



POLICY DOCUMENT - WHS

12.16.40

Policy Name	WHS EMERGENCY MANAGEMENT
Policy No.	12.16.40
Version:	5
Responsible Department:	Executive Services
Last Revised Date:	28 November 2022
Next Review Date:	28 November 2025
Applicable Legislation:	South Australian Emergency Management Act, 2004 South Australian Emergency Management Regulations, 2009 South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012 Local Government Act 1999
Related Documents:	Emergency Management Procedure - OSPRO15 First Aid Procedure - OSPRO14 Emergency Management Plan 18.75.1.8
Reference:	Australian Standard 3745-2010 – Planning for Emergencies in Facilities Return to Work Performance Standards for Self Insurers (PSSI) LGA Local Government Emergency Management Framework, 2017

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.

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.

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).

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

Key elements of the Council's WHS Emergency Management system are:

- Emergency Management Procedure
- First Aid Procedure
- Emergency Management Plan
- Emergency Evacuation Response Procedures – Site Specific

The Organisation 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 procedures to identify opportunities for continuous improvement; and
- adherence to this policy and the supporting procedure 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;
- monitoring through their supervisory activities that the policies and procedures are adhered to;
- consulting in relation to the effectiveness of the policy and procedure;

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.

3. **REVIEW**

This WHS Emergency 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: