



# HAZARDOUS WORK POLICY

Version No	4.0
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 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:

- Promotes and facilitates pro-active identification of hazardous work.
- 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.
- Before work is undertaken, to ensure, so far as is reasonably practicable, the safety of workers and others and legislative compliance.

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 Spaces Management 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
- UV and Inclement Weather Procedure
- Remote and Isolated Work Procedure
- Hazardous Chemicals Procedure

The organisation will regularly review in consultation with affected 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.

**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 Regs 2012, although some aspects may be common.

## 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
- 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.

Affected workers are accountable for:

- Adhering the requirement of this policy
- Cooperating with procedures, or report any inability to do so in management at the earliest opportunity.



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## LEGISLATION

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

## REFERENCES

AS/ NZS 4801: 2001 Occupational Health and Safety Management Systems - guidelines

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

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

## REVIEW

This WHS Hazardous Work 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).

SIGNED .....

Chief Executive Officer Date: 30 / 04 / 2019	Chairperson, HS Committee Date: 30 / 04 / 2019
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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, employee to worker
	2.1	12/4/13	Update of names of subordinate procedures.
	3.0	29/07/15	Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA. Changed minimum review timeframe from 2 yrs to 3 yrs. Hazardous Manual tasks and UV & Inclement Weather Procedures title correction.
	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	Added Electrical Safety Procedure & Asbestos Procedure.
	4.0	31/01/2018	Policy reviewed, updated in line with current LGA strategic plan. Other minor grammatical changes, logo and numbering updates. Consistent structure to other OS policies/procedures.
<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	Update of names of subordinate procedures.
	3.0	16/2/2016	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. Correction of the titles for the Hazardous Manual tasks and UV and Inclement Weather Procedures.  Inclusion of the Electrical safety procedure and the Asbestos WHS Procedure in the list of specific procedures.
	4.0	30/04/2019	Policy reviewed & compared with 'One System' Hazardous Work Policy V4.0 ; LGAWCS document history added to Review History; review timeframe increased from 3 yrs to 5 yrs.