



# WHS Hazard Management Policy



Version:5.0

Issued: May 2020

Next Review: July 2022

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## 1. POLICY

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

1.1. 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 (an in consultation with them) in accordance with legislative requirements and the ReturntoWorkSA Work Health and Safety standards for self-insured employers, which includes the Performance Standard for Self Insurers (PSSI).

1.2. Key elements of the system are:

- a) Hazard Management Procedure
- b) Incident Reporting and investigation Procedure
- c) Workplace Inspection Procedure
- d) Plant Procedure

1.1 These elements are designed to assist to identify, quantify and manage hazards and risks associated with the organisation's activities, in accordance with the organisation's commitment under the 'One System' Model Work Health and Safety Management System (WHSMS).

1.2 Other elements may be added under this policy as identified as appropriate over time.

1.3 The organisation will regularly review in consultation with workers and their representatives subject area experts and other duty holders (as necessary):

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

## 2. RESPONSIBILITIES

2.1 The Management Team are accountable for fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012, a key aspect of which includes checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

2.2 Managers/Supervisors 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.

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- 2.3 Managers/Supervisors/ are accountable for checking that affected workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.
- 2.4 Affected Workers are accountable for adhering to the requirements of this policy and supporting procedures, or to report any inability to do so to management at the earliest opportunity.

### 3. LEGISLATION

[South Australian Work Health and Safety Act, 2012](#)

[South Australian Work Health and Safety Regulations, 2012](#)

[Local Government Act, 1999](#)

### 4. REFERENCES

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

AS/NZS ISO 31000:2018-Risk Management – Guidelines

[ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers,which includes the Performance Standards for Self Insurers \(PSSI\)](#)

[Code of Practice: How to manage work health and safety risks](#)

[LGASA Mutual Pty Ltd Strategic Plan 2019-2028](#)

### 5. RELATED DOCUMENTS

OS Model Hazard Management Procedures as outlined in section 1.2

Other OS Model Procedures relevant to the work that is being undertaken

Organisational RAs/SWIs/SWMS and guidance material as detailed in the hazard management procedure references.



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## 6. REVIEW


This District council of Franklin Harbour Hazard Management Policy shall be reviewed by the Health and Safety Committee (HSC) within two (2) years of issue date or more frequently if legislation or organisational needs change.


The review may include or be initiated by:

- a) Feedback from managers, workers, HSRs or other stakeholders;
- b) Legislative compliance;
- c) Performance Standards for Self Insurers
- d) Internal or external audit findings
- e) Incident and hazard reports, claims costs and trends related to hazardous work; and
- f) Other relevant information.

Signed:

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 CEO  
 Date: 18/05/20

.....  
  
 Chairperson, H & S Committee (HSC)  
 Date: 18/05/2020

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## 7. Document 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	Update of names of subordinate procedures to reflect updated documents Inclusion of issue date for version 2 in history section
	3.0	17/07/15	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	31/01/2018	Policy reviewed and updated in line with 2016 LGA strategic plan. Other minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures
	5.0	23/01/2020	Replaced: LGA with LGASA Mutual Pty Ltd; removed senior to align with responsibilities in procedures in 2.1; updated references; minor grammatical changes; added hyperlinks to references.