

	<b>Emergency Management Policy</b>	<b>Version No:</b>	3.0
		<b>Issued:</b>	16 March 2010
		<b>Reviewed:</b>	2 September 2015
		<b>Next Review:</b>	2 September 2018

## Policy

The Wudinna District Council is committed to achieving a high level of pro-active Work Health, Safety (WHS) management in line with the organisational vision of recognition as a leader in Human Resource Management.

To facilitate this Wudinna District Council has implemented a Work Health and Safety Emergency Management system as part of the 'One System' for the effective management of foreseeable emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

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

The key elements of the organisation's WHS emergency management system are the:

- WHS Emergency Management Procedure (*Document number 12.3.26.1*)
- First aid Procedure (*Document number 12.3.26.2*)
- Emergency Management Plan: Office (*Document number 12.3.26.1.6*)
- Emergency Management Plan: Depot (*Document number 12.3.26.1.7*)
- Emergency Management Plan: Wudinna Refuse Site (*Document number 12.3.26.1.8*)

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

## Responsibilities

Management is accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Supervisors/Managers 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
- Checking that 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
- Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management

## Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

	<h1>Emergency Management Policy</h1>	<b>Version No:</b>	3.0
		<b>Issued:</b>	16 March 2010
		<b>Reviewed:</b>	2 September 2015
		<b>Next Review:</b>	2 September 2018

**References**

AS3745-2010 – Planning for Emergencies in Facilities

Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)

**Review**

This WHS Emergency Management Policy shall be reviewed by the Wudinna District Council WHS Committee at minimum within three years (3) of Issued Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

SIGNED: .....

Chief Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....

Chairperson, WHS Committee

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Review History**

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Sept 2009	New Document, September 2009
	2.0	April 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	2.1	April 2013	Update superseded AS to 3745, include issue date in document history section correct review date to 2015
	3.0	July 2015	Updated WorkCover references to Return to Work SA Added opportunity for Council to add elements in the key element list as applicable and changes to formatting including header.. Changed minimum review timeframe from two to three years.