



# EMERGENCY MANAGEMENT POLICY

Version No	4.0
Issued	30/04/2019
Next Review	February 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 values, behaviours, and key initiatives within the LGA strategic plan.

In addition to this, District Council of Orroroo Carrieton recognises that Local Government has a significant role to play as a community leader in the State emergency management system and that without staff being safe and supported, Local Government is unable to provide the appropriate assistance and support to meet these community expectations.

To facilitate this Council has implemented a Work Health and Safety Emergency Management system as part of the 'One System' for the effective management of foreseeable emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

The WHS Emergency Management system contains the Council's internal organisational emergency control framework and provides response guidance, with the intention of preventing injury to workers, visitors and neighbouring people and damage to premises, in emergency situations.

The key element of the organisation's WHS emergency management system is:

- Emergency Management Procedure
- First Aid Procedure

The District Council of Orroroo Carrieton will regularly review in consultation with relevant workers, 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 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;
- Monitoring (through their supervisory activities) that this Policies and supporting procedures are adhered to; and
- Consulting with affected workers on the effectiveness of this Policy and supporting procedures.

Affected workers are accountable for:

- Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management;
- Adhering to the requirements of this Policy and supporting procedures, and
- Reporting to management (at the earliest opportunity) any inability to do so.



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## LEGISLATION

South Australian Emergency Management Act, 2004  
 South Australian Emergency Management Regulations, 2009  
 South Australian Work Health and Safety Act, 2012  
 South Australian Work Health and Safety Regulations, 2012  
 Local Government Act, 1999

## REFERENCES

AS3745-2010 – Planning for Emergencies in Facilities

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

## REVIEW

This Emergency Management Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee at minimum within five (5) years of Issued Date, (or on significant change to legislation or aspects in this Policy that could affect the health & safety of workers)

SIGNED .....	.....
Chief Executive Officer	Deputy Chairperson, WHS Committee
Date: 30 / 04 / 2019	Date: 30 / 04 / 2019

## Review History

Document History:	Version No:	Issue Date:	Description of Change:
<b>LGAWCS</b>	1.0	Sept 2009	New Document, September 2009
	2.0	April 2013	Terminology changes to reflect 2012 WHS Act and Regulations. e.g. OHS to WHS, employee to worker
	2.1	April 2013	Update superseded AS to 3745, include issue date in document history section correct review date to 2015
	3.0	July 2015	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	20/10/2018	Policy linkage to the LGA Emergency Management Framework. Clarification that policy relates to workplace and internal organisational emergencies only (as opposed to community emergency plans). Legislation – Emergency Management Act and Regulations Changed WHS Committee to Health & Safety Committee
<b>DCOC</b>	1.0	30/6/2010	New Document
	2.0	18/06/2013	Terminology changes to reflect 2012 WHS Act and Regulations. e.g. OHS to WHS, employee to worker
	2.1	29/10/2013	Update superseded AS to 3745, include issue date in document history section correct review date to 2015
	3.0	16/02/2016	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	Same changes as listed in the LGAWCS V4.0 description of change. Policy title to remain as Emergency Management Policy (not WHS). Changed minimum review timeframe from 3 years to 5 years