



GOVERNANCE POLICY

Work Health and Safety and Injury Management

Policy Number
Version Number
Issued
Last Review
Next Review
GDS

G1.12
4
July 2012
October 2023
November 2027
9.63.1.1

WORK HEALTH and SAFETY AND INJURY MANAGEMENT

POLICY

1. Purpose

To ensure, so far as is reasonably practicable, that via a Management Systems Approach to Work Health and Safety (WHS) and Injury Management (IM), employees are provided with a healthy and safe system of work, in line with the organisational Strategic Management Plan objective of effective management of our risks. This will be established by:

- Management commitment to WHS & IM in accordance with Councils Corporate objectives;
- Development of Programs and Action Plans which outline identified policy objectives and procedural requirements;
- Implementation of individual elements as outlined in the Program and Action Plans;
- Measurement and evaluation of the WHS & IM program against defined objectives, targets and performance indicators;
- Reviewing management systems to identify scope for continuous improvement.

2. Scope

This policy applies to all Council employees in the course of their employment.

This policy should be read in conjunction with any provisions of Enterprise Bargaining Agreements and any other Federal or State Legislation directly or indirectly which effects employees of Council, relating to work in WHS & IM.

3. Definitions

The Australian Standard, AS 4801, defines a Work Health and Safety Management System (WHSMS) as part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organisation. In Local Government the WHSMS must also comply with the Code of Conduct for Self-Insured Employers under the WorkCover Scheme which includes Performance Standards.

4. Objectives:

- Council is committed to providing and undertaking such measures as to minimise risks (through safe workplace environments, systems of work, plant and substances) of injury/ill health to employees and others while at work and demonstrates a systematic approach to planning and implementation of WHS consistent with the *Work Health and Safety Act 2012* and associated Regulations;
- Council will support the LGAWCS with effective IM in accordance with the *Workers Rehabilitation and Compensation Act, 1986*, and associated Regulations, to assist work injured employees return to work and achieve the best practicable levels of physical and mental recovery (via Injury Management Procedures);
- Assist the LGAWCS with equitable Claims Management, in accordance with the *Workers Rehabilitation and Compensation Act, 1986* and associated Regulations, for all employees who suffer a disability in the course of their employment (see supporting IM Procedures); and
- Effective processes and procedures for consultation in WHS and IM matters;
- An annual review of WHS Performance against the WHS programs objectives and measures.

The Council recognises:

- the requirements to assist the LGAWCS with legislative compliance;
- the requirement for continuous review and improvement;
- the requirement for review of supporting WHS Policies and WHS and IM Policy;

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- the commitment that adequate resources and appropriate internal / external expertise will be used when required;
- other relevant supporting policies and procedures that support the WHS and IM systems;
- a commitment to communicating relevant information to all employees in an appropriate manner;
- the duty of care it owes to all persons in the workplace including contractors, consultants, labour hire, volunteers, visitors and the general community as far as is reasonably practicable;
- the requirement for an effective hazard management approach to WHS, which encompasses the identification, assessment and control of hazards;
- this policy will be reviewed regularly and updated as required to ensure continued suitability and effectiveness.

RESPONSIBILITIES

- The Responsible Officer and the senior management team are accountable for checking that adequate resources are identified and provided to enact this policy and supporting policies and procedures effectively.
- All Supervisors/Managers are accountable for bringing this policy and supporting policies and procedures to the attention of affected personnel and confirm through their supervisory activities that the policies and procedures are adhered to.
- All Supervisors/Managers are accountable for checking that employees have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.
- Affected Employees are accountable for adhering to the requirements of this policy and supporting policies and procedures, or report any inability to do so to management at the earliest opportunity.
- Further specific accountabilities will be outlined within supporting procedures as appropriate.

LEGISLATION

[Work Health and Safety Act 2012 \(WHS Act\)](#)

[Work Health and Safety Regulations 2012](#)

[Workers Rehabilitation and Compensation Act 1986 \(and associated Regulations\)](#)

REFERENCES

Code for the Conduct of Self Insured Employers under the Return to Work SA Scheme which includes the Performance Standards.

AS/NZS 4801:2001: Occupational Health and Safety Management Systems

REVIEW

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council 14 August 2012
Resolution 164/2012

Review Date	Version Number	Change	Resolution
14 August 2012	1	Nil	164/2012
07 December 2015	2	Amend all references to OHS&W to WHS; Update legislative references Amend review Clause	309/2015
13 February 2018	2	Reviewed by PRRC 30Jan18 – No Changes	020/2018
15 June 2021	3	Minor formatting and grammatical changes only.	132/2021
17 October 2023	4	Reviewed by PRRC, no changes made	283/2023