



# WHS ADMINISTRATION POLICY

<b>Version No</b>	3.0
<b>Issued</b>	16 <sup>th</sup> Feb 2016
<b>Next Review</b>	February 2019
<b>GDS</b>	12.63.1

## POLICY

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

To facilitate this Council has implemented a Work Health and Safety Management administrative process as part of the 'One System'. Council aims to facilitate effective management of the administrative aspects of WHS in Councils business in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI), by providing this policy and subordinate procedures that outline Council's systems for the administration of the WHSMS.

Key elements of the organisation's WHS administration system are:

- WHS Document Management Procedure
- WHS Internal Auditing Procedure
- WHS Corrective and Preventative Action Procedure
- WHS Induction and Training Procedure
- WHS Planning and Program Development Procedure

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 and subject area experts and other duty holders (as necessary):

- The effectiveness of this policy and subordinate procedures to identify opportunities for continuous improvement.
- Adherence to this policy and the subordinate procedures and take appropriate action where non-compliances are found.

## RESPONSIBILITIES

The senior management 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 in their area and monitoring through their supervisory activities that the policies and procedures are adhered to.

Supervisors/Managers are accountable for checking that workers in their area 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 underpinning procedures, or report any inability to do so to management at the earliest opportunity.

## LEGISLATION

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



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## REFERENCES

Australian Standard 4801

Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)

## REVIEW

This WHS Administration Policy shall be reviewed by the District Council of Ororoo Carrieton WHS Committee at minimum within Three (3) years of Issued Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

SIGNED .....

Chief Executive Officer

Date: 16 / 2 / 2016

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Deputy Chairperson, WHS Committee

Date: 16 / 2 / 2016

## Review History

<b>Version No:</b>	<b>Issue Date:</b>	<b>Description of Change:</b>
1.0	29/6/2010	New Document
2.0	18/6/2013	Terminology changes to reflect 2012 WHS Act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
2.1	29/10/2013	Date in Version 2 of the history section
3.0	16/2/2016	Name change: From 'Administration of the OHS Management System Policy' to 'WHS Administration Policy'. Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA Changed minimum review timeframe from 2 years to 3 years