



## **Work Health and Safety Management Plan**

**2022-23**

WESTERN METROPOLITAN REGIONAL COUNCIL  
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# 1. INTRODUCTION

The WMRC operates the West Metro Recycling Centre at Shenton Park WA, which provides waste transfer, recycling, problematic and hazardous waste management services for its five member Councils, participating council(s), commercial customers and residents across the west central metropolitan area.

This Work Health and Safety (WHS) Plan documents the WMRC's commitment to a workplace that is free from injury and illness, recognises legislative responsibilities and the need to provide a safe and healthy work environment for its employees and others. This Plan affirms WMRC's view that WHS is a priority across all areas; it underpins all activities; responsibilities for safety are assigned; safe work practices are supported with appropriate training and support; and targets are set to measure progress and achievement towards WHS goals.

In May 2022 the LGIS, an external consultant and the WMRC's insurer, assessed the WMRC's safety management system, resulting in an overall score of 79%, a solid improvement on the previous May 2019 LGIS assessment score of 63%. The 2022 assessment was carried out under the LGIS' *3 Steps to Safety* program, evaluating the following elements of the WMRC's safety management system as follows:

- a. Management commitment 88%
- b. Planning 67%
- c. Consultation & Reporting 81%
- d. Hazard Management 63%
- e. Training & Supervision 100%

This Plan documents how WHS will be prioritised and supported at all levels of the organisation and provides a framework for the WMRC meeting its WHS responsibilities for the next twelve months. The development of this Plan has been informed through the following key drivers:

- a. the WMRC's commitment to providing a safe and healthy workplace environment for its employees, contractors, customers, and others;
- b. public legislative compliance;
- c. continuous improvement; and
- d. previous WHS audits and recommendations.

## 2. PURPOSE

The purpose of this plan is to maintain an effective work health and safety management system. The WMRC is committed to implementing a structured approach to WHS in order to achieve a consistently high standard of safety performance.

This plan assists the WMRC in meeting its WHS legislative obligations; and applies to all staff, and contractors and other people who might be at risk from work and other activities carried out at WMRC workplaces.

## 3. HEALTH AND SAFETY POLICY

The following Statement of Commitment and the Implementation of Policy Commitment provide the direction WMRC will follow in pursuit of a safe and healthy workplace. These commitments are as follows.

### 3.1 STATEMENT OF COMMITMENT

The WMRC is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *WA Work Health and Safety Act 2020* (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

This WHS Management Plan and WMRC's WHS policies and procedures set out the safety arrangements and principles which are to be observed by the WMRC and its staff to ensure compliance with the Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

### 3.2 IMPLEMENTATION OF POLICY COMMITMENT

The WMRC is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors and volunteers) while they are at work, and that the health and safety of the customers is not put at risk from our operations. This will be achieved by:

- a. Providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment.
- b. Ensuring that workplaces under the control of the WMRC are safe, without risk to health, and have safe means of entry and exit.
- c. Routinely consulting to maintain effective and co-operative relationships between WMRC and its workers, and with other duty holders, on health and safety matters in the workplace.
- d. Reviewing, through appropriate mechanisms, the effectiveness of the safety

measures taken.

WMRC's commitment to providing a safe and healthy working environment for its employees includes:

- a. providing relevant, up to date WHS information to all workers on matters such as workplace safety and their responsibilities;
- b. providing expert assistance in WHS matters where necessary;
- c. providing instruction and/or training in work processes where appropriate;
- d. developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards; and
- e. implementing and maintaining appropriate information, reporting and statistical systems.

## **4. STRATEGIC OBJECTIVES AND AIMS**

The WMRC's strategic objectives in work health and safety are to:

- a. establish and maintain an effective occupational health and safety system;
- b. ensure a structured and consistent safety management system that is implemented across all WMRC's work areas; and
- c. continuously improve the management of health and safety within the organisation.

The aims of this Plan are to:

- a. establish key safety objectives;
- b. establish the performance indicators which the WMRC will use to measure and report on its safety performance;
- c. establish safety targets;
- d. set actions to be achieved within the next twelve months;
- e. focus on key areas aimed at minimising the risk of workplace injuries;
- f. improve employee capabilities by identifying training needs and providing appropriate training to:
  - i. empower employees at all levels to perform their duties safely; and
  - ii. ensure employees are aware of, and understand, their roles and responsibilities in relation to WHS.
- g. work towards gaining a score of at least 79% in the next LGIS Safety Audit (due May 2025); and
- h. assist Council in making considered and informed decisions about work health and safety matters within a transparent, accountable, ethical and compliant workplace environment.

## **5. SAFETY RESPONSIBILITIES**

The success of this Plan heavily relies on various stakeholders fulfilling their core responsibilities which are as follows.

