

FRANKLIN  
HARBOUR



# WHS Emergency Management Policy



# WHS Emergency Management Policy

Name of Council	District Council of Franklin Harbour
Responsibility:	Work Health and Safety
Version:	4.0
Effective date:	10 April 2019
Last revised date:	27 July 2015
Minutes reference:	26/04/19
Next review date:	10 April 2023
Applicable Legislation:	South Australian Emergency Management Act, 2004  South Australian Emergency Management Regulations, 2009  South Australian Work Health and Safety Act, 2012  South Australian Work Health and Safety Regulations, 2012  Local Government Act, 1999
Related Policies:	
Related Procedures:	Emergency Management Procedure First Aid Procedure

## POLICY

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

In addition to this, District Council of Franklin Harbour recognises that Local Government has a significant role to play as a community leader in the State emergency management system and that without staff being safe and supported, Local Government is unable to provide the appropriate assistance and support to meet these community expectations.

This policy and the supporting procedures are designed to facilitate the implementation of an effective Work Health and Safety Emergency Management system for the appropriate management of foreseeable workplace emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

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

The key elements of the District Council of Franklin Harbour WHS emergency management system are:

- WHS Emergency Management Procedure
- First Aid Procedure

The District Council of Franklin Harbour 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-conformances 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
- Monitoring through their supervisory activities that policy and procedures are adhered to
- Consulting in relation to the effectiveness of the policy and procedures

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

## REFERENCES

AS3745-2010 – Planning for Emergencies in Facilities

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#), which includes the Performance Standards for Self Insurers (PSSI)

LGA Local Government Emergency Management Framework, 2017

## REVIEW

This WHS Emergency Management Policy shall be reviewed by the District Council of Franklin Harbour Health and Safety Committee (HSC) 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: 12/04/2019  
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Date: .....



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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	April 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate																				
	2.1	April 2013	Update superseded AS to 3745, include issue date in document history section correct review date to 2015																				
	3.0	July 2015	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 two to three years.																				
	4.0	12/10/2018	<p>Updated logo, headers and footers; Minor changes to grammar; Option of either 'council / organisation';</p> <table border="1" data-bbox="842 1115 1414 1787"> <tr> <td>Name of Council</td> <td>District Council of Franklin Harbour</td> </tr> <tr> <td>Responsibility:</td> <td>Workplace</td> </tr> <tr> <td>Version:</td> <td>4.0</td> </tr> <tr> <td>Effective date:</td> <td>10 April 2018</td> </tr> <tr> <td>Last revised date:</td> <td>27 July 2018</td> </tr> <tr> <td>Minutes reference:</td> <td>26/04/2018</td> </tr> <tr> <td>Next review date:</td> <td>10 April 2021</td> </tr> <tr> <td>Applicable Legislation:</td> <td>South Australian Work Health and Safety Act 2017 South Australian Work Health and Safety Regulations 2017 South Australian Return to Work Act 2015 Local Government Act 1999</td> </tr> <tr> <td>Related Policies:</td> <td></td> </tr> <tr> <td>Related Procedures:</td> <td>Emergency First Aid</td> </tr> </table> <p>Policy Added linkage to the LGA Emergency Management Framework, Clarification that policy relates to workplace and internal organisational emergencies only (as opposed to community emergency plans); <b>Error! Reference source not found.</b> - Added legislative references – Emergency Management Act and Regulations; Review - Changed WHS Committee to Health and Safety Committee (HSC).</p>	Name of Council	District Council of Franklin Harbour	Responsibility:	Workplace	Version:	4.0	Effective date:	10 April 2018	Last revised date:	27 July 2018	Minutes reference:	26/04/2018	Next review date:	10 April 2021	Applicable Legislation:	South Australian Work Health and Safety Act 2017 South Australian Work Health and Safety Regulations 2017 South Australian Return to Work Act 2015 Local Government Act 1999	Related Policies:		Related Procedures:	Emergency First Aid
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			Reviewed in line with LGA emergency management requirements.
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