

	<h1>Hazard Management Policy</h1>	Version No:	3
		Issued:	16 March 2010
		Reviewed:	2 September 2015
		Next Review:	2 September 2018

Policy

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

To facilitate this, the organisation 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:

- i. A safe working environment
- ii. Safe systems of work, and
- iii. Plant and substances in a safe condition

for Workers, and others in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI).

Key elements of the system are:

- Hazard Management Procedure (*Document number 12.3.7.3*)
- Incident Reporting and investigation Procedure (*Document number 12.3.7.1*)
- Workplace Inspection Procedure (*Document number 12.3.7.4*)
- Plant Procedure (*Document number 12.3.7.2*)
- Hazard / Risk Register
- Corrective and Preventative Actions (CAPA) Register

These elements are designed to assist to identify, quantify and manage hazards and risks associated with 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 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.

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 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.

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Legislation

South Australian Work Health and Safety Act, 2012
 South Australian Work Health and Safety Regulations, 2012
 Local Government Act, 1999

References

Australian Standard 4801
 AS/NZS ISO 31000:2009
 Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)

Review

The Hazard Management Policy shall be reviewed by the Wudinna District Council WHS Committee within three (3) years 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: ____/____/____

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 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	5/4/13	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	2.1	12/4/13	Update of names of subordinate procedures to reflect updated documents Inclusion of issue date for version 2 in history section
	3.0	17/07/15	Updated WorkCover references to Return to Work SA, add elements in the key element list as applicable and changes to formatting including header. Changed minimum review timeframe from 2 years to 3 years.