



Policy

The Barunga West Council is committed to achieving a high level of pro-active Work Health, Safety (WHS) management.

In line with an organisational purpose to proactively protect and manage its workers from risks or injury, today and into the future the organisation will develop and maintain principles with regard to safe operations and hazard management decision making processes.

To facilitate this Barunga West Council has implemented a Work Health and Safety Management Systems (WHSMS), incorporating Local Government Workers Compensation Scheme (LGRSWCS) 'One System' process.

Barunga West Council aims to facilitate effective management of the administrative aspects of WHS in Councils business in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI), by providing this policy and subordinate procedures that outline Council's systems for the administration of the WHSMS and align to Councils Strategic Management Plan.

Key elements of the Councils WHS administration system are:

- WHS Document Management Procedure.
- WHS Internal Auditing Procedure.
- WHS Corrective and Preventative Action Procedure.
- WHS Induction and Training Procedure.
- WHS Planning and Program Development Procedure.
- QHSE Skytrust Intelligence System platform

SIGNED:

CEO

Date:

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WHS Committee Chairperson
(or their delegate)

Date:



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 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.

Responsibilities.

The Leadership Team are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Managers/Supervisors/ Team Leaders or their delegates, are accountable for bringing this policy and supporting procedures to the attention of affected workers in their area and monitoring through their supervisory activities that the policies and procedures are adhered to.

Managers/Supervisors/ Team Leaders or their delegates, are accountable for checking that workers in their area have had appropriate training to undertake 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.

Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

References.

WHS Management System AS/NZS 4801.

ISO 45001

WorkCover Performance Standards for Self Insurers (PSSI)2



[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

ISO19011 – Guidelines for auditing management systems

Review.

This WHS Administration Policy shall be reviewed by the Barunga West Council WHS Committee at minimum within three (3) years of issue date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

Date	Revision Number	Description of Change
Sept 2009	1.0	New Document, September 2009
5/4/13	2.0	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
12/4/13	2.1	Date in Version 2 of the history section
29/07/15	3	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 2 years to 3 years
March 2016	4	Document Reviewed, inclusion of ISO 45001 updated version number
Dec 2018	5	One System review and update inclusion of hyperlinks. BW inclusion of reference to Skytrust and Strategic Plan, inclusion of Team Leader