



WHS

Work Health and Safety

General Induction

Employees, Contractors and Volunteers

WHS General Induction

All Shire workers (employees, contractors and volunteers)

- Must complete this WHS induction.
- To demonstrate their willingness to comply fully with all WHS requirements.
- Complete this WHS induction:
 - Before commencing work on site.
 - Complete competency questions.
 - Email the completed induction to the following for confirmation of completion:

whs@coolgardie.wa.gov.au



A Safe Workplace – The Legislation

Applies to all Workers (Employees, Contractors and Volunteers) at all Shire locations.



The WHS Legislation

- WHS Act 2020
- WHS (General) Regulations 2022
- WHS Codes of Practice

Personal and Corporate Liability

- Now uninsurable

WHS – Includes Psychosocial

A subject called Psychosocial – which includes

Code of Conduct / Behaviours and Values
Leadership Practices and Organisational
Change.

Provide Role Clarity

Fit for Work / Return to Work / Injury
Management

Organisational Change

Performance Development

Discipline & Grievance
Policies & Procedures

Service Planning / Work Demands

Working Conditions - Fatigue/ Stress /
Timekeeping

Workplace Culture

WHS – Duty of Care

The Shire CEO has 'Primary Duty of Care' to:

- Ensure the health and safety of all workers (employees, contractors and volunteers) as far as reasonably practicable.

The Shire will:

- Ensure each team and project will have a nominated Responsible Officer
 - Your line Manager or Supervisor
- Duties of a Responsible Officer
 - A site-specific induction (inc WHS) is delivered for all workers
 - Monitor workers' safety through site WHS inspections



Our Expected Behaviours

All Workers to adhere to the Shire Code of Conduct

The following behaviour is unacceptable and may result in disciplinary action:

- Horseplay or skylarking
- Wilfully causing damage
- Possession of offensive weapons (except for tools of trade)
- Presenting to work in an unfit state (i.e., drugs or alcohol)
- Causing unnecessary disruption (e.g., playing loud music)
- Smoking outside designated smoking areas or within any vehicles
- All forms of bullying, discrimination, and harassment



WHS Responsibilities

Shire

- Primary Duty of Care

Workers

- Ultimately responsible for their own safety and the safety of others
- Minimising the impact on the environment
- Completing this induction
- Following all reasonable WHS
- Actively participate in WHS consultation
- Follow all agreed WHS procedures
- Promptly report WHS hazards and incidents



Hazards & Risks – What are they?

Hazards

- Anything that can cause injury, illness, or damage to a workplace's people, plant, equipment, or environment.

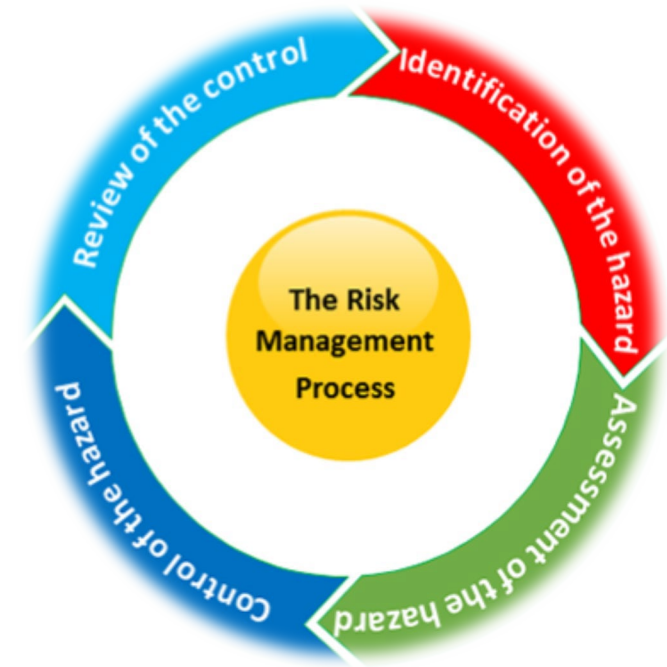
Risks

- Defined as the likelihood that a hazard will cause injury, illness, damage, or disease and its consequences.

