

	<b>Emergency Management Policy</b>	<b>Version No:</b>	5.0
		<b>Issued:</b>	16 March 2010
		<b>Reviewed:</b>	11 August 2022
		<b>Next Review:</b>	10 August 2025

## 1. Policy

The Wudinna District Council (**Council**) is committed to achieving a high level of pro-active Work, Health and Safety (WHS) management, in line with Council's vision of recognition as a leader in Human Resource Management and the values, behaviours and key initiatives within the LGA Strategic Plan.

- 1.1. In addition to this, Council 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.
- 1.2. This policy and supporting procedures are designed to facilitate the implementation of an effective Work Health and Safety Emergency Management System for the appropriate management of foreseeable workplace emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).
- 1.3. The WHS Emergency Management System contains Council's internal 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.
- 1.4. The key elements of Council's internal WHS Emergency Management System are the:
  - a) WHS Emergency Management Procedure
  - b) First Aid Procedure
  - c) Workplace Emergency Management Plan (WEMP): Office
  - d) Workplace Emergency Management Plan: Depot
  - e) Workplace Emergency Management Plan: Wudinna Refuse Site
- 1.5. Council will regularly review in consultation with relevant workers, their representatives, subject area experts and other duty holders (as necessary):
  - a) The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement.
  - b) Adherence to this policy and supporting procedures and take appropriate action where non-compliances are found.

## 2. Responsibilities

- 2.1. The Senior Management Team are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.
- 2.2. Supervisors and Managers are accountable for:
  - a) Bringing this policy and supporting procedures to the attention of affected workers.
  - b) Monitoring through their supervisory activities that the policies and procedures are adhered to.
  - c) Consulting in relation to the effectiveness of the policy and procedures.
- 2.3. Workers are accountable for:
  - a) Adhering to the requirements of this policy and supporting procedures, or report any inability to do so to management at the earliest opportunity.
  - b) Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management.

## 3. Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

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Local Government Act, 1999  
South Australian Emergency Management Act, 2004  
South Australian Emergency Management Regulations, 2009

**4. References**

AS3745-2010 – Planning for Emergencies in Facilities  
[ReturnToWorkSA, Work Health and Safety Standards for self-insured employers](#) (which includes the Performance Standards for Self-Insurers (PSSI)).  
LGA Local Government Emergency Management Framework, 2019

**5. Related Documents**

Documents as listed in Section 1.4

**6. Review**

This WHS Emergency Management Policy shall be reviewed by the Health and Safety Committee (HSC) in liaison with the Senior Management Team (SMT) and in consultation with workers or their representatives, within three years (3) of the Reviewed Date, or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

The review may include or be initiated by:

- 6.1. Feedback from managers, workers, HSRs or other stakeholders
- 6.2. Legislative compliance
- 6.3. Performance Standards for Self-Insurers
- 6.4. Internal or external audit findings
- 6.5. Incident and hazard reports, claims costs and trends related to hazardous work; and
- 6.6. Other relevant information.

SIGNED: .....

Chief Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Chairperson, Health and Safety Committee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## 7. Document Review History

Version No:	Issue Date:	Description of Change:
1.0	Sept 2009	New Document, September 2009
2.0	April 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
2.1	April 2013	Update superseded AS to 3745, include issue date in document history section correct review date to 2015
3.0	2/09/2015	Updated WorkCover references to Return to Work SA Added opportunity for Council to add elements in the key element list as applicable and changes to formatting including header. Changed minimum review timeframe from two to three years.
4.0	24/10/2018	Changed Management to Senior Management Team and formatting; added clarification that the Policy relates to internal organisational emergencies only (as opposed to Community Emergency Plans); added legislative references – Emergency Management Act and Regulations; changed WHS Committee to Health and Safety Committee. Emergency Management Plants changed to Workplace Emergency Management Plans.
5.0	11/08/2022	Minor wording changes. Updated References. Refer Related Documents to listing at 1.4. Updated version and review dates.