

Policy Document		
WORKPLACE WHS EMERGENCY MANAGEMENT POLICY		
Policy No: DCSB-HS-12.06	Version No: 5.0	Administered by: Work Health Safety Coordinator
Approved by: Health and Safety Committee	Approved on: 15/09/2022	Agenda Item/Minute Book No or Approval Ref: 19/22
Last Reviewed: June 2022	Review Date June 2025	Record No: 384335
Classification: Governance		
Strategic Plan link: A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership.		
References and related Policies, Procedures and Forms: <i>South Australian Emergency Management Act, 2004</i> <i>South Australian Emergency Management Regulations, 2009</i> <i>South Australian Work Health and Safety Act, 2012</i> <i>South Australian Work Health and Safety Regulations, 2012</i> <i>Local Government Act, 1999</i>		

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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, Safety (WHS) management in line with the values, behaviours and key initiatives within the DCSB's Strategic Plan.

In addition to this Council recognises that Local Government has a significant role to play as a community leader in the State emergency management system and that without staff being safe and supported, Local Government is unable to provide the appropriate assistance and support to meet these community expectations.

This policy and the supporting procedures are designed to facilitate the implementation of an effective Work Health and Safety Emergency Management System for the appropriate management of foreseeable workplace emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

The Workplace WHS Emergency Management system contains the internal organisational emergency control framework and provides response guidance, with the intention of preventing injury to workers, visitors and neighbouring people and damage to premises, in emergency situations.

The key elements of the workplace WHS emergency management system are:

- DCSB HS PROC 12.14 Workplace WHS Emergency Management Procedure
- DCSB HS PROC 12.15 First Aid Procedure
- DCSB Workplace Emergency Response Manual
- DCSB Business and Continuity Plan (BCP)

Council 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-conformances are found

2. Responsibility

The Senior Management Team (SMT) 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 policy and procedures are adhered to
- Consulting in relation to the effectiveness of the policy and procedures

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 Workplace WHS Emergency Management

3. Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

South Australian Emergency Management Act, 2004

4. References

AS 3745-2010 – Planning for Emergencies in Facilities

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

LGA Local Government Emergency Management Framework, 2019

5. Review

This Workplace WHS Emergency Management Policy shall be reviewed by Council's Health and Safety Committee (HSC) at minimum within thirty six (36) months of issued date, or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

6. Document History

DCSB document review history

Version No:	Issue Date:	Description of Change:	Date Endorsed
V1.0	16/03/2010	As per LGAWCS review history below	16/03/2010
V2.0	04/02/2015	As per LGWCS review history below	04/02/2015
2.1	Oct 2015	As per LGAWCS review history below	October 2015
4.0	15/09/2019	As per LGAWCS review history below	15/09/2019
5.0	Xx/xx/2022	As per LGAWCS version 5.0 issued 20/05/2022	Xx/xx/2022

LGAWCS document review 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.
4.0	12/10/2018	Updated logo, headers and footers; Minor changes to grammar; Option of either 'council / organisation'; Error! Reference source not found. Added linkage to the LGA

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Version 5.0

		Emergency Management Framework, Clarification that policy relates to workplace and internal organisational emergencies only (as opposed to community emergency plans); Error! Reference source not found. - Added legislative references – Emergency Management Act and Regulations; Error! Reference source not found. - Changed WHS Committee to Health and Safety Committee (HSC). Reviewed in line with LGA emergency management requirements.
5.0	20/05/2022	Minor wording change re [Insert name of Council or Prescribed Body] (the organisation) throughout document, updated References and web links