### **5.1 COUNCIL**

The Chair and members of Council are responsible for ensuring that the WMRC complies with all duties and obligations under the Act. This is achieved by exercising due diligence, including the following responsibilities.

- a. Acquire and maintain an up-to-date knowledge of work health and safety matters relating to the business of the WMRC.
- b. Gain an understanding of WMRC's operations and the hazards and risks involved.
- c. Require work health and safety to be a standing agenda item for each Council meeting.
- d. Regularly review the performance of the WMRC's WHS system.

### **5.2 CHIEF EXECUTIVE**

The Chief Executive is responsible for providing safety leadership, in demonstrating and practicing a visible and tangible commitment to the improvement of health, safety and injury management systems, practices and culture. These responsibilities include:

- a. Ensuring that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- b. Ensuring that information regarding incidents, hazards and risks is received, considered and responded to in a timely way.
- c. Ensuring that WMRC has, and implements, an WHS system for complying with its WHS duties and obligations.
- d. Ensuring that responsibilities for safety within the organisation are well understood and reflected in position descriptions.
- e. Reviewing and reporting to Council on the performance of the WMRC's work health and safety system.
- f. Providing leadership and support to managers and staff in the implementation of WMRC's WHS Management Plan.

### **5.3 MANAGERS AND SUPERVISORS**

Managers and supervisors are to ensure that all work activities are conducted in a manner consistent with Council WHS policy and this WHS Management Plan.

### **5.4 OPERATIONS MANAGER**

The Operations Manager, in addition to the responsibilities above is responsible for:

- a. Reviewing progress of the Plan and updating the WHS Committee.
- b. Reviewing legislative compliance.

- c. Communicating any changes to the relevant work areas.
- d. Preparing standing WHS reports to Council.

## **5.5 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

The Occupational Health and Safety Committee is responsible for:

- a. Addressing systemic health and safety issues affecting employees.
- b. Monitoring and reviewing safety performance at each work site.
- c. Providing a forum for discussing and resolving WHS issues in the workplace.
- d. Facilitating consultation between management and staff over WHS issues.
- e. Ensuring meeting agendas cover the monitoring of the implementation of the Plan

## **5.6 EMPLOYEES**

Every employee is responsible for:

- a. Understanding that safety is the responsibility of every employee of the WMRC.
- b. Identifying and reporting hazards; and reporting near-misses and incidents.
- c. Understanding the WHS Plan and how it affects their everyday work activities.
- d. Actively participating in the WMRC's WHS practices and procedures.

## **6. HEALTH AND SAFETY ACHIEVEMENTS 2021-22**

In the previous 12 months to October 2022, the WMRC made the following improvements to work health and safety management:

### **6.1 PROCEDURES**

- The COVID-19 Safe Plan has been updated and changed with the different risk levels
- Toolbox talks at the West Metro Recycling Centre held on a fortnightly basis by the Manager Operations and attended and signed off by all operational staff.
- Pre-starts continue to be carried out on all plant
- Induction Manual for contractors has been reviewed and updated
- Emergency contact lists reviewed and updated to reflect current personnel and activity.
- Quarterly internal safety inspections of the recycling centre undertaken
- Material Safety Data Sheets reviewed and updated
- HHW Risk assessment completed with LGIS Senior consultant

### **6.2 TRAINING**

- Emergency evacuation drills conducted at the Recycling Centre.
- Chemical identification training for staff conducted.
- Comprehensive review made of the staff training matrix.
- Additional four team members have been trained to operate front end loaders
- First Aid Training undertaken (90% of all WMRC staff are first aid trained).
- Working at heights training for new staff
- Household Hazardous Waste training undertaken for three new casual staff members
- Forklift training completed for two members and additional two trainings are scheduled for October

### **6.3 INFRASTRUCTURE, EQUIPMENT AND SIGNAGE**

- New and compliant safety gates at the transfer station have been installed.
- Replacement of waste deflector plates to minimize waste spillage.
- Additional CCTV camera installation is planned to cover blind spots in resident recycling area.
- Refurbishment of one NCH silo hoist scheduled to ensure safe handling of waste silos.
- Re-design of the tipping floor area to allow the handling of FOGO.
- Safe operating procedures for the decontamination process on the tipping floor have been developed and implemented.
- New safe operating procedures for all major haulage contractors have been implemented to ensure a separation of commercial trucks from the public.

- Purchase and installation of cardboard compactor to reduce site truck traffic and customer / truck interaction.
- Major electrical work completed in the gatehouse to reduce risk associated with over-reliance on adapters, power boards, and extension cords.
- Signage assessment carried out, and new safety signs erected and installed in the Greenwaste yard

#### **6.4 EMPLOYEE HEALTH AND WELFARE**

- Employee Assistance Program (EAP) introduced in January 2020 and continued
- Equal opportunity and respect at work training
- Staff 'flu vaccinations provided.

