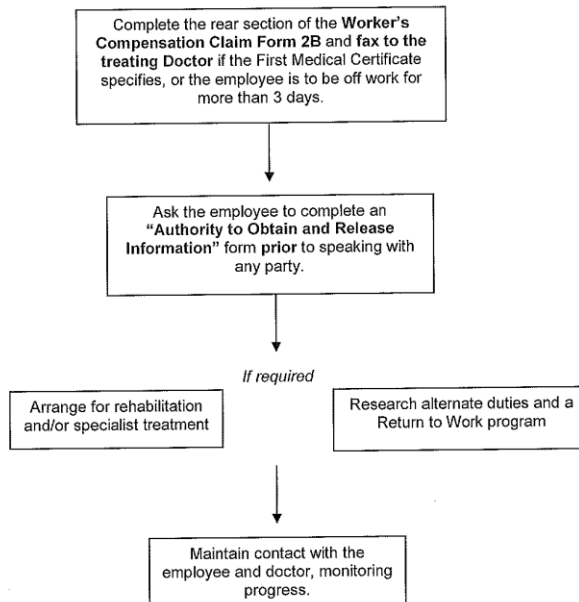


Further information regarding Worker's Compensation is available from your Supervisor, the Injury Management Co-ordinator or the Payroll Officer.

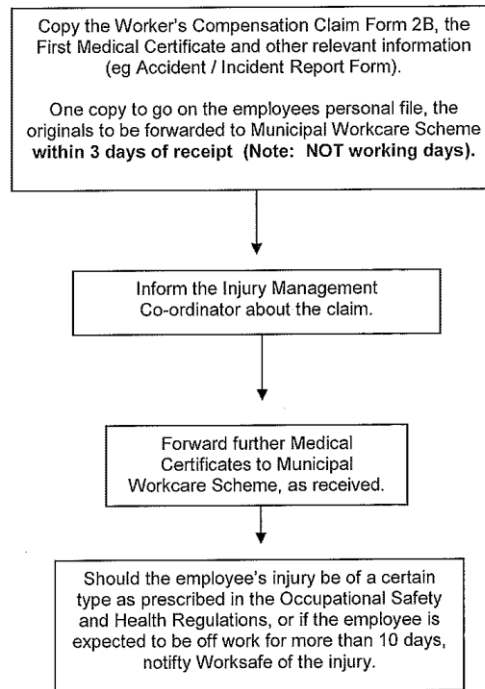
Supervisor / Manager Responsibilities



Injury Management Co-ordinator Responsibilities



Payroll Responsibilities



3.7 Emergency Procedures

The Shire of Jerramungup has Emergency Wardens for the purpose of safe evacuation of all staff, volunteers and visitors to the council's properties. During your induction, you will be notified of your Safety and Health Representative (SHR), Building Warden (BW), Area Wardens (AW) and First Aid Officers (FAO), assembly areas, muster points, first aid facilities and equipment. Fire extinguishers, exit signs and are located throughout each building and work area. Information on emergency procedures and emergency contact details are also displayed in every workplace.

A list of SHR, BW, AW and FAO is provided in section 5.1 of this Manual. In addition, a list of emergency contact details is displayed in each workplace.

3.8 Job Safety Analysis and Job Procedures

Several jobs throughout the Shire that have a perceived level of risk will undergo a Job Safety Analysis (JSA). The JSA identifies all the risks associated with the particular task and details Job Procedures to prevent harm or injury. Job Procedures are located at the Shire office and various work stations- ask your Supervisor if you are unsure of where to find a Job Procedure.

It is essential that all jobs which, following a risk assessment, are perceived to involve a moderate to high level of risk, have a JSA completed.

A JSA works through each step involved in a particular job, identifying along the way any hazard associated with each step, and looks at ways to alter/change the job to remove/reduce the hazards.

A risk assessment should also be conducted on any new or changed work activities to distinguish whether or not a JSA is required.

Once a risk assessment and job safety analysis is conducted and necessary controls implemented, a review of these controls must be carried out by all staff to ensure that they are still relevant.

3.9 Asbestos Management Procedure

Undisturbed asbestos cement sheeting does not usually pose a risk to health, but the Council will take steps to ensure workers' safety.

Therefore the Council will implement and maintain a "register" in the workplace of any asbestos products found in that workplace. This is mainly in relation to thermal and acoustic insulation material but also includes the need to maintain registers wherever asbestos products, including AC (asbestos cement) materials, are found at a workplace.

Your Manager/Supervisor will have further information available for you if required.

3.10 Workplace Inspections

Workplace inspections assist in:

- Identifying and controlling hazards
- Ensuring safety provisions are operational and effective and
- Determining if procedures and processes are understood.

