

# POLICY

## Work Health & Safety

### Hazard Management

Version: 4 | Next Review: 2021

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## 1. POLICY

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

To facilitate this, the organisation has implemented a Work Health and Safety Hazard Management system (system) which contains minimum standards and is designed to encourage and facilitate the provision and maintenance (so far as is reasonably practicable) of:

- A safe working environment
- Safe systems of work, and
- Plant and substances in a safe condition

For Workers, and others in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI).

Key elements of the system are:

- Hazard Management Procedure
- Incident Reporting and investigation Procedure
- Workplace Inspection Procedure
- Plant Procedure

These elements are designed to assist to identify, quantify and manage hazards and risks associated with organisation's activities, in accordance with the organisation's commitment under the 'One System' Work Health and Safety Management System (WHSMS).

Other elements may be added under this policy as identified as appropriate over time.

The organisation will regularly review in consultation with workers and 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 the supporting procedures and take appropriate action where non-compliances are found.

## 2. RESPONSIBILITIES

The Executive Team are accountable for fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012, a key aspect of which includes checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

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

Supervisors/Managers are accountable for:

- Bringing this policy and supporting procedures to the attention of affected workers in their area
- Monitor through their supervisory activities that the policies and procedures are adhered to.
- Checking that affected Workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

Affected 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.

### 3. LEGISLATION

- South Australian Work Health and Safety Act, 2012
- South Australian Work Health and Safety Regulations, 2012
- Local Government Act, 1999

### 4. REFERENCE

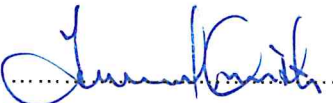
- Australian Standard 4801
- AS/NZS ISO 31000:2009
- ReturntoWorkSA Performance Standards for Self Insurers (PSSI)
- Code of Practice: How to manage work health and safety risks
- LGA Strategic Plan


### 5. REVIEW

This WHS Hazard 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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