Reporting

All workers must report any identified hazards.

***If able and safe to do so, a worker should make the hazard safe from injury to others.*

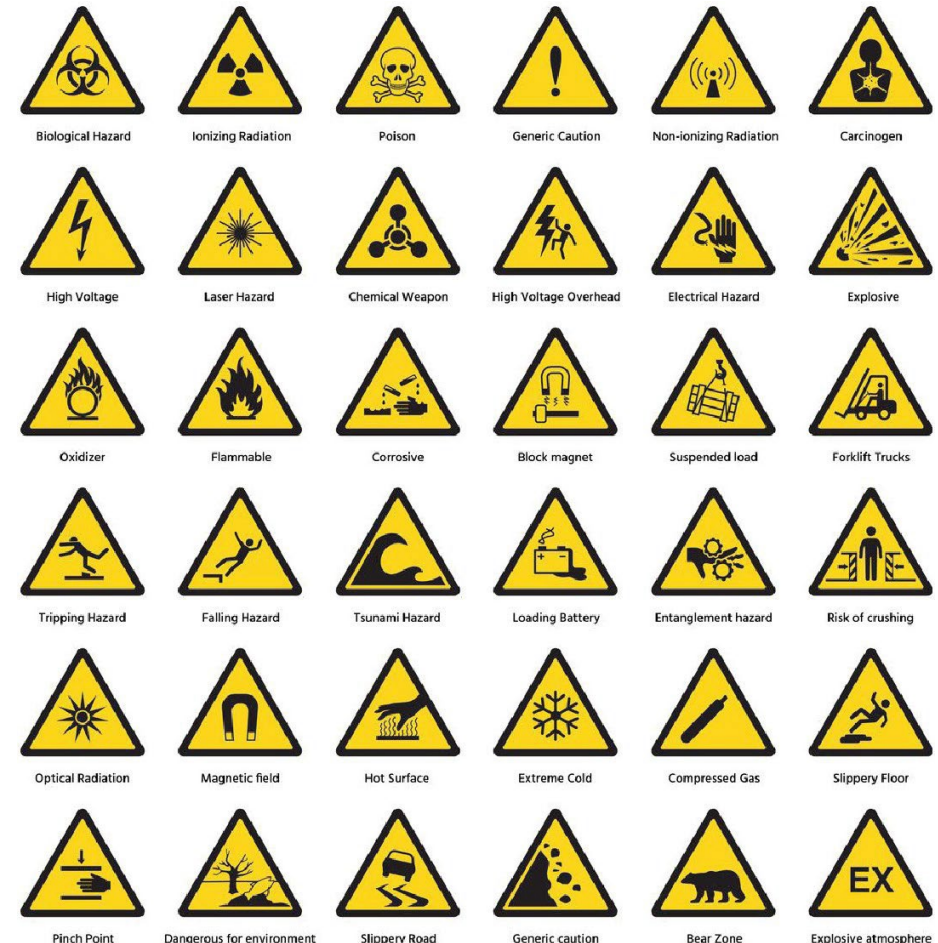


Understanding Hazards

What is a Hazard?

A source or situation that could potentially cause harm

- Injury
- Ill-health
- Damage to property
- Damage to environment
- Combination of these



