



HAZARD MANAGEMENT POLICY

Version No	4.0
Issued	30/4/2019
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 values, behaviours and key initiatives within the LGA strategic plan.

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).

Key elements of the system are:

- Hazard Management Procedure
- Incident Reporting and Investigation Procedure
- Workplace Inspection Procedure
- Plant Procedure

These elements are designed to assist to identify, quantify and manage hazards and risks associated with organisation's activities, in accordance with the organisation's commitment under the 'One System' Work Health and Safety Management System (WHSMS).

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 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

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; and
- Checking that affected Workers 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 supporting procedures; and
- Reporting any inability to do so to management at the earliest opportunity.



HAZARD MANAGEMENT POLICY

Version No	4.0
Issued	30/4/2019
Next Review	April 2024
GDS	12.63.1

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 – specification with guidance for use. (Note: AS/ NZS 4801 is likely to be superseded by ISO 45001: 2018 in 2018/ 2019)

AS/NZS ISO 31000:2009 Risk Management – principles and guidelines

[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 District Council of Orroroo Carrieton Hazard Management Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee 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	Chairperson, H.S. Committee
Date: 30 / 04 / 2019	Date: 30 / 04 / 2019

REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
LGAWCS	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
	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. 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
DCOC	1.0	29/6/2010	New Document
	2.0	18/6/2013	Terminology changes to reflect 2012 WHS Act and Regulations. Examples include: OHS to WHS and employee to worker where appropriate
	2.1	29/10/2013	Update of names of subordinate procedures to reflect updated documents Inclusion of issue date for version 2 in history section
	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.
	4.0	30/04/2019	Updated in line with 2016 LGA strategic plan. Minor grammar changes. Changed minimum review timeframe from 3 years to 5 years.