



1. POLICY

The District Council of Barunga West is committed to a high level of pro-active Work Health and Safety (WHS) management in line with the organisation purpose of proactively protect and manage local governments employee injury risk today and into the future,

To facilitate this, the District Council of Barunga West has implemented a Work Health and Safety Emergency Management system as part of '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 element of the organisation's WHS emergency management system is:

- I-Responda Policy
- DCBW Emergency Plan
- WHS Emergency Response Procedure
- DCBW Staff Evacuation Procedure
- First Aid Procedure
- Business Continuity Planning

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

The Senior Management Team are 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

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

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 District Council of Barunga West 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

CEO Andrew Cole Date 27/8/2015

Chairperson Work Health Safety Committee (or their delegate)

[Signature] Date 31/8/15

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	Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA Added opportunity for Council to add elements in the key element list. Changed minimum review timeframe from two to three years.