## 7. PERFORMANCE INDICATORS AND TARGETS

The following positive performance indicators (PPI) will be used to measure relevant WHS systems, processes, management and compliance with WHS practices at the WMRC.

Positive Performance Indicator	Oct 2021 rate	Apr 2022 rate	Oct 2022 rate	Apr 2023 target
Average time to complete incident investigation	<1 week	<1 week	<1 week	<1 week
Safety actions outstanding for more than 1 month	0%	0%	0%	0%
Number of site toolbox meetings held per annum	24	24	24	24
Number of office toolbox meetings held per annum	12	12	12	12
Emergency response drills held (at each site) annually	1	1	1	1
Pre-start checks completed - loader, Volvo truck, Kubota	Daily	Daily	Daily	Daily
Percentage of required training overdue at end of period	<5%	<10%	<10%	<5%
Staff inductions completed	100%	100%	100%	100%
Contractor induction completed	100%	100%	100%	100%
Employee perception of organisational commitment to safety	85%	90%	90%	90%
WHS Management Plan reviewed annually	1		1	

## 8. SAFETY ACTIONS

In May 2022 the LGIS, an external consultant and the WMRC's insurer, assessed the WMRC's safety management system, resulting in an overall score of 79%. During the last assessment in May 2019 the overall score was 63%. The assessment was carried out under the LGIS' 3 Steps to Safety program. The LGIS assessment covered the following elements of the WMRC's safety management system and achieved the following detailed scores:

- a. Management commitment 88%
- b. Planning 67%
- c. Consultation & Reporting 81%
- d. Hazard Management 63%
- e. Training & Supervision 100%

The 2021-22 OH&S Management Plan and this revised and updated 2022-23 WHS Plan both address the findings and recommendations arising from LGIS safety audits. The principal matters arising from the 2022 LGIS external audit are listed below, together with the actions taken, and to be taken, in continuously improving the management of workplace health and safety at the WMRC. The next LGIS safety audit is scheduled for May 2025.

Category	Action to be taken	Action planned 2022-23
<b>A Management Commitment</b>		
The safety and health policy is signed by the CEO, reviewed annually and communicated to workers, suppliers, contractors, customers and customers to the workplace	Review the policy annually	Review within 12 months
Safety and Health legislative requirements have been identified for operations and work activities and this is understood by management	Review all policies and procedures related to health and safety and update all legislative reference to the Work Health and Safety Act 2020	In progress
<b>B Planning</b>		
A process in place to identify the workers with special needs and tasks assessed for suitability	Develop a formal process for assessing and adapting work for persons with special needs.	To be completed
Policies and procedures for engaging and managing contractors are in place	Modify the existing Contractor Management Plan to include requirements for ongoing consultation, such as regular meetings, safety statistic reporting and hazard & incident reporting.	To be completed
Contractor management records are effectively maintained	Conduct meetings with contractors and record minutes. Archive email correspondence with contractors. Ensure contractors submit hazard	To be completed

	and incident reports where appropriate.	
Potential emergency situations have been identified, diagrams and relevant emergency procedures are in place	Update emergency evacuation diagrams	Completed
Ensure contractors exposed to significant potential safety risks are consulted on WHS issues.	Insurances checked, contractors inducted, & higher risk JSEA done	Continue the practice
Record and display toolbox minutes	Complete	Continue the practice

Category	Action taken	Action planned 2022-23
<b>C Consultation and Reporting</b>		
Consultative arrangements are communicated to workers and understood	Develop posters or notification sheets to post on notice board	Completed
Workers or their representatives are consulted regarding management of hazards in the workplace	Train workers in hazard reporting requirements and reiterate the need to report hazards at toolbox talks. Consider implementing a reward program for recommending good controls. Implement a more efficient and streamline reporting system.	In progress
Consultation arrangements are reviewed to ensure they remain effective	Allow workers to vote, comment or participate on decision making process for annual consultation arrangement review.	In progress
<b>D Hazard Management</b>		
There is a process in place for identifying, assessing and controlling hazards in the workplace	Review the processes to ensure they are achievable and implement a strategy to promote consistent use.	Complete
SWP/SWMS/JSA's are developed for tasks with significant safety risks	Develop Safe Work Method Statements for identified high risk activities.	Amend PD to specify training requirements
Implemented controls are reviewed to ensure they are effective	Develop a form to record job observations formally. Include an element in the workplace inspection checklist that allows inspector to select controls at random from risk matrix to reassess	In progress
Procedures for reporting hazards, incidents, injuries and disease are in place, have been communicated to workers and are investigated	Train workers in hazard reporting requirements and reiterate the need to report hazards at toolbox talks. Consider implementing a reward program for	Continue to implement

	recommending good controls. Implement a more efficient and streamline reporting system.	
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## 9. REVIEW

This WHS Management Plan is subject to annual review. The next review is due to be completed by 3 October 2023.