

### 1 Policy

- 1.1 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

The organisation is committed to providing a WHS Management system that:

- 1.1.1. Promotes and facilitates pro-active identification of hazardous work.
- 1.1.2. Provides mechanisms to ensure risks arising from the work are eliminated in so far as is reasonably practicable or, where that is not reasonably practicable are controlled so far as is reasonably practicable,
- 1.1.3. Enables steps 1.1.1 and 1.1.2 to be achieved before work is undertaken, to ensure, so far as is reasonably practicable, the safety of workers and others and legislative compliance

- 1.2 To meet this commitment, the organisation has implemented a hazardous work system that consists of this policy and a number of specific procedures such as:

- Confined Space Procedure
- Isolation Lock out Tag out Procedure
- Hot Work Procedure
- Electrical Safety Procedure
- Asbestos WHS Procedure
- Excavation and Trenching Procedure
- Hazardous Manual Tasks Procedure
- Prevention of Falls Procedure
- Work Zone Traffic Management Procedure
- UVR and Inclement Weather Procedure
- Remote or Isolated Work Procedure
- Hazardous Chemicals Procedure

- 1.3 The organisation will regularly review in consultation with affected 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.

**Note:** The use of Hazardous Work as a title for this policy **is not** intended to imply that this policy addresses all the aspects included within Chapter 4 of the WHS Regulations 2012, although some aspects may be common.

## 2 Responsibilities

- 2.1 The senior management team are accountable for 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:
- 2.2.1 Bringing this policy and supporting procedures to the attention of affected workers in their area
  - 2.2.2 Monitoring through their supervisory activities that the policies and procedures are adhered to. Checking workers in their area have had appropriate training to undertake the activities identified within this policy and supporting procedures.
- 2.3 Affected workers are accountable for:
- 2.3.1 Adhering to the requirements of this policy
  - 2.3.2 Cooperating with procedures, or 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

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

LGA Strategic Plan

## 5 Related Documents

OS Hazardous Work 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 hazardous work procedure references



**HAZARDOUS WORK POLICY**

<b>Version No:</b>	V4.00
<b>Approved:</b>	8/11/ 2018
<b>Next Review:</b>	8/11/ 2021

**6 Review**

This WHS Hazardous Work Policy shall be reviewed by the District Council of Mount Remarkable Health Safety Committee (HSC) at minimum 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:.....

**Review History**

<b>Document History:</b>	<b>Version No:</b>	<b>Issue Date:</b>	<b>Description of Change:</b>
	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.
	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 specific procedure list. Changed minimum review timeframe from 2 years to 3 years
	3.1	31/07/15	Correction of the titles for the Hazardous Manual tasks and UV and Inclement Weather Procedures
	3.2	3/08/15	Inclusion of the Electrical safety procedure and the Asbestos WHS Procedure in the list of specific procedures.
	4.0	31/01/2018	Policy reviewed and updated in line with current LGA strategic plan. Other minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures.