

POLICY

Work Health & Safety

Emergency Management

Version: 4 | Next Review: 2021



1. POLICY

The District of Tumby Bay is committed to achieving a high level of pro-active Work Health, Safety (WHS) management in line with the organisational purpose of proactively protecting and managing Local Governments' employee injury risks today and into the future.

In addition Council recognises that Local Government has a significant role to play as a community leader in the State emergency management system and that without staff being safe and supported, Local Government is unable to provide the appropriate assistance and support to meet these community expectations.

This policy and the supporting procedures are designed to facilitate the implementation of an effective Work Health and Safety Emergency Management system for the appropriate management of foreseeable workplace emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

The WHS Emergency Management system contains the internal organisational emergency control framework and provides response guidance, with the intention of preventing injury to workers, visitors and neighbouring people and damage to premises, in emergency situations.

The key elements of Councils WHS emergency management system are:

- WHS Emergency Management Procedure
- First Aid Procedure
- Councils WHS Emergency Management Plan

Council will regularly review in consultation with relevant workers, their representatives, subject area experts and other duty holders (as necessary):

- The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement
- Adherence to this policy and supporting procedures and take appropriate action where non-conformances are found

2. RESPONSIBILITIES

The Executive Team are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Supervisors/Managers are accountable for:

- Bringing this policy and supporting procedures to the attention of affected workers
- Monitoring through their supervisory activities that policy and procedures are adhered to
- Consulting in relation to the effectiveness of the policy and procedures

Workers are accountable for:

- Adhering to the requirements of this policy and supporting procedures, or report any inability to do so to management at the earliest opportunity
- Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management

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F16/821	WHS	November 2018	3 Years	November 2021	1 of 2

Printed copies of this document are uncontrolled, refer to Council's TRIM to verify this is the current version.

3. LEGISLATION

- South Australian Emergency Management Act, 2004
- South Australian Emergency Management Regulations, 2009
- South Australian Work Health and Safety Act, 2012
- South Australian Work Health and Safety Regulations, 2012
- Local Government Act, 1999

4. REFERENCE

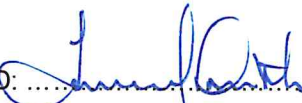
- AS3745-2010 – Planning for Emergencies in Facilities
- ReturnToWorkSA Work Health and Safety Standards for self-insured employers, which includes the Performance Standards for Self Insurers (PSSI)
- LGA Local Government Emergency Management Framework, 2017


5. REVIEW

This WHS Emergency Management Policy shall be reviewed by Councils Work Health and Safety Committee (WHSC) at minimum within three years (3) years of Last Reviewed Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

The review may include or be initiated by:

- Feedback from managers, workers, HSRs or other stakeholders;
- Legislative compliance;
- Performance Standards for Self Insurers
- Internal or external audit findings
- Incident and hazard reports, claims costs and trends related to hazardous work; and
- Other relevant information.

SIGNED: :
Chief Executive Officer
Date: 14/12/18

SIGNED: :
Chairperson, WHS Committee
Date: 14/12/18

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