Such inspections are conducted on a regular basis by Management and your SHR as per draft Inspection Program below. Results are presented to the OSH Committee for review.

Shire of Jerramungup Inspection Program 2014/2015												
	Jerramungup Office	Jerramungup Depot	Jerramungup Waste Transfer Station	Jerramungup Pool	Bremer Bay Office	Bremer Bay Depot	Bremer Bay Tip	Responsible Officer(s)	Scheduled Inspection Date	Actual Inspection Date	Inspection Review Date	Comments
January	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk					
February	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk					
March	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk					
April	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk					
May	High Risk	High Risk	High Risk	C	High Risk	High Risk	High Risk					
June	High Risk	High Risk	High Risk	L	High Risk	High Risk	High Risk					
July	High Risk	High Risk	High Risk	O	High Risk	High Risk	High Risk					
August	High Risk	High Risk	High Risk	S	High Risk	High Risk	High Risk					
September	High Risk	High Risk	High Risk	E	High Risk	High Risk	High Risk					
October	High Risk	High Risk	High Risk	D	High Risk	High Risk	High Risk					
November	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk					
December	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk	High Risk					
High Risk	High Risk											
Medium Risk	Medium Risk											
Low Risk	Low Risk											

3.11 Training

The Council is committed to ensuring that you have adequate information, instruction and qualifications to carry out your tasks competently and safely. Throughout your employment, relevant courses will be offered to maintain and enhance your skills. If you are ever uncertain of how to perform a task, use equipment/ machinery/ PPE etc., please seek assistance from your Supervisor.

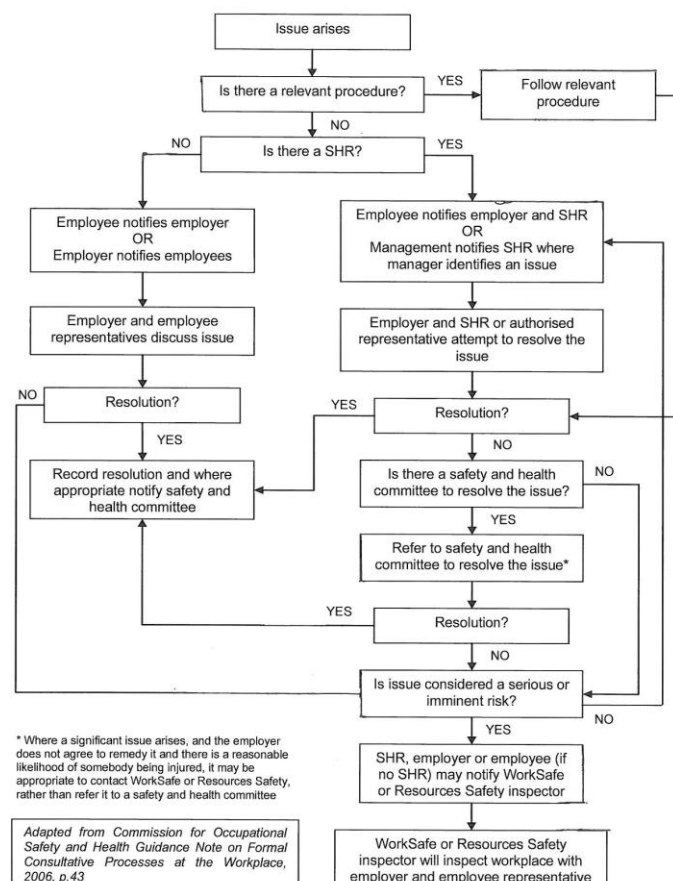
According to OSH legislation, all elected Safety and Health Representatives must attend the five-day introductory course. All Supervisors should receive a form of safety training.

3.12 Toolbox Meetings

Staff and Toolbox Meetings are held on a regular basis and involve all Council staff. Within this forum discussion concerning safety and health matters, providing instructions on work practices and explaining safety mechanisms implemented by the Council will occur. The Council encourages an open forum and promotes consultation between the employer and the employee.

3.13 Issue Resolution Procedure

Whenever a safety and health issue arises in the workplace, an attempt should be made to resolve it. The flowchart below describes the issue resolution procedure as set out in OSH Regulation 2.6 and must be followed:



3.14 Disciplinary Action

The content of this Manual is provided to optimize your safety during your professional conduct within the Council. It is a condition of your employment to abide by all instructions provided by the Council. Should any policies, procedures or any other instruction provided by your employer be ignored or neglected, disciplinary action will follow and depending on the circumstances of your action or omission, could result in instant dismissal.

