

DISTRICT COUNCIL OF
**FRANKLIN
HARBOUR**

COWELL

WHS Administration Policy





WHS Administration Policy

Name of Council	District Council of Franklin Harbour
Responsibility:	Work Health & Safety
Version:	5.0
Effective date:	September 2023
Last revised date:	March 2019
Minutes reference:	80/09/23
Next review date:	July 2025
Applicable Legislation:	South Australian Work Health and Safety Act, 2012 South Australian Work Health and Safety Regulations, 2012 Local Government Act, 1999
Related Procedures:	Document Management Procedure Internal Audit Procedure Induction and Training Procedure Corrective and Preventative Actions Procedure Planning and Program Development Procedure

Policy

The District Council of Franklin Harbour (the organisation) is committed to achieving a high level of proactive Work Health, Safety (WHS) management in line with the values, behaviours and key initiatives within the LGA strategic plan.

We aim to facilitate effective management of the administrative aspects of WHS, by implementing this policy and the subordinate procedures that outline Council's systems for the administration of the WHSMS. This is in accordance with legislative requirements and the Return to Work SA Performance Standards for Self-Insurers (PSSI).

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

- WHS Document Management Procedure
- WHS Internal Audit Procedure
- WHS Corrective and Preventative Action Procedure
- WHS Induction and Training Procedure
- 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.



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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

References

AS/NZS ISO 45001:2018 – Occupational health and safety management systems – Requirements with guidance for use

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

A/NZS ISO 19011:2019 – Guidelines for auditing management systems

Review

This District Council of Franklin Harbour WHS Administration Policy shall be reviewed by the HSC (Health & Safety Committee) at minimum within Thirty six (36) months 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:

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CEO

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Chairperson, Health and Safety Committee (HSC)

Date:

06 / 10 / 23

Date:

6 / 10 / 23



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Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Sept 2009	New Document, September 2009
	2.0	5/4/13	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	2.1	12/4/13	Date in Version 2 of the history section
	3.0	29/07/15	Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA Added opportunity for Council to add elements in the key element list. Changed minimum review timeframe from 2 years to 3 years
	4.0	12/10/2018	<p>Updated logo and headers/footers.</p> <p>Policy: First paragraph added reference to LGA strategic plan; paragraph 2 simplified the wording and added reference to enterprise risk management framework; dot points aligned to procedure titles;</p> <p>References: Added RTWSA standards and guidelines and ISO19011;</p> <p>Review: Changed wording of review timeframes to align with other OS policies and procedures, changed sign off for Chairperson – from WHS Committee to HSC.</p>
	5.0	20/05/2022	<p>Minor wording change re [insert name of Council or Prescribed Body] (the organisation) throughout document. Update References – remove reference to superseded AS/NZS 4801 and replace with AS/NZS ISO 45001:2018, update year for AS/NZS ISO 19011, update links, update Review – change wording from WHS Committee to HSC (Health and Safety Committee).</p>