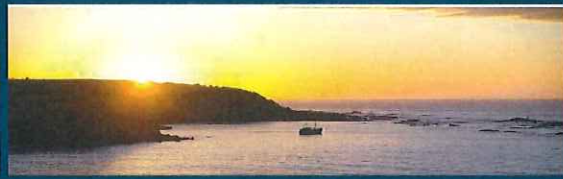
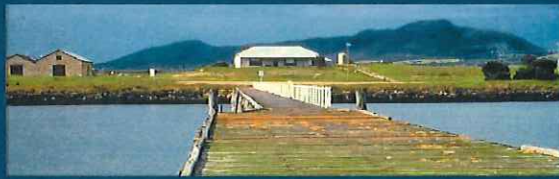


DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Emergency Management Policy



“Working with our Rural & Coastal Communities”

	WHS-POL-05 – EMERGENCY MANAGEMENT POLICY	Version No:	3.0
		Issued:	23/04/15
		Next Review:	Sept 2018

Responsibility:	Corporate Services
Minutes reference:	WHSMN0415-9.2 C246 (2)
Applicable Legislation:	Local Government Act 1999, SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 AS3745-2010 – Planning for Emergencies in Facilities. Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)
Related Policies/Procedures/Codes:	WHS-POL-01 – WHS & RTW Policy WHS-PRO-05.01 – Emergency Management procedure
Review Frequency	Within 3 years of issue date

1. OVERVIEW

The District Council of Lower Eyre Peninsula is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with the organisational vision of effective WHS and Injury Management systems across Local Government.

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 any foreseeable emergencies in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI).

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

2. POLICY

2.1 The key element of Council's WHS emergency management system is the WHS Emergency Management procedure.

2.2 Council 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 procedure to identify opportunities for continuous improvement.
- Adherence to this policy and the supporting procedures; and,

2.3 Actions emanating from this policy and supporting procedures will be reviewed to ensure appropriate action is taken where non-compliances are found.



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3. RESPONSIBILITIES

3.1 CEO and the Senior Management Team

- Are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedure effectively.

3.2 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.
- Are accountable for checking that employees have had appropriate training to undertake the activities identified within this policy and supporting procedures.

3.3 Workers


- Are accountable for adhering to the requirements of this policy and supporting procedures, or report any inability to do so to management at the earliest opportunity.
- Reporting any identified opportunity for **continuous** improvement regarding WHS Emergency Management.

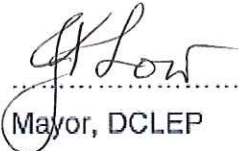
4. RECORDS


Records relating to emergency management are required to be kept in accordance with all supporting procedures.

5. REVIEW

The WHS Emergency Management Policy shall be reviewed by the District Council of Lower Eyre Peninsula WHS Committee at minimum within three (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could effect the Health and Safety of workers).

SIGNED: 
 CEO
 Date: 9/6/15


 Mayor, DCLEP
 Date: 18/9/15


 Chairperson,
 WHS Committee
 Date: 9/6/15