	Hazard Management Policy	**Version No:**	6.1
		Issued:	31 January 2018
		Reviewed:	15 August 2023
		Next Review:	15 August 2026

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   To facilitate this, Council 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:

a)   A safe working environment

b)   Safe systems of work and

c)   Plant and substances in a safe condition

For Workers, and others (and in consultation with them) in accordance with legislative requirements and the ReturnToWorkSA Work Health and Safety Standards for self-insured employers, which includes the Performance Standards for Self-Insurers (PSSI).

1.2   Key elements of the system are:

a)   Hazard Management Procedure

b)   Incident Reporting and Investigation Procedure

c)   Workplace Inspection Procedure

d)   Plant Procedure

e)   Hazard / Risk Register

f)   Corrective and Preventative Actions (CAPA) Register (Council Actions in Skytrust)

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

1.4   Other elements may be added under this Policy as identified as appropriate over time.

1.5   Council will regularly review in consultation with workers and their representative's subject area experts and other duty holders (as necessary):

1.5.1   The effectiveness of this Policy and supporting procedures to identify opportunities for continuous improvement.

1.5.2   Adherence to this Policy and the supporting procedures and take appropriate action where non-compliances are found.

2.   Responsibilities

2.1   The Senior Management Team are accountable for fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012, a key aspect of which includes checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

2.2   Managers / Supervisors are accountable for:

2.2.1   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.

2.2.2   Checking that affected Workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

2.3   Affected Workers are accountable for adhering to the requirements of this policy and supporting procedures, or to report any inability to do so to management at the earliest opportunity.

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3.   Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

4.   References

AS/NZS ISO 45001:2018- Occupational health and safety management systems – Requirements with guidance for use

AS ISO 31000:2018 Risk Management - Guidelines

ReturntoWorkSA: Work Health and Safety standards for Self-Insured Employers, which includes the Performance Standards for Self-Insurers (PSSI)

Code of Practice: How to manage work health and safety risks

5.   Related Documents

Procedures as outlined in Section 1.2

Other OS Procedures relevant to the work that is being undertaken

SOPs/SWI's/SWMS and guidance material as detailed in the Hazard Management Procedure references.

6.   Review

This Wudinna District Council Hazard Management Policy shall be reviewed by Health and Safety Committee (HSC) in liaison with the Senior Management Team (SMT) and in consultation with workers or their representatives, within three (3) years 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   Chairperson, Health and Safety Committee

            Date:...   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	5/4/2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
2.1	12/4/2013	Update of names of subordinate procedures to reflect updated documents Inclusion of issue date for version 2 in history section
3.0	17/07/2015	Updated WorkCover references to Return to Work SA, add elements in the key element list as applicable and changes to formatting including header. Changed minimum 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. Structure/content consistent to other OS Policies & Procedures.
5.0	23/01/2020	Replaced: LGA with LGASA Mutual Pty Ltd; Organisation with Council; updated references; minor grammatical changes; added hyperlinks to references
6.0	11/08/2022	Minor wording change. Updated References. Refer Related Documents to listing at 1.2. Updated version and review dates.
6.1	15/08/2023	Corrected reference from AS/NZS ISO 31000:2018 to AS ISO 31000:2018. Updated version and review dates

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