

2. Human Resources

2.2 C-2WHS02 – Work Health and Safety

Previous Policy Number - 9.2, 9.9

PART A - Policy

Objective

The objective of this Policy is to set out guidance for the Shire of Dandaragan (Shire) to comply with the legislative requirements of the Work Health and Safety Act 2020 and maintain an effective Safety Management System that incorporates continuous improvement philosophy and provides as far as is reasonably practical for maintenance of occupational safety and health standards to protect the wellbeing of our workers.

Policy Statement

The Council and Shire values the health and safety of its staff, contractors, volunteers, visitors, and the public. The Shire is resolutely dedicated to minimising workplace accidents, illness, and incidents in accordance with the relevant Occupational Safety and Health Legislation.

Safety will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation.

The Shire is committed to:

- Ensuring that the organisation's operations do not place the local community at risk of injury, illness, or property damage.
- Take such steps as are reasonably practicable to provide and maintain a safe working environment.
- Maintaining and enhancing the wellbeing of our employees, contractors, community, and environment, by:
 - Continuously improving our health and safety performance.
 - Respecting and complying with its legal obligations.
 - Seeking opportunities to share its successes.

The Shire will:

- Comply with the Western Australian Work Health and Safety Act 2020, all relevant Regulations, Codes of Practice and Australian Standards.
- Ensure workers, contractors, volunteer, and other relevant stakeholders understand and comply with their obligations regarding relevant Work Health and Safety Legislation and Council's policies, procedures, and safe systems of work.
- Provide a safe and secure environment for residents and visitors to the Shire who may be impacted by the day to day business of the Shire, as far as is reasonably practical.
- In consultation with workers, contractors, volunteers, and stakeholders, manage all safety related matters to reduce risks in the workplace.
- Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
- Provide induction and ongoing training, information and instruction to staff and relevant stakeholders, regarding Work Health and Safety.

2. Human Resources

- Ensure that effective purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Council's Policies and procedures and Australian Standards in relation to the Western Australian Work Health and Safety Act 2020.
- Provide an effective system of accident / incident reporting, investigation, and recording.
- Ensure that staff and stakeholders are aware of the Emergency Response Plans and their responsibilities.
- Maintain sufficient qualified First Aid Officers and adequate First Aid Kits and ensure that all staff are familiar with their location throughout the organisation.
- Provide and maintain appropriate specialised Resuscitation equipment.
- Protect workers from the harmful effects of the sun by using a combination of sun protection measures including protective clothing, hats, sunglasses, sunscreens, job rotation and utilising shade.
- Establish and maintain a safety management system modelled on Australian Standard 4801:2001.
- Ensure that all Shire indoor premises and motor vehicles will be smoke free at all times.

Workers, contractors, volunteers, and other relevant stakeholders will:

- Comply with the West Australian Work Health and Safety Act 2020, all relevant Regulations, Codes of Practices and Australian Standards.
- Report all workplace hazards and incidents to supervisors / manager.
- Work in accordance with the policies, procedures, and safe systems of work of the Shire.
- Work in a safe manner that will not endanger the safety and health of yourself, your colleagues the public or the environment.
- Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

The development of the Safety Management Program and this Policy and its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of staff and stakeholders.

2. Human Resources

PART B - Management Procedures

Definitions

Nil.

Detail

PART 1

1. Work Health and Safety – Electrical Tagging and Testing – Workplace Facilities

Purpose

To ensure that all flexible cord-connected electrical equipment / appliances used within the Shire of Dandaragan workplace facilities are in safe working order in accordance with the requirements of AS/NZS 3760:2003 In-Service Safety Inspection & Testing of Electrical Equipment.

Definitions

Term	Definition
Competent person	A person who has acquired, through training, qualification or experience, or a combination of these, the knowledge and skills required to test electrical equipment competently.
Electrical equipment	Electrical articles that are not part of a fixed electrical installation but are intended to be connected to an electricity supply (either fixed installation or generator) by a flexible cord or connecting device. (Typical examples are portable, hand-operated, and moveable plug-in electrical appliances, flexible extension cords and power outlet devices).
Fixed or stationery equipment	Equipment that cannot be carried or moved easily by hand. This includes equipment such as freezers, refrigerators, large photocopiers, vending machines, hand-dryers, fixed air conditioning units, lathes, drill presses, fixed grinders, welding equipment etc connected by a flexible cord and plug.
General Purpose Outlet ("GPO")	General purpose power outlet. Also commonly known as a switched socket outlet.
Hostile environment	One wherein the equipment or appliance is normally subjected to events or operating conditions likely to result in damage to the equipment or a reduction in its expected life span. This includes, but is not limited to, excessive cord flexing, physical abuse, exposure to moisture, heat, vibration, corrosive chemicals, and dust.

2. Human Resources

Term	Definition
Portable equipment	Equipment that is carried or moved while the electricity supply is connected, that is either designed to be portable (i.e. laptop computers, power tools, vacuum cleaners, industrial polishers, etc) or can be made portable (i.e. overhead projectors, power boards, extension leads, urns, heaters etc). Kitchen appliances such as toasters, kettles, jugs, frypans, urns etc are also defined as portable equipment.
Powerboard	Non fixed portable outlet device.
Residual currency device	A device intended to isolate supply to protected circuits, socket-outlets, or electrical equipment in the event of a current flow to earth that exceeds a predetermined value.
Supply Flexible Cord	A flexible cable or cord, for supply purposes, which has one end connected to a plug with pins designed to engage with a socket outlet, and the other end either.
Tagging	Fitting of a durable, non-reusable, non-metallic tag or other indicator to electrical equipment that has been tested and found to be compliant. The tag must include the name of the person or the company who performed the test, the test or inspection date and may also include a re-test date.
Testing	Electrical testing procedures undertaken by a trained person in accordance with AS/NZS 3760: 2003 In-service safety inspection and testing of electrical equipment.

Detail

Electrical Equipment Testing Intervals

Some examples of testing and inspection intervals for electrical equipment (in accordance with AS/NZS3760:2003 In-service safety inspection and testing of electrical equipment & AS/NZS 3012:2003 Electrical installations—Construction and demolition sites):

- Power tools – six monthly (if in use in a workshop environment).
- Power tools – annually (if used on an occasional basis – two or three times per year).
- Portable electrical equipment (hostile environment) – min three monthly, max six-monthly intervals.
- Portable electrical equipment (low risk environment) – annually.
- Kitchen equipment (hostile environment) – min three monthly, max six-monthly intervals.
- Extension cords and Power boards – (low risk environment) – annually.
- Extension cords and Power boards – six monthly (if in use in a workshop environment, theatre).
- Printers, monitors, computers, photocopiers (fixed location/position, no cord flexing) – five years.