4.0 Safety in Action

4.1 Smoking



To protect the health of work colleagues the Council has a smoking policy in effect that prohibits smoking in enclosed areas such as company vehicles, buildings and workshops.

Smoking is also prohibited, where explosives and flammable goods are stored, handled and disposed of.

4.2 Signage

Safety signage is required by law to inform you, members of the public and contractors of potential hazards and safety requirements. It is very important that you use and obey such signage to protect yourself and others from injury or harm. Traffic signs are to be installed by people with Traffic Management accreditation only.



4.3 Hazardous Substances

Council absolutely forbids the use of chemicals, toxic, or otherwise hazardous material or dangerous goods by any person in its employ other than designated officers or persons appropriately licenced/trained to do so.

Appropriate records of access to chemicals and material safety data sheets (MSDS) as well as a hazardous substances register will be kept and made available to all persons who are or who might be exposed to a hazardous substance at the workplace.



4.4 Ultra Violet Radiation

Employees required to work outdoors are equipped with relevant PPE to minimise their risk of exposure to UV radiation. Outdoor workers will be provided with wide brim hats, sunscreen, sunglasses and long sleeve uniforms to protect them from exposure to harmful UV rays.

Symptoms of heat stress range from:

- Lack of concentration, fatigue, weakness and exhaustion
- Rapid heart rate, dizziness and confusion
- Persistent headache
- Red, hot, dry skin
- Lack of sweat



First Aid for heat stress (if not treated, heat stress can be fatal in less than an hour) includes:

- Try to get the person to drink water (only if conscious)
- Sponge cool water onto the person's body
- Apply cold packs to the neck, armpits and groin
- Get medical assistance

4.5 First Aid



All workplaces, plant and vehicles throughout the Council are provided with First Aid Kits and other critical provisions depending on the nature of your job, i.e. eye wash station. In addition, there is designated First Aid Officers (FAO) for each individual workplace. It is important that you notify your FAO each time stock is removed from a First Aid Kit, so it can be replaced.

The kits are checked and serviced by the FAO every six months and other provisions tested on a regular basis. A list of FAO and other important emergency contacts is displayed in each workplace.

4.6 Personal Protective Equipment (PPE)

PPE is required in the presence of hazards whose risks cannot be reduced by means other than the use of protective clothing and equipment. It is your responsibility to wear, store, maintain and inspect your PPE on a regular basis to ensure its use remains at optimum condition. PPE that is damaged, out of date, incorrectly worn or incorrectly used fails to protect you against potential hazards.

Please report damaged or worn PPE to your Supervisor immediately. Signage is placed in locations where PPE is mandatory and stated in your work procedures to ensure employees, contractors, visitors etc. are aware of all PPE requirements.

Please seek assistance from your Supervisor should you have any concerns regarding your PPE.

4.7 Out of Service and Danger Tags



Out of Service and Danger Tags are used to provide a warning to other employees and contractors that the activation of such equipment or plant could result in imminent injury, harm or death.

If you notice that equipment or plant is faulty it is your responsibility to place an “Out of service” tag on the item. The Supervisor must be notified and to inspect the item before it is

submitted for servicing/ maintenance.

When servicing/maintenance commences, the operator must place a Danger Tag on the item close to activation points. Under no circumstances should anyone else remove or tamper with the tag or item as this may have serious, if not fatal, consequences.

4.8 Electricity

- Only a licenced electrician can conduct electrical repairs or alterations.
- Do not use damaged electrical equipment- check for frayed cords before use.
- Do not leave leads/cords lying across walkways.
- Report to your Supervisor any damaged equipment- tag out equipment to ensure it is not used.
- Never use electrical appliances in wet conditions, unless you are in a sheltered position away from water.
- Always use Residual Current Devices (RCD's) when using portable equipment.

4.9 Sharps

Some employees, especially outdoor employees, may encounter the occasional confrontation with Sharps (hypodermic needles, razor blades, scalpels etc.).

If so, follow the procedure to remove Sharps as instructed by your Supervisor and use the Sharps kit (including disposable gloves, special tongs and appropriate disposal containers), supplied by the Council.

Remember: authorised persons only can empty sharp containers.

Broken glassware is not considered a Sharp unless it is contaminated with biohazardous waste.

It is very important that you do not take this matter lightly. Diseases such as Hepatitis and HIV/AIDS can be contracted if you fail to follow the procedure. If unsure about the procedure, please refer the matter to your Supervisor.

