



HAZARD 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 and 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, 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:

- i. A safe working environment
- ii. Safe systems of work, and
- iii. 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

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 monitor through their supervisory activities that the policies and procedures are adhered to.

Supervisors/Managers are accountable for 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.

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

AS/NZS ISO 31000:2009

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

REVIEW

This District Council of Orroroo Carrieton Hazard Management Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee 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

Version No:	Issue Date:	Description of Change:
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	Update of names of subordinate procedures to reflect updated documents Inclusion of issue date for version 2 in history section
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 2 years to 3 years