Note

2. Human Resources

Every workplace is different, and the frequency of testing depends upon the harshness of the environment in question. There may be multiple environments in the one workplace. Therefore it is essential that risk assessments are undertaken, and plug-in electrical equipment is categorised.

Responsibilities – Facility Managers

- Shire Depots – Executive Manager Infrastructure
- Administration Building – Manager of Building Services
- Libraries – Manager of Building Services
- Recreation Centres – Manager of Building Services
- Wellness Centre – Manager of Building Services

In consultation with Building Maintenance, ensure that a system of inspection, tagging and testing is identified and fully implemented.

Consult with staff as part of conducting a risk assessment and allocating plug-in electrical equipment to a particular risk category (see example). Plug-in electrical equipment must be allocated to a risk category based on the risks posed by particular equipment.

Monitor the electrical equipment testing frequency in accordance with the sample frequency guidelines in AS/NZ3760:2003.

Maintain records on the electrical equipment register.

Ensure personnel comply with this procedure.

All Staff, Contractors, and Volunteers

All staff, contractors and volunteers are required to comply with this procedure.

Obtain authorisation from facility manager and department manager prior to bringing personal portable electrical equipment into the workplace.

Report any concerns or adverse incidents to their manager / coordinator / supervisor / team leader.

Procedure

Identification of Electrical Equipment

All facility managers will identify and categorise electrical equipment within their control which may come under the scope of this procedure.

All facility managers will review the range of electrical equipment and the frequency of testing required based on the portability of the equipment and the environment in which it is used.

What Needs to Be Inspected, Tested and Tagged and How Often?

All portable electrical equipment and RCDs used in the workplace must be regularly inspected and tested as appropriate. All other workplaces require a risk management approach to determine the type of inspection and if necessary and testing required.

2. Human Resources

Inspection needs to be done more frequently in an operating environment where electrical equipment is, during normal usage, subjected to adverse operating conditions likely to result in damage to the electrical equipment. E.g. potential exposure to excessive cord flexing, moisture, heat, vibration, corrosive chemicals or mechanical damage.

The risk assessment should determine where more specific testing of electrical equipment is necessary and the frequency of such testing.

Testing and Tagging of Electrical Equipment

Testing and tagging of electrical equipment is to be undertaken at all Shire of Dandaragan facilities.

Tagging of compliant electrical equipment with a visible and durable tag in accordance with AS/NZS 3760:2003 specifying:

- Date of the test.
- Name of Company performing the test.
- Date of retest.

Non-Compliant Electrical Equipment (Shire of Dandaragan)

Non-Compliant Electrical Equipment is to be labelled with an “Out of Service” tag and removed from service and either repaired or replaced.

A record of non-compliant electrical equipment is to be maintained by facility managers.

If, as a result of the inspection, tagging and testing requirements the equipment is found to be damaged and / or faulty the equipment will be disconnected from the power supply and personal equipment removed from the workplace by the owner forthwith.

Register of Electrical Equipment Testing

A register is to be established and maintained for all electrical equipment within the workplace, which comes under the scope of this procedure.

The register must specify:

- All electrical equipment (portable and fixed) within the Shire of Dandaragan workplace.
- A record of inspections and testing.
- A repair register.
- A record of all faulty equipment showing details of service or corrective actions.
- Any risk assessments completed to establish the required testing frequency of the electrical equipment in hostile, experimental or specific environments to establish category ranking and frequency of testing requirements.

General Electrical Guidelines

In general the use of privately owned electrical equipment by staff is to be discouraged. If there is portable electrical equipment that is the property of a staff member, used by the staff member in their own office or workstation or in a common area, this equipment must be

2. Human Resources

approved for use by the Business Unit Manager and is to be tagged and tested and noted on the register.

Double adaptors are not to be used at Shire of Dandaragan facilities.

Power-boards are not suitable for long term use and should only be used pending permanent set up of a work area and subject to review of options re permanent GPOs. Where power-boards are in use they must have the following features:

- Individually switched power-boards (each socket has an individual switch).
- Fixing measure which enables the power-board to be appropriately attached to a fixture in such a way that the face of the board is in the vertical plane and is not susceptible to mechanical or water damage.
- Fitted with an overcurrent device (overload protected).
- Cord not more 1.5 metres long.

2. Human Resources

PART 2

2. Work Health and Safety – Protective Clothing

Purpose

This procedure aims to establish a dress code which will:

- Prescribe clothing which will be comfortable and acceptable to the majority of workers; and
- Promote a team spirit and personal pride in the workers with respect of their appearance.

Detail

The Shire of Dandaragan will provide protective clothing, footwear and equipment in the form described below for permanent staff/fulltime employed:

1. Type of Equipment

Staff employed as:

- Works Maintenance crew;
- Works Construction crew;
- Parks and Gardens crew;
- Building Maintenance employees;
- Waste Management staff;
- Mechanic; or
- Rangers

be issued annually with the following:

- i) Three (3) shirts, three (3) pairs of trousers/long shorts, and the choice of one (1) jumper or jacket. (see *Section 5 below*) of industrial type clothing (drill type). All clothing supplied by the Shire of Dandaragan is to have a Council approved logo or Council's name on it.

The following to be available on a new for old basis after the initial issue at the discretion of the Executive Manager Infrastructure:

- i) one (1) pair of approved safety boots for everyday use;
- ii) one (1) fluorescent wide brimmed hat;
- iii) one (1) pair of sunglasses approved by the Cancer Foundation of WA (Inc.);
- iv) two (2) x 125g tubes of sun cream (SPF 30+) broad spectrum;
- v) appropriate insect repellent;
- vi) an appropriate flask suitable for cold liquid as determined by the Executive Manager Infrastructure at the time;
- vii) one (1) set of approved ear muffs;
- viii) one (1) sharps container and gloves;
- ix) one (1) protector wet weather pants;
- x) one (1) $\frac{3}{4}$ length protector wet weather coat;
- xi) one (1) pair of PVC gloves;

2. Human Resources

- xii) one (1) pair leather palm gloves; and
- xiii) one (1) 600mm roll bag.

All staff shall also receive as required the following:

- xi) any other equipment deemed necessary for other duties that are required to be performed.

2. Time of Issue

- i) All staff shall sign an acknowledgement when issued with any article of protective clothing or equipment and shall return that article to the employer when it is no longer required or when employment is terminated.

