

CEO Instruction: Occupational Safety and Health

Purpose

To set out the City of Kalamunda's commitment to promote and improve standards for occupational safety and health, in accordance with the *Occupational Safety and Health Act 1984*.

Instruction

For the purpose of this CEO Instruction the following responsibilities are adopted:

City

The City of Kalamunda is committed to the safety, health and well-being of its employees, contractors and volunteers.

Staff

EVERYONE IS RESPONSIBLE for our personal safety and the safety of others. Employees, volunteers and contractors are empowered to stop unsafe behaviours and work practices, as no activity is so important that it cannot be done safely.

Management

Management is responsible for maintaining a safe working environment and creating safe systems of work. By taking on the role of CEO, Director, Manager, Coordinator, Supervisor or Team Leader, we accept responsibility for monitoring and managing the safety and wellbeing of employees, volunteers and contractors under our supervision.

Management will involve employees, volunteers and contractors in decisions that impact on workplace safety. Managers and employees will work together to continuously improve our approach to safety. One way we do this is by supporting the efforts and activities of the Workplace Health and Safety Representatives Team.

Safety System

The City of Kalamunda will maintain and continuously improve an integrated safety system. The City's commitment to a safe work environment is demonstrated by our commitment to the following systems and processes:

