

1.0 STATEMENT

Resource Recovery Group (RRG) is committed to ensuring a safe and healthy environment for all persons who enter RRG property.

2.0 SCOPE

This Policy applies to all who enter RRG property or undertake approved activities for RRG.

3.0 OBJECTIVES

Objectives include:

- Reducing incident frequency rates.
- Ensuring compliance with all applicable legislative, regulatory, and standards requirements.
- Continually improving the WHS Management System and maintaining ISO45001 accreditation.
- Take action to eliminate risks to health and safety. If this is not reasonably practicable ensure those risks are minimised as far as is reasonably practicable.

4.0 DEFINITIONS

RRG Resource Recovery Group

CVC Canning Vale Centre

WHS Work Health and Safety

5.0 ROLES AND RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer shall, as far as practicable, provide and maintain a safe working environment in which employees, contractors, volunteers, suppliers, clients and members of the public are not unnecessarily exposed to hazards.

Executive Managers and Managers

Executive Managers and Managers take action to eliminate risks to health and safety. If this is not reasonably practicable ensure those risks are controlled as far as is reasonably practicable. They are responsible for ensuring WHS objectives are being met by all who enter RRG property, maintaining safe systems of work and regularly reporting on the performance of their teams.

WHS Manager

The WHS Manager is responsible for:

- Ensuring WHS objectives are being monitored and met.
- Maintaining safe systems of work.
- Regularly reporting on the performance of WHS.
- Supporting the identification of opportunities for improvement.
- Records management and confidentiality practices are adhered to; and
- The WHS policy is available and communicated to stakeholders.

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People & Culture Advisor

Medical records of employees are maintained in a confidential manner and be made accessible when required by appropriate management representative(s).

Supervisors and Team Leaders

Supervisors and Team Leaders are responsible for the compliance and safety of all workers within their areas of responsibility. This includes:

- Plant and equipment are maintained in a safe condition and defects are reported/managed effectively;
- Housekeeping is maintained in all working areas;
- Ensuring compliance to safe systems of work and seeking opportunities for continual improvement;
- Ensuring WHS induction, instruction and training is provided to all personnel;
- Ensuring compliance to the wearing and maintenance of Personal Protective Equipment (PPE);
- Hazard identification practices are regularly undertaken by workers and risks are evaluated and controlled; and
- Consulting with workers on decisions that may affect their health and safety in the workplace.

Employees, Contractors, Customers, Clients, Volunteers and Visitors

Employees, Contractors, Customers, Clients, Volunteers and Visitors are to:

- Ensure their own health and safety when at RRG;
- Ensure the health and safety of others in the workplace;
- Comply with all applicable safe systems of work and legal requirements;
- Comply with all lawful instructions as given for their and others' health and safety;
- Comply with all Personal Protective Equipment (PPE) requirements as instructed;
- Use plant and equipment in accordance with manufacturer instructions;
- Cooperate with the RRG in the carrying out obligations as imposed by the Work Health and Safety Act 2020 (WHS Act); and
- Report all hazards, near misses, and incidents as soon as practicably.

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6.0 CONTENT

6.1. Principles

RRG is committed to:

- Establishing a framework for setting WHS objectives.
- Fulfilling all legal and other requirements as applicable to RRG operations and activities.
- Ensure health and safety by eliminating risks or by controlling them so far as is reasonably practicable.
- Support continuous improvement of the WHS Management System.
- Consulting and encouraging the participation of workers, and worker representatives.
- To maintain a safety culture through regular consultation and communication.
- The provision and maintenance of a working environment that is safe and without risks to health and safety, including safe access to and exit from the workplace.
- The provision and maintenance of plant, structure and systems of work that are safe and do not pose health and safety risks.
- The safe use, handling, storage and transport of plant, structure, and the provision of adequate facilities for the welfare of workers at work.
- The provision of information, instruction, training, or supervision to workers needed for them to work without risks to their health and safety and that of others around them.
- That the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking.

6.2. Procedures

RRG will meet these commitments by maintaining an occupational safety and health management system that meets with ISO45001 standard requirements which includes:

- Regularly consult and communicate with workers in matters of WHS.
- Regularly review existing policies, procedures, and other instructions to ensure fit for purpose.
- Regularly monitor compliance to existing policies, procedures, and other instructions.
- Regularly undertake risk management activities to ensure risks are eliminated or controlled to as low as reasonably practicable.
- Regularly provide training, information, and instruction to employees in matters of WHS.

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7.0 REFERENCES & REVIEW

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|----------------------------------|--|---------------------|
| | 3.4 WORK HEALTH & SAFETY POLICY | |
| Statutory Compliance | <ul style="list-style-type: none"> ▪ <i>The Work Health and Safety Act 2020 (WHS Act)</i> ▪ <i>Work Health and Safety (General) Regulations 2022</i> ▪ <i>Workers Compensation and Injury Management Act 1981 [WA]</i> ▪ <i>Workers Compensation and Injury Management Regulations 1982 [WA]</i> | |
| Organisational Compliance | <ul style="list-style-type: none"> ▪ RRG Contractor Handbook ▪ Injury Management Policy ▪ Approved RRG Safety Standards and other relevant documents | |
| Approved by | Regional Council – Resolution | |
| Next Revision Date | May 2026 | |
| Related Documents | <ul style="list-style-type: none"> ▪ RRG Corporate Risk Management Register ▪ AS/NZS ISO 45001:2018 ▪ ISO 45001 Audit Reports and certification | |
| Policy Administration | Responsible Officer | Review Cycle |
| Corporate (HR/Safety) | WHS Manager | Biennial |
| Risk Rating | Risk Register – Risk WHS 01 – High | |
| Location of document | Staff Intranet RRG, 9 Aldous Place, Booragoon – Corporate Services CVC, 350 Bannister Road, Canning Vale | |

8.0 DOCUMENT CONTROL REGISTER

| Date | Review | No. | Author | Resp Officer | Council |
|------|----------|-----|--------|--------------|------------|
| 2000 | Original | 1 | MAF | MAF | 27/07/2000 |
| 2001 | Review | 2 | MAF | MAF | 26/07/2001 |
| 2002 | Review | 3 | MAF | MAF | 25/07/2002 |
| 2003 | Review | 4 | MAF | MAF | 20/11/2003 |
| 2004 | Review | 5 | MAF | MAF | 25/11/2004 |
| 2005 | Review | 6 | MAF | MAF | |
| 2007 | Review | 7 | MAF | MAF | |
| 2009 | Review | 8 | MAF | MAF | |
| 2010 | Review | 9 | SO | MAF | |
| 2012 | Review | 10 | OSHM | DCS | 26/07/2012 |
| 2014 | Review | 11 | SM | SM | 28/08/2014 |
| 2016 | Review | 12 | EMCS | EMCS | 28/04/2016 |
| 2018 | Review | 13 | SM | SM | 19/04/2018 |
| 2020 | Review | 14 | SM | SM | 27/08/2020 |
| 2022 | Review | 15 | SM | SM | 25/08/2022 |
| 2024 | Review | 16 | WHSM | WHSM | 23/05/2024 |

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