3. Wearing of Protective Equipment

All staff identified above are required to:

- i) wear the provided protective clothing and footwear at all times whilst in the workplace;
- ii) wear any such protective equipment that is provided (safety vests, ear protectors) or any such other equipment;
- iii) present protective equipment that is damaged or worn to the Executive Manager Infrastructure. If the damage is due to fair wear and tear, the equipment will be replaced at the Shire of Dandaragan's cost. If the damage is due to negligence, the employee will be charged replacement costs; and
- iv) all staff who work for more than one (1) hour per day in the sun are required to wear long sleeve shirts as a form of protection against skin cancer. Either long trousers or long shorts (*see section 5 below*) may be worn depending on what duties are being carried out.

The basic dress code will apply all year around (exceptions may apply based only upon written medical advice). Failure to wear any such protective equipment provided will result in a letter of warning being issued by the Chief Executive Officer.

4. Long Shorts Provision

The wearing of long shorts by outdoor employees is subject to:

- i) signing of the Shire of Dandaragan request form detailing that staff acknowledge the dangers of UV radiation from sunlight and agree to protect exposed skin areas with an approved supplied sunscreen; and
- ii) where specified, work procedures detailed below, or specified by the Supervisor, do require long trousers to be worn for safety reasons and in these circumstances, employees will not be permitted to wear long shorts.

Work procedures where long trousers must be worn:

- mechanical repairs, fitting and welding;
- operating of brush cutters, concrete/bitumen saws and chainsaws;
- handling of bitumen products;
- handling of chemicals, i.e. pesticides and herbicides; and
- other tasks where supervisors deem long trousers for safety reasons must be worn.

2. Human Resources

Long shorts may be worn all year round except when duties require long trousers to be worn.

5. Use of Sunscreen Cream

Staff working outdoors shall apply approved supplied sunscreen to the unprotected areas of their body. All outside workers will be supplied with sunscreen cream, which shall be applied to their uncovered skin in accordance with the manufacturer's directions.

In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type or higher.

6. High Visibility Clothing

Because of the requirements for Shire of Dandaragan to be easily seen by vehicle users, high visibility clothing must be worn by workers while within the Road Reserve or near vehicle access ways, working with or near mobile machinery or equipment.

The use of an overlay garment, in the form of a vest, including reflective tabs is supplied. Should over garments (e.g. jumpers and parkas) be needed, then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

7. Non-Permanent Staff

All annual contractors, casual, temporary, part time staff and work experience persons shall comply in full with this Policy. It will be the intention of the Shire of Dandaragan to incorporate in future contractual documentation with contractors the right to terminate contractual arrangements for non-compliance with this Policy. It is the responsibility of supervisors to enforce that non-permanent staff have provided their own basic clothes/equipment to carry out their work.

Supervisors are responsible to ensure that part time employees have appropriate work wear e.g. safety boots

8. Consultation

The Shire of Dandaragan realises that the type of protective clothing worn in the field is of considerable importance to "outside" workers and hence workers or their representatives, will be consulted with respect to changes in style and fabric of clothing as issued.

Wherever practicable, the Shire of Dandaragan having adopted a protective clothing Policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force, complies with the Shire of Dandaragan duty of care with respect to WorkSafe WA Safety Standards, and is cost effective and meets with the Shire of Dandaragan professional image.

9. Education

2. Human Resources

The Shire of Dandaragan will conduct annual educational awareness programs for outside workers on the needs for protection against the dangers of UV Rays from sunlight and other work practices requiring specialised safety equipment and work procedures.

10. Enforcement

All outdoor employees covered by this Policy shall comply with the conditions of the Policy. Failure to adhere to the conditions of the Policy will result in the formal disciplinary measures. In some circumstances, failure to adhere to the conditions of the Policy may result in termination of employment.

11. Development

Senior Staff will endeavour at all times to make itself aware of new technology and equipment and provide staff, where possible, with the most recent developments in protective equipment.

2. Human Resources

PART 3

3. Work Health and Safety– Smoking in the Shire Workplace

Purpose

To ensure that the health of the Shire's employees is guaranteed by eliminating the risks associated with smoking in the workplace in accordance with the Western Australian Work Health and Safety Act 2020.

Detail

The Shire of Dandaragan recognises that employees have the right to decide whether to smoke.

The Shire also recognises that passive smoking is hazardous to the health of non-smokers and is committed to the safety and wellbeing of all its employees.

Guidelines and Policy Procedure for Smoking in the Workplace

Smoking by employees, visitors and members of the public is prohibited in all internal or enclosed work areas under the control of the Shire of Dandaragan.

This includes areas within offices and buildings which are regularly occupied by employees, such as:

- Foyers and passageways.
- Lunchrooms, kitchens and common rooms.
- Toilets.
- Meeting rooms.

Smoking is also strictly prohibited:

- In any area or workplaces which are signposted with prohibitive signs.
- Where there is a high fire risk.
- Within 10 metres of an air conditioning intake or five metres from an entrance to a building.
- In all Shire of Dandaragan vehicles.

New employees will be advised of the Shire's smoking guidelines as part of the induction process.

Responsibilities

Applying the duty of care principle, all employees have a responsibility to comply with the Smoking in the Workplace Shire Procedure and to encourage others to comply.

2. Human Resources

PART 4

4. Work Health and Safety – First Aid

Purpose

The Shire of Dandaragan will provide a First Aid service which has as its main objectives the provision of emergency and appropriate treatment for person suffering illness or injury at work.

Definitions

Term	Definition
Automatic External Defibrillator (AED)	Means a portable electronic device that automatically diagnoses and treats sudden cardiac arrest (SCA). The treatment, known as defibrillation, consists of determining and delivering an appropriate level electric pulse to re-establish an effective heart rhythm.
Cardiopulmonary Resuscitation (CPR)	Means an emergency procedure often employed after sudden cardiac arrest, combining external cardiac compression and expired air resuscitation to maintain circulation of oxygenated blood to the brain.
First Aid	First aid is the immediate treatment or care given to someone suffering from an injury or illness.
First Aid Kit	Means a kit containing supplies that are used in the treatment of sick or injured persons.
First Aid Qualified	Means an employee of the Shire of Dandaragan who holds a current First Aid Certificate issued by an approved organisation and the staff member if required shall render first aid care within the workplace.
WHASR	Work Health / Safety Representative.

Detail

This procedure applies to all Shire of Dandaragan staff, volunteers, contractors, and labour hire personnel.