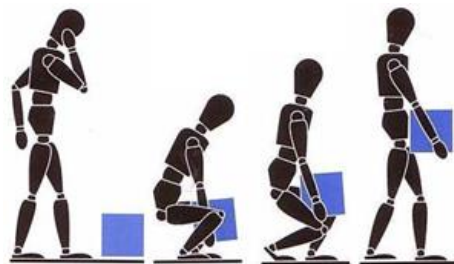
4.10 Manual Handling

Manual handling is one of the most significant causes of strain and sprain type injuries in the industry and usually results from the adoption of poor manual handling techniques. Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry or any other movement used to restrain, support or reach for an object.

OSH legislation does not mandate a legal weight to lift. Many potential risk factors like working postures and positions, physical movements and actions involves duration and frequency of manual handling activity etc. have to be consider during the risk assessment of a manual task.

Therefor it is important that you before you engage in any strenuous activity you assess whether or not the load or task is something you can manage and follow the steps below:

- Wherever practicable use a mechanical aid to assist you;
- Get additional help if necessary (two-person-lift);
- Plan the lift;
- Check weight of the load;
- Check for obstructions along the planned route and at the load's destination;
- Break the load into smaller more manageable pieces where possible;
- Stand close to the load/ hold the load close to your body;
- Place feet apart to establish a wider stability base;
- Bend at knees;
- Keep your back straight;
- Lift out of your legs; and
- Don't twist your upper body when turning- move your feet.



4.11 Isolated Workers

An employee working in isolation is required to have a form of communication readily available, for example a mobile phone or two-way radio.

The employee working in isolation will, before leaving the Depot, notify the manager/supervisor about estimated working location and working hours.

4.13 Ergonomics

The Council has provided ergonomic facilities where practicable to ensure your comfort while at work. The following diagram illustrates how you can set up your workstation ergonomically and prevent poor seating arrangements. Please ensure you adjust your workstation accordingly. If your task includes long repetitive activities, remember to take sufficient breaks or change between different tasks to ensure diversity of muscle groups used. If you experience any discomfort please advise your Supervisor or Manager.



Source: <http://igergonomics.com.au/images/workstationdiagram.gif>

A detailed guide on Office Safety and ergonomic workstation set up is located at the Shire office and readily available for all interested employees ("Officewise- a guide to Health and Safety in the office"- developed by Worksafe Victoria, 2006).

5.0 Important Contact Details

5.1 Emergency Wardens

5.1.1 Building Warden for all buildings Brent Bailey

5.1.2 Area Wardens

Location	Chief Area Warden	Deputy Area Warden
Jerramungup Office	Sophie Browning	Sharon Baldwin
Jerramungup Depot	Chris Miller	Phil Polain
Jerramungup Waste Transfer Station	Harry Louw	Phil Polain
Jerramungup Pool	Troy Miletic	Bill Parker
Bremer Bay Office	Craig Pursey	Therese Bell
Bremer Bay Depot	Harry Louw	Stephen Wadsworth
Bremer Bay Tip	Harry Louw	Stephen Wadsworth

5.2 First Aid Officers

Location	First Aid Officers
Jerramungup Office	Mel Aitchison
Jerramungup Depot	Troy Miletic
Jerramungup Waste Transfer Station	Troy Miletic
Jerramungup Pool	Mel Aitchison
Bremer Bay Office	Janna Kleszewski
Bremer Bay Depot	Janna Kleszewski
Bremer Bay Tip	Janna Kleszewski

5.3 OSH Committee

5.3.1 Safety and Health Representative

Ms Janna Kleszewski- Works Administration Officer98374016

5.3.2 Employee Representation.

Mr Harry Louw- Leader Town Services0427351020

Mr Chris Miller- Engineering Officer0400219073

Mr Phil Polain- Building Officer.....0439957349

Ms Sophie Browning- Records / Community Engagement Officer.....98351022

5.3.3 Injury Management Coordinator

Mr Brent Bailey- Deputy Chief Executive Officer98351061

Ms Mel Aitchison- Human Resource/ Payroll Officer98351022

Mr Chris Miller- Engineering Officer0400219073

5.3.4 Management Representation

Mr Bill Parker- Chief Executive Officer98351031

Mr Brent Baily-Deputy Chief Executive Officer98351061

5.3.5 Local Government Insurance Services (LGIS) Representation

Mr John Appleyard0429101490

5.3.6 Executive Officer

Works Administration Officer

6.0 Employee Confirmation

I have received a copy of the OSH Manual on the ____ / ____ / ____.

I have read and understood all information in this manual and I understand that if I have any queries regarding Occupational Safety and Health I can refer the matter to my Supervisor/ Manager or see a Safety and Health Representative.

Employee's name: _____

Employee's Signature: _____

Date: _____