



WHS & Return to Work Policy





WHS & Return to Work Policy

Name of Council	District Council of Franklin Harbour
Responsibility:	Work Health & Safety
Version:	5.0
Effective date:	September 2023
Last revised date:	February 2021
Minutes reference:	99/12/2023
Next review date:	September 2026
Applicable Legislation:	South Australian Work Health and Safety Act, 2012 South Australian Work Health and Safety Regulations, 2012 Local Government Act, 1999 Return to Work Act 2014 Return to Work Regulations 2015
Related Procedures:	

1. Our vision

The District Council of Franklin Harbour provides a safe, healthy, and rewarding work environment free of accidents, injuries and illness.

2. Our values

The District Council of Franklin Harbour values safety. Everyone working in or visiting our workplaces has a right to go home safely each day to their family and friends.

Workers who are injured at the workplace have a right to support to enable them to safely return to work.

3. Our Policy

The District Council of Franklin Harbour will make our workplaces safe and help injured workers get back to work in a fair, timely and effective way.

A systematic approach to managing workplace hazards built upon a platform of consultation and worker participation is at the core of this policy.

4. Scope

This policy relates to the WHS and RTW initiatives and actions of the District Council of Franklin Harbour. It applies to the CEO, senior management, workers, volunteers, contractors and others who may be impacted by our work.

5. Our approach

Our Council / Prescribed Body

- provides **leadership and direction** to our workers and others in meeting our duty of care to protect our people.
- complies with work health and safety (WHS) and return to work (RTW) laws and obligations.
- encourages the **active participation** of our workers and others in work health and safety matters.



WHS & Return to Work Policy

- **consults and communicates** openly and honestly with workers and others and encourages the raising of health and safety issues or concerns without the fear of reprisal.
- applies **a systematic approach to managing workplace hazards** to ensure the health and safety of our workers and others who may be impacted by our work.
- provides and maintains **safe plant, structures, chemicals, facilities and systems of work**.
- implements **organisational policies and procedures** to achieve our policy commitments and contribute to positive safety and RTW outcomes.
- implements equitable **return to work practices built upon the principles of early intervention, prompt and timely service and active management** to improve recovery and return to work outcomes.
- provides relevant **training, instruction, information and supervision** to workers and others.
- maintains an effective process for **reporting** and resolving health and safety issues.
- uses appropriate **internal and/or external expertise** when required to assist with WHS and RTW issues.
- monitors, evaluates and reviews WHS and RTW action plans, targets, performance indicators and outcomes to ensure **continuous improvement**.
- participates as a member of the Local Government Association Workers Compensation Scheme and meets the self-insured standards.

6. Our Responsibilities

- The Chief Executive Officer and the Senior Management Team at the District Council of Franklin Harbour ensure that the organisation has systems to meet its legal duties under WHS and RTW laws.
- The Chief Executive Officer and the Senior Management Team provide the necessary financial and human resources within the District Council of Franklin Harbour to facilitate the effective management of WHS and RTW issues.
- Managers and Supervisors at the District Council of Franklin Harbour implement WHS and RTW procedures.
- Managers and Supervisors monitor and evaluate WHS and RTW performance with a view to driving continuous improvement.
- Managers and Supervisors consult and communicate with workers and others to ensure they are meaningfully engaged in the management of WHS in their workplace.
- Managers and Supervisors provide relevant WHS training and supervision to support the safety and wellbeing of the District Council of Franklin Harbour workers.
- Managers and Supervisors proactively engage with injured workers to promote timely and effective return to work actions.
- Workers while at work take reasonable care for their own safety and the safety of others and to comply (so far as the person is reasonably able) with any reasonable instruction that is given by the District Council of Franklin Harbour.



WHS & Return to Work Policy

7. Review

This Policy shall be reviewed by the District Council of Franklin Harbour within three (3) years of the commencement date, or earlier if there is significant change to relevant legislation or elements of this policy that could affect WHS and/or RTW practices.

Signed



Chief Executive Officer



Chairperson, Health & Safety Committee

Date: 8 / 1 / 24

Date: 8 / 1 / 24