



**POLICY DOCUMENT - WHS**

**12.16.38**

<b>Policy Name</b>	<b>HAZARD MANAGEMENT</b>
<b>Policy No.</b>	12.16.38
<b>Version:</b>	5
<b>Responsible Department:</b>	Executive Services
<b>Last Review Date:</b>	28 November 2022
<b>Next Review Date:</b>	28 November 2025
<b>Applicable Legislation:</b>	Local Government Act 1999 South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012
<b>Related Documents:</b>	Hazard Management Procedure – OSPRO8; Incident Reporting and Investigation Procedure – OSPRO7; Workplace Inspection Procedure – OSPRO13; Plant Procedure – OSPRO11; Other WHS Procedures relevant to the work that is being undertaken Councils SOPs/TRAI/SWMS and guidance material as detailed in the hazard management procedure
<b>Reference:</b>	AS/NZS ISO 45001:2018-Occupational health and safety management systems – Requirements with guidance for use  AS/NZS ISO 31000:2018-Risk Management – Guidelines  Return to Work SA Performance Standards for Self Insurers (PSSI) Code of Practice: How to manage work health and safety risks

**1. POLICY**

The City of Port Lincoln is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with Council’s Strategic Vision to be ‘An inclusive and connected community committed to excellence in Lifestyle, culture, industry and innovation’ by creating a safe and inclusive place to live, work and visit.

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 safe working environment;
- safe systems of work; and
- plant and substances in a safe condition,

for workers and others (and in consultation with them) in accordance with legislative requirements and the Return to Work SA Work Health and Safety standards for self-insured employers, which includes the Performance Standards for Self Insurers (PSSI).

Key elements of Council's WHS Hazard Management system are:

- Hazard Management Procedure – OSPRO8;
- Incident Reporting and Investigation Procedure – OSPRO7;
- Workplace Inspection Procedure – OSPRO13;
- Plant Procedure – OSPRO11.

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

The Organisation will regularly review in consultation with workers and their representatives and 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 take appropriate action where non-compliances are found.

## 2. **RESPONSIBILITIES**

The Executive Management Team is 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.

Leaders are accountable for:

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

Affected 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.

## 3. **REVIEW**

This Hazard Management Policy shall be reviewed by the City of Port Lincoln WHS Committee at minimum within three years (3) of last review date or more frequently if legislation or organisational needs change.

SIGNED:

Chief Executive Officer

Chairperson, WHS Committee

Date:

Date: