

	<h2>HAZARD MANAGEMENT POLICY</h2>	Version No: V04.00
		Approved: 8/11/ 2018
		Next Review: 8/11/ 2021

1 Policy

The District Council of Mount Remarkable is committed to achieving a high level of pro-active Work Health and 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

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 in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI).

1.1 Key elements of the system are:

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

1.2 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' Work Health and Safety Management System (WHSMS).

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

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

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

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2 Responsibilities

- 2.1 The Senior 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 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.
- 2.3 Supervisors/Managers 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

Australian Standard 4801

AS/NZS ISO 31000:2009

Return to Work SA Performance Standards for Self Insurers (PSSI)

Code of Practice: How to manage work health and safety risks

LGA Strategic Plan

5 Related Documents

Hazard Management Procedures as outlined in section 1.2

Other OS Procedures relevant to the work that is being undertaken

Organisational SOPs/SWPs/SWMS and guidance material as detailed in the hazard management procedure references



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5 Review

This District Council of Mount Remarkable Hazard Management Policy shall be reviewed by our Health and Safety Committee (HSC) within three (3) years of issued 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:
 Chief Executive Officer
 Date:.....

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 Chairperson, Health Safety Committee (HSC)
 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	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