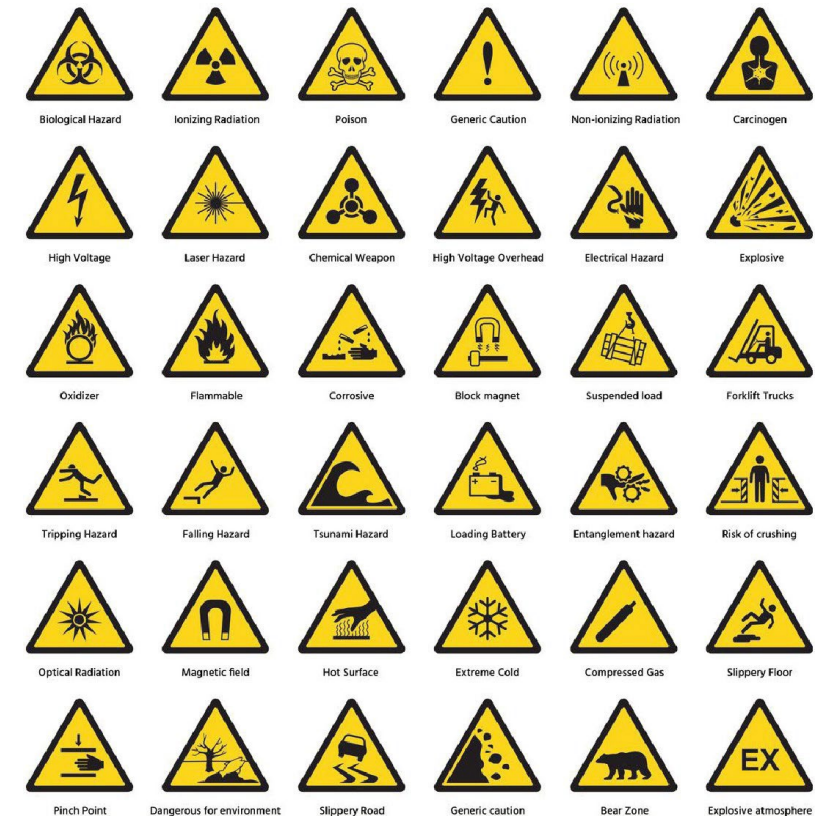
Hazards

Identifying Hazards

Why is it important to identify hazards?

- It is a very important part of keeping yourself and others safe.
- It is part of your duties in the WHS legislation.
- It can help improve workplace culture.
- It increases the productivity and retention of workers when the workplace is safer.

What are some Hazards you may see in your workplace?



Hazards – Common Types

Types of hazards may include:

Slips, Trips, and Falls

Manual Handling

Working at Heights

Hazardous Chemicals

Electricity

Not wearing the correct PPE

Hot Works

Working Outdoors

Confined Spaces

Excavation

Dust or Spraying



Controlling Risks – Hierarchy of Controls

Controlling a Risk

- Report it
- Assess the Risk
- Control the Risk

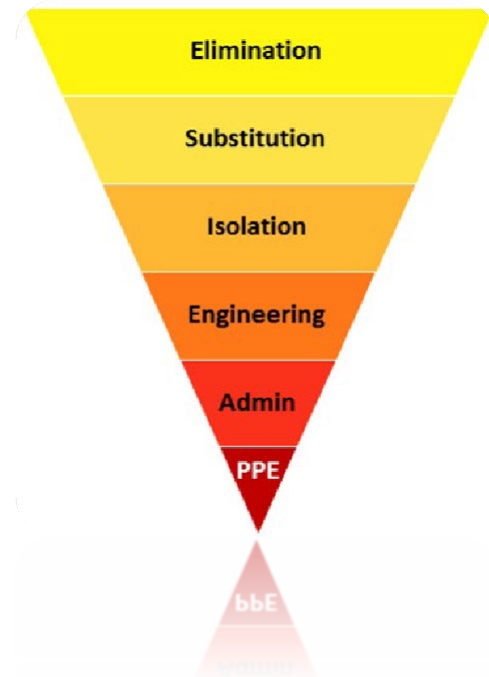
Hierarchy of Controls

A risk must be eliminated or controlled to an acceptable level.

- Achieved using control measures in the Hierarchy of Controls
 - Start from Elimination (Can the risk be eliminated)

Example Controls

- Substitution - Changing shift hours in hot weather
- Isolation Control – Lockable fencing
- Engineering Control – Guarding on machinery
- Administration Control – Safe Work Method Statement (SWMS)



Incidents – What are they?

Incidents

- Something that has occurred
 - Causes or could have caused injury, illness or damage to people, plant, equipment, or the environment
 - Injuries or near misses to a person(s) include:
 - Inappropriate behaviour, Unfit for work, Environmental Issues, Damage to Vehicles, Plant, Equipment and Tools, Psychosocial Issues or Falls of anything from Height.



