

Policy Document		
HAZARD MANAGEMENT POLICY		
Policy No: DCSB HS – 12.02	Version No: 5.1	Administered by: Work Health Safety, Risk and Records Management Assistant
Approved by: Health and Safety Committee	Approved on: 08/06/2022	Agenda Item/Minute Book No or Approval Ref: 15/22
Last Reviewed: May 2022	Review Date May 2024	Record No: 371035
Classification: Governance		
Strategic Plan link: Maintain workplace standards and procedures that ensure that the WH&S of employees, contractors and the public is protected and enhanced.		
References and related Policies, Procedures and Forms: <i>Local Government Act 1999</i> <i>South Australian Workplace Health and Safety Act, 2012</i> <i>South Australian Workplace Health and Safety Regulations, 2012</i> DCSB HS PROC 12.02 - Incident Reporting and Investigation Procedure DCSB HS PROC 12.03 – Plant Procedure DCSB HS PROC 12.04 – Hazard Management Procedure DCSB HS PROC 12.05 – Workplace Inspection Procedure		

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This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site:

www.streakbay.sa.gov.au
District Council of Streaky Bay
29 Alfred Tce
Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email dcstreaky@streakybay.sa.gov.au

1. Policy

The District Council of Streaky Bay (Council) is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with the values, behaviours and key initiatives within Council's Strategic Management Plan.

1.1. 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 (an in consultation with them) in accordance with legislative requirements and the ReturntoWorkSA Work Health and Safety standards for self-insured employers, which includes the Performance Standard for Self Insurers (PSSI).

1.2. Key elements of the system are:

- a) DCSB HS PROC 12.02 Incident Reporting and Investigation Procedure
- b) DCSB HS PROC 12.03 Plant Procedure
- c) DCSB HS PROC 12.04 Hazard Management Procedure
- d) DCSB HS PROC 12.05 Workplace Inspection Procedure

1.3. These elements are designed to assist to identify, quantify and manage hazards and risks associated with Council's activities, in accordance with the organisation's commitment under the 'One System' Model Work Health and Safety Management System (WHSMS).

1.4. Other elements may be added under this policy as identified as appropriate over time.

1.5. Council will regularly review in consultation with workers and their representatives, subject area experts and other duty holders (as necessary):

- 1.5.1 The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement
- 1.5.2 Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found

2. Responsibilities

- 2.1 The Management Team are accountable for fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012, a key aspect of which includes checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.
- 2.2 Managers/Supervisors are accountable for bringing this policy and supporting procedures to the attention of affected workers in their area and monitor through their supervisory activities that the policies and procedures are adhered to.
- 2.3. Managers/Supervisors are accountable for checking that affected workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

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- 2.4. Affected Workers are accountable for adhering to the requirements of this policy and supporting procedures, or to report any inability to do so to management at the earliest opportunity.

3. Legislation

[South Australian Work Health and Safety Act, 2012](#)

[South Australian Work Health and Safety Regulations, 2012](#)

[Local Government Act, 1999](#)

4. References

AS/NZS ISO 45001:2018 - Occupational health and safety management systems – Requirements with guidance for use

AS/NZS ISO 31000:2018 - Risk Management – Guidelines

[ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers, which includes the Performance Standards for Self Insurers \(PSSI\)](#)

[Code of Practice: How to manage work health and safety risks](#)

Council's Strategic Management Plan 2016- 2026

5. Related Documents

OS Model Hazard Management Procedures as outlined in section 1.2

Other OS Model Procedures relevant to the work that is being undertaken

Organisational SOPs/RAs/SWMS and guidance material as detailed in the hazard management procedure references.

6. Review

This DCSB HS PROC 12.02 Hazard Management Policy shall be reviewed by the District Council of Streaky Bay's Health and Safety Committee (HSC) within three (3) years of issue date or more frequently if legislation or organisational needs change.

The review may include or be initiated by:

- a) Feedback from managers, workers, HSRs or other stakeholders;
- b) Legislative compliance;
- c) Performance Standards for Self Insurers
- d) Internal or external audit findings
- e) Incident and hazard reports, claims costs and trends related to hazardous work; and
- f) Other relevant information.

7. Document History

Version No:	Issue Date:	Description of Change:	Date Endorsed	Review Date
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		

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		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	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		
4.0	31/01/2018	Policy reviewed and updated in line with 2016 LGA strategic plan. Other minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures		
5.0	23/01/2020	Replaced: LGA with LGASA Mutual Pty Ltd; removed senior to align with responsibilities in procedures in 2.1; updated references; minor grammatical changes; added hyperlinks to references.		
5.1	22/05/2022	Updated 4 References – updated hyperlinks; changed review timeframe to 3 years. Internal review of document. Changed format of document as per Council's Design Guidelines		