



# WHS ADMINISTRATION POLICY

Version No	V4.0
Issued	30/04/2019
Next Review	April 2024
GDS	12.63.1

## POLICY

The District Council of Orroroo Carrieton 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.

The Council aims to facilitate effective management of the administrative aspects of WHS by implementing this Policy and 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) and aligned with our enterprise Risk Management Framework.

Key elements of the organisation's WHS administration system are:

- WHS Document Management Procedure
- WHS Internal Audit Procedure
- WHS Corrective and Preventative Action Procedure
- WHS Induction and Training Procedure
- WHS 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.

## 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.

## LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999



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## REFERENCES

AS/ NZS 4801 : 2001 Occupational Health and Safety Management Systems – specification with guidance for use. (Note: AS/ NZS 4801 is likely to be superseded by ISO 45001: 2018 in 2018/ 2019)

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

ISO 19011 – Guidelines for auditing management systems

## REVIEW

This WHS Administration Policy shall be reviewed by the District Council of Ororoo Carrieton WHS Committee at minimum within five (5) years of Issued Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

<p>SIGNED .....</p> <p>Chief Executive Officer</p> <p>Date: 30 / 04 / 2019</p>	<p>.....</p> <p>Chairperson, H.S. Committee</p> <p>Date: 30 / 04 / 2019</p>
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## Review History

Document History:	Version No:	Issue Date:	Description of Change:
<b>LGAWCS</b>	1.0	Sept 2009	New Document, September 2009
	2.0	5/4/13	Terminology changes to reflect 2012 WHS act and Regulations. e.g. OHS to WHS, and employee to worker.
	3.0	29/07/15	Changed vision statement to Organisation purpose. Updated WorkCover references to Return to Work SA. Changed minimum review timeframe from 2 years to 3 years
	4.0	12/10/2018	Policy - first paragraph added reference to LGA strategic plan; paragraph 2 simplified the wording. Added reference to Risk Management Framework. Procedure titles updated  References added - RTWSA standards, guidelines; ISO19011 Review - changed wording of review timeframes to align with other OS policies and procedures, changed sign off for Chairperson – from WHS Committee to HSC.
<b>DCOC</b>	1.0	29/6/2010	New Document
	2.0	18/6/2013	Terminology changes to reflect 2012 WHS Act and Regulations. e.g. OHS to WHS, employee to worker
	2.1	29/10/2013	Date in Version 2 of the history section
	3.0	16/2/2016	Name change: From 'Administration of the OHS Management System Policy' to 'WHS Administration Policy'. Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA Changed minimum review timeframe from 2 years to 3 years
	4.0	30/04/2019	All changes listed in the LGAWCS V4.0 description of change. Weblinks added for Return to Work information. Changed minimum review timeframe from 3 years to 5 years