Specialised First Aid Equipment

Defibrillators

Automated external defibrillator (“AED”) machines are located at the following locations:

- St John WA Jurien Bay Sub Centre
- Jurien Bay Community Resource Centre
- Caltex Starmart Jurien Bay
- Jurien Bay Bowling Club

2. Human Resources

- Senior Citizens Centre Jurien Bay
- Western Power Jurien Bay
- Sandpiper Tavern Jurien Bay
- Jurien Bay Hotel
- Jurien Bay IGA
- CSR Gyprock Jurien Bay Mine Site
- St John WA Cervantes Sub Centre
- Central West Men's Shed Cervantes
- Cervantes Community Club
- Cervantes Pinnacles Motel and Edge Resort
- Cervantes General Store
- Nambung National Park – Pinnacles Desert Discovery Centre
- Badgingarra Community Centre
- Badgingarra Roadhouse
- St John WA Dandaragan Sub Centre
- Dandaragan Community Recreation Club

The AED machines are to be used in conjunction with cardio-pulmonary resuscitation ("CPR"). The AED is not to be used on patients weighing less than 25 kg or less than eight years of age. A response time of six minutes from time of incident to first shock is the ideal time frame in order to increase likelihood of the patient's survival.

Operation instructions (summary) as follows:

1. Confirm patient is unconscious, no breathing, and no pulse.
2. Turn on the AED and follow the voice and visual prompts.
3. Attach electrode pads to patient's bare chest (male or female) as indicated.
4. Stop CPR and do not touch patient while AED analysing.
5. Deliver a shock by pressing flashing red light if indicated.
6. Continue two mins cycles CPR between shocks if victim is still not breathing until help arrives.

Eye Wash Stations

Where a first aid risk assessment has identified a requirement for an eye wash station (including portable eye wash stations) at the Operations Centre, operations vehicles, waste facilities, the Manager Infrastructure Operations shall ensure these are appropriately positioned / available within the mechanical workshop, Operations depot yard areas, waste facilities and within vehicles.

Eyewash stations are to be tested bi-annually, with records of such testing kept on records file no: HU-OHS-019.

First Aid Kits

All staff must be able to access a first aid kit. This will require at least one first aid kit to be provided at the workplace. The first aid kit should be located in a prominent and accessible position. The location should be identified.

A portable first aid kit shall be provided in the vehicles of outdoor or mobile staff (e.g. Parks, Works, and Waste) and for use at events.

2. Human Resources

The contents of the first aid kit should suit the hazards that are specific to the workplace.

Locations

Offices	-	Jurien Bay Administration Centre
Libraries	-	Jurien Bay, Dandaragan, Cervantes, Badgingarra
Recreations Centres	-	Jurien Bay, Dandaragan, Cervantes, Badgingarra
Other	-	Jurien Bay Operations Depot, Dandaragan Operations Depot
Mobile Plant	-	All work vehicles (outdoor staff)

Use of First Aid Kits – For First Aid Purposes Only

- When the first aid kit is used with the involvement of a first aid qualified staff member an accident / incident form, located from the HR Officer, is to be completed.
- Any personnel accessing the first aid kit for bandaids and other items within the kit which are obtained without the involvement of a first aid qualified staff member are to record the details of the injury, their name and what items were used from the kit in the register attached, inside or alongside the first aid kit.
- The Manager, Coordinator, Supervisor is to be consulted after the incident if corrective action is required in accordance with the Accident / Incident & Investigation Procedure.
- The person responsible for the first aid kit must be informed after its use to enable used stocks to be replenished.

Maintenance and Stocking

The replenishment of all first aid kits is undertaken twice per annum to ensure that the contents listed inside the box lid or on the card supplied are complete and have not deteriorated.

A record is to be kept of the half yearly checks.

Contacting Qualified First Aid Staff

First aid qualified staff posters listing the names of first aid qualified staff are to be positioned near first aid kits and other emergency first aid response locations such as, emergency showers, defibrillators etc.

If a first aid response is required, staff should contact the closest first aid qualified staff member via telephone. If they are not available contact should be made with the next closest first aid qualified staff member from the list.

If no first aid qualified staff member can be contacted and / or the incident occurs outside normal business hours persons should contact their manager or 000 in the case of an emergency.

Employees Who Become Sick at Work

When an employee becomes ill or sustains an injury, they should seek assistance from a first aid qualified staff member in the immediate work area, who will decide upon the appropriate care required in accordance with their training. If the situation requires attention by a qualified medical practitioner, the employee should either contact a general practitioner. Transport can be arranged if required.

2. Human Resources

Legal Liability of First Aiders

First Aid Qualified staff and other individuals who attend to an emergency and render first aid assistance are protected under law from legal actions and claims so long as they act with due care and skill and according to their level of training.

In Western Australia a person is excluded from liability where, in an emergency, they help a person who is or risks being, injured. Such protection from civil liability for an act or omission exists as long as:

- The person rendering assistance does so in good faith (that is, acting honestly, without fraud, collusion, or participation in any wrongdoing).
- The person's action was without expectation of reward or payment.
- The person was not responsible for the injury in relation to which the assistance was provided.
- The person's capacity to exercise reasonable care and skill was not significantly impaired by being under the influence of alcohol or drugs.
- The person exercises reasonable care and skill

Ambulance Services

Should an ambulance be required to be called for an employee for a non-work-related injury / illness during work hours, the cost of the ambulance will be the responsibility of the employee, unless it can be demonstrated that exceptional circumstances exist, which will be considered at the discretion of the Chief Executive Officer.

This does not apply where an ambulance is required due to a work-related injury or illness, as the cost will be covered by worker's compensation insurance in such circumstances.

2. Human Resources

PART 5

5. Work Health and Safety – Accident and Incident Reporting and Investigation Procedure

Purpose

The purpose of this procedure is to describe the methods and responsibilities for the Shire of Dandaragan's accident prevention program for Occupational Safety & Health. To be effective at minimising risk of injury or illness to employees, volunteers, damage to assets or the environment, information regarding (accidents and near-miss events) is essential to enable the management team to effectively deal with these types of uncontrolled events.

An efficient accident/incident reporting system is one of the tools organisations implement in an effort to monitor and manage safety and protection of the environment in the workplace.

The Accident/Incident Report Form is designed to document accidents or incidents which cause injury to (or have the obvious potential to injure); employees, visitors, contractors, labour hire, volunteer personnel and others in the Shire of Dandaragan workplaces.

Scope

This procedure applies to all Shire of Dandaragan employees and stakeholders and includes damage to company property or loss to third parties; third party loss could include but is not limited to; personal injury, damage to buildings and vehicles or equipment.

References

Western Australian Work Health and Safety Act 2020.
Western Australian Work Health and Safety (General) Regulations 2022.

Other Relevant Documentation

Appendix 1 - Notification of certain injuries under section 38(1) of the Health and Safety Act 2020

Flow chart for reporting of accidents / incidents

Accident Incident Report Form

Details

Definitions

Accident – is an unplanned event which causes some sort of loss or damage to people, environment, buildings, or equipment. This would include:

2. Human Resources

- Any injury/event which requires immediate first aid or makes the person unable to work for 5 to 10 minutes because of temporary incapacity e.g. person walks into something and gets winded and can't breathe properly for a few minutes.
- Any injury which requires the services of a doctor.
- Any damage to the environment, equipment, mobile plant, and vehicles.
- Any injury to third parties (the public, visitors etc) which is caused by Company plant, equipment, and vehicles; includes damage to the property of members of the public.

Incident – is an event which obviously had the potential to cause accident. An incident may be described as a near-miss. An incident could include:

- A situation where two road vehicles miss each other by less than say 200mm.
- An item rolls or falls off the top of a shelf or cupboard and narrowly misses a person.
- Temporarily losing one's footing on a loose or slippery surface.

Note: The factors which contribute to a "near-miss" event are quite often the same as those which contribute to a serious accident. Hence incidents/near-misses can provide very valuable information, without someone having to get hurt, they are in effect; "Free lessons in safety".

Hazard – is something with the potential to cause harm or injury to a person or equipment, but is not limited to:

- Articles
- Substances
- Plant or machines
- Methods of work
- The work environment
- Aspects of work organisation

Reporting of hazards should be actioned via the "Hazard Reporting" form available from the intranet or see your supervisor for a copy of this document.

Corrective action – is an action taken after an incident to correct the problem and to reduce the risk of a similar incident occurring.

Notifiable work-related incident – is a death of a person, a serious injury or illness of a person or a dangerous incident as defined under Part 3 of the Work Health and Safety Act 2022.

Lost Time Injury: means a work injury which results in a person being absent from work for a full working shift or more any time after the day or shift on which the injury occurred.

Plant: means any machinery, equipment, appliance, implement, or tool and any component or fitting used during the course of employment.

Stakeholders - (includes visitors & contract labour): a person, group, organisation, or system that has a direct or indirect position in an organisation because it can affect or can be affected by an organisations actions, objectives, and policies.

Objectives

2. Human Resources

The primary objectives of accident reporting and investigation are to:

- Identify the factors that contributed to the accident so that action and control procedures can be implemented to prevent the recurrence of a similar accident and injury.
- Identify the “Change” in systems or process that lead to the error.
- Establish a systematic, routine method of reporting and the recording of accidents and injuries.
- Compile an accurately documented record of each reported incident or to which reference can be made.
- Improve the systems of work, policy, and procedures.
- Determine compliance with regulations.

Responsibilities

Managers / Coordinators / Supervisors:

- Implementation of this procedure in their area of responsibility and accountability
- Complete an Accident / Incident report form with the injured person as soon as possible after the event, complete the instruction & training, corrective actions sections and ensure that the accident report form is signed off and returned to the OSH Coordinator within 12 – 24 hours.
- Obtain a statement from the injured person or the person who reported the hazard. This may be obtained at a later date if necessary.
- Ensure that the OSH Coordinator is advised as soon as practicable after any reportable event.
- If notified of a serious accident, injury such as a fracture, amputation or fatality immediately contact an Executive Manager as soon as possible.
- All near misses or lost time injuries which could have resulted in a serious incident are to be formally investigated by the relevant Executive Manager.
- Implement corrective action(s) based on the hierarchy of control principles.
- Monitor and review corrective actions to ensure the prevention of future accidents has been achieved.

Shire of Dandaragan Personnel & Contractors:

- Comply with this procedure.

In every case immediately report to manager/supervisor all accidents, injuries and hazards that arise at the workplace

2. Human Resources

Procedure

Who should report accidents / Incidents?

- An accident / incident report must be completed in the event of an accident or incident occurring at, on or near a Shire worksite involving, Shire;
 - Employees (fulltime, part-time, casual, etc)
 - Visitors to Shire worksites
 - Labour hire employees
 - Shire volunteers
 - Others (work experience people, students, trainees, etc)
- The accident / incident report form must be completed with your immediate supervisor or manager as soon as possible after the event, where this is possible.
- Should this not be practicable due to hospitalisation or other factors the HR Officer will arrange for completion of documentation as soon as possible.
- The accident / incident report must be returned to the HR Officer within 12 – 24 hours of the accident/incident occurrence.

Post-accident / incident process

- In the event of an accident or incident involving Shire employees or other people on a worksite, every effort should be made by employees and supervisors present at the scene to minimise further injury and danger to other employees, visitors, and the general public.
- Shire employees need to be mindful that this process does not place them into further danger or exacerbate the pre-existing hazardous condition.
- Acting hastily in most cases will end in other people being injured, work may need to cease while safe remedial action is put in place.
- **In every case the respective manager / supervisor of the section must be notified immediately**, but this should not stop any safe work action to mitigate and isolate the hazardous situation.
- The manager or supervisor should **notify** the respective Work Health and Safety Representative as soon as practicable after any reportable event.
- All near misses or lost time injuries which could have resulted in a serious incident will be formally investigated by the relevant Executive Manager. The HR Officer will be involved in any major incident investigations.

Accident / Incident Notification Process

- In every case, in the event of an accident, the person(s) involved should immediately contact their supervisor to notify them of what has happened at the earliest opportunity.

Form Completion

- The relevant supervisor must complete the accident / incident report form, with the person who knows the most about the incident, present at the time.
- The form is available from the HR Officer, Executive Managers, the Shire intranet, and depots.

2. Human Resources

The Executive Management team is to check actions and ensure they are carried out effectively.

Accident / Incident Form Distribution

- On completion of all sections the original form must be sent to the **HR Officer** for further action if required (Workers Compensation Action) within 12 – 24 hours of the accident/incident.

NB. All Accident Incident Report Forms should be retained and archived in case they are required in the future for legal purposes.

Internal Notification for Serious Personal Accident / Injury Events

- In the event of accidents or incidents which are covered in the following.

It is essential that the work area is not tampered with in any way to ensure that an appropriate investigation can take place.

For the following events, the relevant Executive Manager should be contacted immediately by phone, SMS, runner, other means:

- Attendance by an ambulance at any Council worksite;
- An amputation;
- Loss of sight of an eye;
- A vehicle accident causing (combined) damage of over \$1000;
- A vehicle accident resulting in personal injury to an employee or a third party.
- Accident / incident involving visitors.

Note: A fatality; is NOT to be communicated by two-way radio under any circumstances but should be phoned directly to the Supervisor who in turn will communicate this to the respective Executive Manager.

