

1 Policy

The District Council of Mount Remarkable is committed to achieving a high level of pro-active Work Health, Safety (WHS) management in line with the organisational purpose of to proactively protect and manage Local Governments' employee injury risks today and into the future

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:

- Document Management Procedure
- Internal Audit Procedure
- Corrective and Preventative Action Procedure
- 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.

2 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.

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 | Updated logo and headers/footers. Added RTWSA standards and guidelines and ISO19011; Changed wording of review timeframes to align with other OS policies and procedures, changed sign off for Chairperson – from WHS Committee to HSC. |