



EMERGENCY MANAGEMENT POLICY

Version No	3.0
Issued	16 th Feb 2016
Next Review	February 2019
GDS	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 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 Emergency Management system as part of the 'One System' for the effective management of foreseeable emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

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

The key element of the organisation's WHS emergency management system is:

- WHS Emergency Management procedure
- First Aid Procedure

The organisation 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-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.
- Monitoring through their supervisory activities that the policies and procedures are adhered to.
- Consulting in relation to the effectiveness of the policy and procedure.

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.
- Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management.

LEGISLATION

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

REFERENCES

AS3745-2010 – Planning for Emergencies in Facilities
Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)



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REVIEW

This WHS Emergency Management Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee at minimum within three years (3) 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

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Deputy Chairperson, WHS Committee

Date: 16 / 2 / 2016

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Review History

Version No:	Issue Date:	Description of Change:
1.0	30/6/2010	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	Update superseded AS to 3745, include issue date in document history section correct review date to 2015
3.0	16/2/2016	Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA. Changed minimum review timeframe from two to three years.