Notification to WorkSafe WA

- All workplace fatalities and certain injuries and diseases require notification to Worksafe WA pursuant to Section 38 of the Work Health and Safety Act 2020.
- Lack of such notification constitutes an offence under the Work Health and Safety Act 2020. Details of which incidents are required to be reported and how are defined under Section 35 of the Act and are detailed in **(Appendix 1)**

Reporting and Recording DATA

- It is a requirement of WorkSafe Western Australia that all serious injuries and incidents are investigated and reported to the authority as soon as possible after the event. Appendix 1 details the types of injuries and incidents that are to be reported immediately to the regulator, WorkSafe WA.
- The Shire of Dandaragan Accident / Incident reporting procedure shall be followed in order to accurately report all hazards, near miss incidents, minor and major accidents.

2. Human Resources

Monitoring and Review

- Monitoring and reviewing accident / incident report forms.
- Analyse completed accident / incident forms.

Provision of Information, Instruction and Training

All employees and management are to be trained in the requirements of this procedure.

Management must provide proper instruction and training to employees on how to report hazards, accidents, and incidents.

2. Human Resources

PART 5

Work Health and Safety – Fitness for Work

Purpose

The objective of this policy is to highlight the Shire of Dandaragan's ongoing commitment to meeting its obligations under the Occupational Safety & Health Act 1984 in creating and maintaining a safe work environment, by managing and reducing the risks associated with employees being in an unfit for work state.

Scope

The Shire of Dandaragan has an ongoing commitment to create and maintain a safe working environment. This includes the obligations under the Occupational Safety & Health Act 1984.

The employees of the Shire also have a responsibility to maintain personal 'fitness for work' so that they are performing their duties in a safe, efficient, and productive manner.

This policy provides a framework for the management of risks associated with an employee presenting as unfit for work due to being adversely affected by (but not limited to) the following:

- Alcohol
- Drugs - illicit and/or prescribed
- Other substances
- Fatigue
- Illness or personal injury

The policy applies to all workers at the Shire of Dandaragan including employees (full time, part time, casual), as well as labour hire staff, trainees, volunteers, and contractors. The policy is not restricted to the Shire's workplace or work hours. It extends to work that is authorised to be performed at any location or time for the Shire.

Details

1. Education and Awareness

1.1. Attending work in an unfit manner may result in counselling or disciplinary action, depending upon the degree of awareness, and severity, of the risk to the individual and others. The focus is however, on preventative measures such as utilisation of the Employee Assistance Program, counselling options, education sessions and supporting employees who wish to seek treatment.

1.2. The Shire will:

- provide training to Supervisors and Managers to recognise impaired performance resulting from drug and/or alcohol abuse, fatigue and other factors which may affect fitness for work to address the possible resulting employee relations issues;
- promote awareness of the implications of illicit drug and alcohol use and the effect that they may have on the safety of themselves and others;
- encourage those who believe they have a drug or alcohol dependence to seek treatment and rehabilitation, with advice about Employee Assistance Programs (EAP's);

2. Human Resources

- provide clear information about the rules regarding fitness for work, drugs, and alcohol in the workplace; and
- provide information and promote the use of alcohol self-testing equipment.
- actively promote employee health and wellbeing to encourage employees to maintain personal health and fitness.

2. Assessment of fitness for work

2.1. Pre-employment

To assist the Shire in determining a person's suitability and fitness to perform their duties, a medical assessment designed to suit the relevant job category will be carried out prior to awarding employment for all occupations.

2.2. Routine (daily) assessment

Line managers are responsible for the initial assessment of an employee's fitness for work on a daily basis. Where there is concern about an employee's ability to safely perform their work, they must take prompt action which may include, but is not limited to:

- Having the worker take a short break
- Sending the worker home on approved personal leave
- Taking the employee to a doctor or the hospital
- Requiring the employee to undertake a drug or alcohol test

2.3. The Shire reserves the right to direct an employee, whom it believes is unable to safely perform their duties due to potential risk, to undergo relevant testing or attend a medical practitioner of the Shire's choice prior to continuation of duties.

2.4. Where an employee is sent home while awaiting laboratory testing normal pay will continue until results are received and assessed.

2.5. Where an employee is sent home due to the need for treatment, to 'recover' to a fit for work condition, or as a result of laboratory positive testing confirmation, the employee will be entitled to access any accrued personal, annual, or unpaid leave.

3. Zero tolerance

3.1. There is a zero-tolerance approach to the consumption of alcohol for all employees while engaged in work at a Shire workplace, with a requirement for a blood alcohol concentration (BAC) of no greater than 0.00%.

3.2. The exception to this is the approved service of alcohol at workplace events, which fall under the applicable Shire 'responsible service of alcohol' policy.

3.3. Any person found to be in possession of or consuming alcohol and/or drugs in the workplace outside of this Policy may be subject to the Shire's disciplinary procedure, which may include termination of employment.

4. Testing

4.1. Forms of testing

Testing may occur in any of the following forms (but not limited to):

- Pre-employment testing

2. Human Resources

- Random and non-discriminatory testing
- Following any significant accident, incident or near miss
- At the specific request of a supervisor or manager when there is reason to believe that a person may be affected by alcohol or other substances
- In accordance with an agreed return to work program/s
- Voluntary testing whereby employees can check their breath alcohol concentration level
- Testing may include, but is not limited to, saliva, urine, and blood samples as appropriate for the substance and analytical method

4.2. Collection of samples

An authorised and certified Collector will conduct screening tests for alcohol and other substances with approved devices and procedures in a controlled and confidential environment.

Prior to the administration of a test, employees will be asked if they have taken any medication in the previous three (3) weeks. The onus is on the employee to disclose this information to the Collector prior to undertaking the test.

The Shire may introduce changes to the requirements for testing, the processes applied, the selection of employees for testing and the testing methodologies used. This requirement for revision and updating may arise from improved testing methods, new technologies, new standards, or the appearance of new substances of abuse within the community.

4.3. Alcohol testing at the workplace

An employee who self-tests with a breath alcohol concentration greater than 0.00% is not to commence work and shall notify their Line Manager. Employees with a breath alcohol measurement greater than 0.00% will be considered to be unfit for work under the application of this Policy and will:

- Not be permitted to return to work until the next normal shift and a subsequent test indicates an acceptable result;
- Be subject to the Shire's internal procedures and a record held on their employee file;
- May be required to take more frequent tests in the future;
- Any employees with a second positive result within a 12-month period will be subject to the Shire's Disciplinary procedure and may have their workplace access withdrawn; and
- In cases where the employee's breath alcohol level is greater than 0.00% and they are being sent home, the Line Manager will ensure the employee returns home safely.
- Be provided information on access to professional counselling / the Employee Assistance Program in relation to the impact of alcohol in the workplace.

2. Human Resources

4.4. Substance (drug) testing

Saliva (preferred) and/or urine testing will be utilised as a preliminary screening method. A non-negative result that is not consistent with any pre-existing medical advice will require further confirmatory analysis by the Shire's chosen accredited laboratory.

