

POLICY DOCUMENT - WHS

12.16.41

Policy Name	WHS HAZARDOUS WORK
Policy No.	12.16.41
Version:	4
Responsible Department:	Executive Services
Last Review Date:	14 January 2019
Next Review Date:	14 January 2022
Applicable Legislation:	South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012 Local Government Act 1999
Related Documents:	Hazardous Work Procedures as listed in policy Other WHS Procedures relevant to the work that is being undertaken Organisational SOPs/SWPs/SWMS and guidance material as detailed in the hazardous work procedure references
Reference:	Australian Standard 4801 Return to Work Performance Standards for Self Insurers (PSSI)

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 a "progressive, vibrant and safe Regional City that is an attractive place in which to live and work".

Council is committed to providing a WHS Management system that:

- promotes and facilitates pro-active identification of hazardous work;
- provides mechanisms to ensure risks arising from the work are eliminated in so far as is reasonably practicable or, where that is not reasonably practicable, are controlled so far as is reasonably practicable;
- enables the above steps to be achieved before work is undertaken, to ensure, so far as is reasonably practicable, the safety of workers and others and legislative compliance.

To meet this commitment, Council has implemented a Hazardous Work system that consists of this policy and a number of specific procedures such as:

- Remote or Isolated Work Procedure - OSPRO16
- Isolation, Lock Out Tag Out Procedure - OSPRO12
- WHS Asbestos Management Procedure – OSPRO29
- Excavation and Trenching Procedure - OSPRO21
- Hazardous Manual Tasks Procedure - OSPRO20
- Hot Work Procedure - OSPRO17
- Electrical Safety Procedure - OSPRO18
- Prevention of Falls Procedure - OSPRO19
- Confined Space Procedure - OSPRO22
- Hazardous Chemicals Procedure - OSPRO10

- Work Zone Traffic Management Procedure - OSPRO24
- UVR and Inclement Weather Procedure - OSPRO25
- WHS PPE & Clothing Procedure – OSPRO32

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

Note: The use of Hazardous Work as a title for this policy **is not** intended to imply that this policy addresses all the aspects included within Chapter 4 of the WHS Regulations 2012, although some aspects may be common.

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 the requirement of this policy
- co-operating with procedures, or report any inability to do so in management at the earliest opportunity.

3. REVIEW

This Hazardous Work 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:
	Acting Chief Executive Officer	Chairperson, WHS Committee
	Date: 7/3/19	Date: 7/3/19