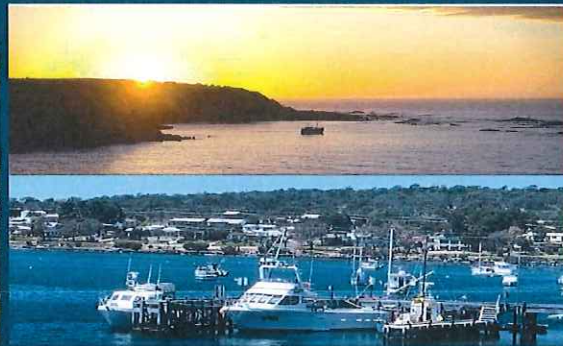


# DISTRICT COUNCIL OF LOWER EYRE PENINSULA

## Hazard Management Policy



*“Working with our Rural & Coastal Communities”*

|   |  |              |           |
|---|--|--------------|-----------|
|  | <b>WHS-POL-06 - HAZARD<br/>MANAGEMENT POLICY</b> | 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,<br>SA Work Health & Safety Act 2012<br>SA Work Health & Safety Regulations 2012<br>Australian Standard 4801<br>AS/NZS ISO 31000:2009<br>Return to Work SA (formerly WorkCover) Performance<br>Standards for Self Insurers (PSSI) |
| Related Policies/Procedures/Codes: | WHS-POL-01 – WHS & RTW Policy<br>WHS-PRO-03.04 – Workplace Inspection Procedure<br>WHS-PRO-06.03 – Hazard Management Procedure<br>WHS-PRO-06.01 – Incident Reporting & Investigation<br>Procedure<br>WHS-PRO-06.02 – Plant 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 purpose of to proactively protect and manage Local Governments' employee injury risks today and into the future

To facilitate this, the Council has implemented a Work Health and Safety Hazard Management system (system) which 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).

|   |  |              |           |
|---|--|--------------|-----------|
|  | <b>WHS-POL-06 - HAZARD<br/>MANAGEMENT POLICY</b> | Version No:  | 3.0       |
|   |  | Issued:      | 23/04/15  |
|   |  | Next Review: | Sept 2018 |

## 2. POLICY

2.1 Key elements of Council's WHS Hazard Management system are;

- Hazard Management Procedure (Hazard Identification, Risk Assessment and Control)
- Incident Reporting & Investigation Procedure
- Workplace Inspection Procedure
- Plant Procedure

These elements are designed to assist to identify, quantify and manage hazards and risks associated with Council's activities, in accordance with the Council'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.

2.2 Council 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,

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

|   |  |              |           |
|---|--|--------------|-----------|
|  | <b>WHS-POL-06 - HAZARD<br/>MANAGEMENT POLICY</b> | Version No:  | 3.0       |
|   |  | Issued:      | 23/04/15  |
|   |  | Next Review: | Sept 2018 |

### 3. RESPONSIBILITIES

#### 3.1 Senior Management Team

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

#### 3.2 Supervisors/Managers

- Are accountable for bringing this policy and supporting procedures to the attention of affected workers in their area and monitor through their supervisory activities that the policies and procedures are adhered to.
- Are accountable for checking that affected workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

#### 3.3 Affected Workers

- Are accountable for adhering to the requirements of this policy and supporting procedures, or for reporting any inability to do so to management at the earliest opportunity.

### 4. RECORDS

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

### 5. REVIEW

This District Council of Lower Eyre Peninsula Hazard Management Policy shall be reviewed by the District Council of Lower Eyre Peninsula WHS Committee 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