Reporting of Incidents

ALL workers must immediately report all incidents (including a near miss):

- Use the Incident Reporting Form
- Discuss with your Responsible Officer

Email incident report form to whs@coolgardie.wa.gov.au

Notifiable Incidents

Notifiable Incidents

- All 'Notifiable Incidents' are classed as 'high or critical risk'
- Preserve the scene until WHS inform you differently
- They will be reported to Worksafe
- The incident report form has details of all 'Notifiable Incidents'
- Reported Immediately and emailed the Shire's form with the WorkSafe report number to: whs@coolgardie.wa.gov.au



Common Notifiable Incidents

Common Notifiable Incident Examples:

- Any medical advice (physical or mental) that leads to ten plus (10+) days of restricted or no work duties
- In-patient hospital treatment or Medically treated substance/chemical exposure
- Loss of bodily function or amputation of any body part
- Collapse or partial collapse of a structure
- Serious burn, laceration, head or eye injury
- Degloving/de-scalping
- Electric shock or damage
- Fatality
- Fall or release from height of anything
- Concussion



Danger - Lock Out / Tag Out

A system of locking or tagging out dangerous electrical equipment or plant

Out-of-service tags are placed on damaged leads, points, or tools

Danger tags are placed on the isolator/control switch or device to prevent inadvertent start-up of the equipment

Workers must not handle equipment marked with 'Danger' or 'Out of Service' tags.

Only authorised workers (defined or agreed by WHS) may remove tags.



Personal Protective Equipment (PPE)

- Provided for all employees and volunteers – before starting work
- Contractors must have their own PPE to access Shire locations.

Minimum Outdoor PPE Requirements – unless defined in the WHS PPE Procedure

Wide Brimmed Hats	Safety Footwear	Safety Glasses
Long Pants	Long-Sleeved Hi-Vis	Face Masks (For Dust & Spraying)
Gloves	Shirt	

Additional PPE will be required for specific tasks

- *PPE is a condition of working at Shire Locations*
- *Contractors will be asked to leave (at no cost to the Shire) for non-compliance*



Drug & Alcohol Limits

Drug Limits

Zero tolerance for *Illegal drugs* in the workplace, including:

- Having an illegal drug in your system
- Possessing and or offering to Sell or Buy



Alcohol Limits

- 0% limit - Drive Vehicles/Plant, Operate powered equipment / tools
- Under 0.05% limit - Office based workers; however, if you have consumed alcohol, you must inform your Manager before coming to work and follow their guidance.

Prescription Drugs all workers must discuss with their Doctor the possible effects on their ability to perform their regular duties and report the advice to their Manager.

Emergency Management

Adhere to all Shire Emergency Management Procedures and reasonable directions given by the Responsible Officer in an emergency.

- If required to evacuate, all people at a location/site to follow the WHS Emergency Management plan and evacuation procedures.
- Raise the local alarm in the event of a fire and go to the designated emergency assembly point as directed by the area warden.
- All vehicles (including contractors' vehicles) must have a fire extinguisher and a suitable first aid kit.
- Ensure a work site/location has access to appropriately trained First Aid Officers.



Understanding Contractor Compliance

Contractors are workers under WHS legislation and must adhere to all Shire WHS requirements (as a minimum)

Contractors Requirements:

- WHS Compliant
- Work practices and systems that meet our minimum requirements
- Allow the Shire to carry out ad-hoc WHS site/job inspections
- Ensure all individual workers complete Shire WHS inductions
- Hold all required permits and licences.
- Have the required Safe Work Procedures (SWP) & Safe Work Method Statements (SWMS)



Summary on Incidents

What is an Incident?

An incident is:

- Any unplanned event that results in or has the potential to result in injury, illness property damage, environmental harm, or disruptions to operations.
- Incidents can be minor with no or little impact, or they can be severe events that cause significant harm or loss, including life.

Key Aspects of an Incident:

- Unplanned nature – Incident is unexpected and not part of daily routine.
- Potential for harm – Potential to cause negative outcomes, even if no harm occurs.
- Variety of impacts – Incidents can affect people, property, the environment, or business operations.