



## POLICY DOCUMENT - WHS

12.16.42

<b>Policy Name</b>	<b>WHS ADMINISTRATION</b>
<b>Policy No.</b>	12.16.42
<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>	South Australian Work Health and Safety Act 2012 South Australian Work Health and Safety Regulations 2012 Local Government Act 1999
<b>Related Documents:</b>	WHS Document Management Procedure – OSPR028 WHS Internal Auditing Procedure – OSPR04 WHS Induction and Training Procedure – OSPR03 WHS Corrective and Preventative Action Procedure – OSPR06 WHS Planning and Program Development Procedure – OSPR09
<b>Reference:</b>	AS/NZS ISO 45001:2018-Occupational health and safety management systems – Requirements with guidance for use  ReturntoWorkSA Performance Standards for Self Insurers (PSSI) ReturnToWorkSA Self-insured Workplace Health and Safety Evaluation Guidelines  ISO19011 – Guidelines for auditing management systems

### 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.

We aim to facilitate effective management of the administrative aspects of work health and safety, by implementing this policy and the subordinate procedures that outline Councils systems for the administration of WHSMS. This is in accordance with legislative requirements and the Return to Work SA Performance Standards for Self-Insurers (PSSI) and aligned to our enterprise risk management framework.

Key elements of Council’s WHS Administration Management system are:

- WHS Document Management Procedure
- WHS Internal Auditing Procedure

- WHS Induction and Training Procedure
- WHS Corrective and Preventative Action Procedure
- WHS Planning and Program Development Procedure

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 subordinate procedures to identify opportunities for continuous improvement;
- adherence to this policy and the subordinate 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 workers in their area 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 underpinning procedures, or report any inability to do so to management at the earliest opportunity.

## 3. **REVIEW**

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

SIGNED:

Chief Executive Officer

Chairperson, WHS Committee

Date:

Date: