

POLICY

Work Health & Safety

Hazard Management

Version: 5 | Next Review: 2025



1. POLICY

The District Council of Tumby Bay is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with the values, behaviours and key initiatives within the LGASA Mutual Pty Ltd strategic objectives .

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:

- A safe working environment
- Safe systems of work, and
- Plant and substances in a safe condition

For workers, and others (and 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).

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.

2. RESPONSIBILITIES

The Executive 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.

File Reference	Responsibility	Last Review	Review Frequency	Next Review	Page
R22/2878	WHS	June 2022	3 Years	June 2025	1 of 2

Printed copies of this document are uncontrolled, refer to Council's CM to verify this is the current version.

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.
- 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.

3. LEGISLATION

- South Australian Work Health and Safety Act and Regulations, 2012
- Local Government Act, 1999

4. REFERENCE

- AS/NZS ISO 45001:2018 - OHS Management Systems
- AS/NZS ISO 31000:2018 – Risk Management - Guidelines
- ReturntoWorkSA Performance Standards for Self Insurers (PSSI)
- ReturnToWorkSA SA Self-insured workplace health and safety evaluation guidelines
- Code of Practice: How to manage work health and safety risks
- LGASA Mutual Pty Ltd Strategic Plan 2019-2028

5. REVIEW

This WHS Hazard Management Policy shall be reviewed at minimum within three years (3) years of Last Reviewed Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

The review may include or be initiated by:

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

SIGNED: 

Chief Executive Officer, Rebecca Hayes

Date: 17 / 06 / 2022

SIGNED: 

Chairperson WHSC, Bernard Anesbury

Date: 17 / 06 / 2022

File Reference	Responsibility	Last Review	Review Frequency	Next Review	Page
R22/2878	WHS	June 2022	3 Years	June 2025	2 of 2

Printed copies of this document are uncontrolled, refer to Council's CM to verify this is the current version.