The Collector in accordance with the relevant Australian Standard, NATA chain of sample custody and laboratory analysis protocols (refer AOS sampling and analysis procedure) will prepare a non-negative sample for dispatch for further analysis. The employee providing a non-negative sample shall be stood down on full pay (without prejudice) until the Shire's Authorised Person receives the laboratory report.

The laboratory will report results compared with the prescribed threshold levels in the existing analytical detection table in AS/NZS4308. If the laboratory test report indicates the presence of a drug that has not been declared in a medication declaration, or an illicit drug confirmed by analysis, it will be regarded as a positive result.

An employee who produces a positive drug test may be subject to all or some of the following:

- Not be permitted to return to work until the next normal shift and a subsequent test indicates an acceptable result;
- Be subject to the Shire's internal disciplinary procedures and a record held on their employee file;
- Will be placed on a monitoring program and required to take more frequent tests for the following twelve months;
- Will be provided information on access to professional counselling / Employee Assistance Program in relation to the impact of alcohol in the workplace; and
- Will be subject to the Shire's Disciplinary policy, which may include termination of employment.

4.5. Refusal to undertake testing

If an employee refuses a request to undertake a test, the authorised Collector shall inform the employee's Line Manager and the Shire's Authorised Person. These cases will be interpreted as the employee having provided a positive reading to drugs or other substances or for a breath alcohol reading greater than 0.00% and the appropriate action will be taken.

4.6. Retesting

Where the employee has returned an alcohol measurement greater than 0.00%, the employee may:

- Request a re-test in 20 minutes but no longer than 30 minutes after the positive first test result.
- If the re-test is again non-negative, this result is taken as final.

In the event of a positive test result for other substances, the employee may:

- Request an immediate retest of the oral fluid and/or urine; and

2. Human Resources

- If the laboratory retest confirms the positive test result, the employee cannot further challenge the result.

5. Prescription and over the counter drugs

- 5.1. Using prescription or over-the-counter drugs may impair a worker's ability to perform safely and efficiently and may include but is not limited to:
- Hypnotics and sedatives
 - Anti-depressants
 - Antihistamines
 - Stimulants and appetite suppressants
 - Analgesics/Codeine
- 5.2. Many medications have the potential to affect performance. Any person taking medication should discuss with their medical practitioner the implications for their fitness for work.
- 5.3. Where a medical practitioner advises that the medication will adversely affect the employee's fitness to undertake their role, the employee should advise their Line Manager in order to ensure that the employee does not place themselves or others at risk and complete a Medication Declaration Form.
- 5.4. If the employee does not wish to disclose the type of medication, they can provide the line manager with a note from the medical practitioner advising the limitations on their fitness for work caused by the medication and the expected period of treatment. The Line Manager will review the employee's work requirements to ensure that the worker is not at increased risk.

6. Personal Injury or Illness

6.1. Work related injury or illness

All work-related injury or illness is to be dealt with under the Shire's Injury Management and Workers' Compensation policy.

6.2. Non-work-related injury or illness

Non-work-related injury or illness (includes physical, mental, or psychological conditions) are those which do not arise out of the course of employment or have not been deemed compensable under the Workers' Compensation and Injury Management Act 1981.

If an employee experiences a serious non-work-related injury or illness which may affect their ability to undertake the full duties of their position then a medical clearance from a Doctor will be required before that employee will be permitted to return to work.

If an employee presents to work unable to carry out the duties of their position or where the manager believes that there is a risk to them or another employee, they will be stood down until independent medical advice is received, confirming their fitness to work.

6.3. Chronic / Long term fitness for work concerns

Where it is identified that an employee is not meeting the fitness requirements to carry out the inherent requirements of their position, a Fitness for Work Plan will be developed.

2. Human Resources

This plan will be developed by the supervisor in consultation with the employee, and the appropriate Shire functional support officer/s. Additionally, external medical / expert advice may be sought in specific circumstances.

This plan is intended to support the employee to meet the requirements of their position over an agreed time period or to assess reasonable adjustment options where an employee has an identified disability.

The plan will include an explanation of the condition affecting fitness for work, the effects on the employee's ability to perform duties and what steps are to be put in place to remedy or manage the situation. This plan will be maintained as a confidential employee medical record with only authorised staff having access to this information.

KEY TERM DEFINITIONS

Authorised person means a Shire approved person responsible for coordinating testing, responding to issues raised by Collectors, receiving site and laboratory results, and communicating findings to appropriate management and employees.

Competent person means a person who has acquired knowledge and skills to correctly perform a specified task through a combination of training, education, and experience.

Collector means a person trained and assessed as competent for specimen collection and onsite testing in accordance with Australian Standards AS/NZS 4308:2008 and AS 4760:2006.

Contractor means a service provider engaged by the Shire.

Drug or substance means a substance that is taken to alter the way the body or mind functions. This may include illicit/illegal & prescription/over the counter drugs.

Employee means persons employed by the Shire under a contract of employment (full time, part time, casual), as well as labour hire staff, trainees, apprentices, volunteers, and contractors.

The Shire means The Shire of Dandaragan

Volunteer means a person working without payment or reward for an employer (under national legislation, a PCBU).

Line Manager means an employee's direct supervisor.

ROLES AND RESPONSIBILITIES

Management

- Monitoring employee's ongoing fitness for work
- Promoting, implementing, and reviewing the FFW and AOS screening process and participation
- Reinforcing the need for reporting any FFW issues and for individual self-awareness and management of their exposure to AOS to ensure that safe work conditions for all employees at work are maintained
- Ensuring FFW and AOS are a regular matter for consultation and engagement with employees

2. Human Resources

Collector

- Undertake the required training under the AQTF and ensure certification is at the testing location
- Ensuring test equipment is calibrated and sufficient consumables are available
- Conduct testing in accordance with the relevant Australian Standard(s) and Shire procedures
- Notifying the appropriate Line Manager when a non-negative result is recorded
- Prepare non-negative samples for confirmation testing by the Shire's chosen accredited laboratory and completing Chain of Custody paperwork
- Complete Permanent Record of testing and notifying the Authorised Person of any employees who refuse a test

Employees

- Following and supporting the FFW policy and associated procedures for monitoring and managing employee safety, health, and wellbeing
- Presenting themselves to work in a fit state including being free of alcohol or other substances as outlined under the standards/levels contained in this policy
- Observing and reporting hazards for fellow employees that may arise from a person's current health condition or state of fitness.
- Participating in this Shire safety improvement program, and supporting workmates in difficulty
- Exercising responsibility for individual and team safety with FFW matters within their influence

WORKPLACE INFORMATION

- Work Health and Safety Act (2020), Work Health and Safety (General) Regulations (2022), Western Australia
- Guidance Note, 'Alcohol and Other Drugs at the Workplace', WA Commission for OSH, 2008
- The Misuse of Drugs Act W.A. 1981
- The Liquor Control Act of 1988
- AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine
- AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- OPYYY Disciplinary Policy, Shire of Dandaragan, October 2016

2. Human Resources

Appendix 1

PART 3 INCIDENT NOTIFICATION WORK HEALTH AND SAFETY ACT 2020 SECTION 38. DUTY TO NOTIFY OF NOTIFIABLE INCIDENTS

Section 35 of the Act defines a notifiable incident which includes the death, serious injury or illness of a person or a dangerous incident.

