



ADMINISTRATION OF THE WHS MANAGEMENT SYSTEM POLICY

Version No	3.0
Issued	Nov 2015
Next Review	Nov 2018
GDS	12.63.1.1

POLICY

The Flinders Ranges Council is committed to achieving a high level of pro-active Work Health, Safety (WHS) management in line with the Council's Strategic Management Plan objective of responsible business and people management.

To facilitate this Council has implemented a Work Health and Safety Management administrative process as part of the 'One System'. 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.

Key elements of the organisation's 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.

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 and 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 *Senior Leadership 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 in their area and monitoring through their supervisory activities that the policies and procedures are adhered to.

Supervisors/Managers are accountable for 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 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

Australian Standard 4801

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



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REVIEW

This WHS Administration Policy shall be reviewed by The Flinders Ranges Council WHS Committee at minimum 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:
CEO Chairperson, WHS Committee

Date: ____/____/____ 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	Date in Version 2 of the history section
	3.0	29/07/15	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