A serious injury or illness under section 36 of the Act incurred by a person is to be notified by a PCBU to the regulator and includes the following;

- An injury that results in death
- An injury that requires the person to have immediate treatment as in-patient in a hospital; or
- An injury that requires the person to have immediate treatment for —
 - i. the amputation of any part of the person's body;
 - ii. a serious head injury
 - iii. a serious eye injury
 - iv. a serious burn
 - v. the separation of the person's skin from an underlying tissue (such as degloving or scalping)
 - vi. a spinal injury
 - vii. the loss of a bodily function
 - viii. serious lacerations; or
- An injury that requires the person to have treatment by a medical practitioner within 48 hours of exposure to a substance; or
- An injury that occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment; or
- An injury that, in the opinion of a medical practitioner, is likely to prevent the person from being able to do the person's normal work for at least 10 days after the day on which the injury or illness occurs.

A dangerous incident under section 37 of the Act is an incident in relation to a workplace to be notified immediately by a PCBU to the regulator and includes the following:

- A dangerous incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - a) an uncontrolled escape, spillage, or leakage of a substance; or
 - b) an uncontrolled implosion, explosion, or fire; or
 - c) an uncontrolled escape of gas or steam; or
 - d) an uncontrolled escape of a pressurised substance; or
 - e) electric shock; or
 - f) the fall or release from a height of any plant, substance, or thing; or
 - g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
 - h) the collapse or partial collapse of a structure; or
 - i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
 - j) the inrush of water, mud, or gas in workings, in an underground excavation or tunnel; or

2. Human Resources

- k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) any other event prescribed by the regulations but does not include an incident of a prescribed kind.

Notice must be given in accordance to section 38 of the Act

- Notice must be given in accordance with this section and by the fastest possible means. This will be by telephone
 - Reporting contact number **1800 678 198**
- Notification may also be given in writing, written notice can be given by email or other electronic means
- The following online form can be completed:
 - <https://wise.commerce.wa.gov.au/wise-noi/>

Incident sites must be preserved in accordance with section 39 of the Act

- The person with management or control of a workplace must so far as reasonably practicable ensure that the site at which a notifiable incident has occurred must not be disturbed until an inspector arrives at site or any earlier than an inspector directs.
- A site includes any plant, substance structure or thing associated with the notifiable incident
- Preservation of an incident site does not prevent the following:
 - a) to assist an injured person; or
 - b) to remove a deceased person; or
 - c) that is essential to make the site safe or to minimise the risk of a further notifiable incident; or
 - d) that is associated with a police investigation; or
 - e) for which an inspector or the regulator has given permission.

2. Human Resources

PART 6

6. Work Health and Safety – Children in the Workplace

Purpose

This procedure aims to provide guidelines and consistency with regard to children in the workplace.

Definitions

Child or children	A person or persons under 18 years of age, and not employed at the Shire of Dandaragan.
Manager	Means a person at the level of Coordinator, Manager or Executive with one or more direct reports.
Parent	A parent of a child is any of the following persons: <ul style="list-style-type: none"> • The child’s mother • The child’s father • A person who exercises parental responsibility for the child.
Workplace	A workplace is any place where work is, or is to be, performed by a worker. It includes places commonly recognised as workplaces such as construction sites and vehicles supplied by an employer for use by a worker in the performance of work.
“High risk area”	<ul style="list-style-type: none"> • Operations Depots • Mechanical workshops • Sheds and storage areas • Areas where chemicals are stored • Areas where machinery is used • Food preparation areas • IT server rooms • Any other area designated to be hazardous by the Executive Management Team.
Motorised Vehicle/Plant	A motor vehicle designed specifically for use in the construction of roads, buildings, and other structures. To include (but not limited to): <ul style="list-style-type: none"> • Bulldozer • Dumper truck • Digger • Road-roller • Earth leveller

2. Human Resources

Detail

The Shire of Dandaragan is committed to providing a safe work environment for all persons and strives to be supportive of family values. The workplace is typically not an appropriate place for children of employees. However, the Shire of Dandaragan recognises that employees may occasionally want to bring children to the workplace for brief visits, specific Shire events, situational convenience, or family emergencies. Appropriate limitations and guidelines are required to protect safety and health and to maintain work productivity and regulatory compliance.

In all cases of children in the workplace, the Shire is not responsible for ensuring the child is safe and well supervised. Parents are fully responsible for the safety and supervision of the child for the entire visit.

Coordinators, supervisors, and managers may place additional restrictions on the presence of children in the workplace consistent with the work being performed and the demands of the work area.

Children in the workplace on a regular basis

Children are **not** to be brought to the workplace on a regular basis in lieu of childcare.

Parent Responsibility

An employee who brings a child to the workplace must accept full responsibility for any damage to property or injury to persons caused by the child's behaviour.

Infectious disease

A parent or guardian must consider the health of co-workers before bringing a child with an infectious disease to the workplace.

Guidelines for Children in the Workplace

1. Employees must always obtain permission in advance – where possible from their manager before bringing a child to work.
2. A parent or guardian must provide supervision of the child at all times.
3. Children should not be left alone at any time or left with other employees except in authorised areas as follows:
 - 3.1 Jurien Bay Administration Lunchroom.
4. Children can not interrupt normal workplace activities.
5. Children are not permitted to perform work of any kind at any time.
6. Children are not allowed to ride at any time in any Shire owned motorised vehicle/plant.
7. Children are never permitted in the defined "High risk areas":
 - Operations Depots
 - Mechanical workshops
 - Sheds and storage areas (all locations)
 - Areas where chemicals are stored
 - Areas where machinery is used
 - IT server rooms

2. Human Resources

- Any other area designated to be hazardous by the Executive Management Team.
8. If there are repeated instances where the parent does not maintain appropriate supervision of the child, the Shire may decide that the risk of injury or harm to the child is too great to allow the employee to continue bringing the child to the workplace.