

<p><b>Policy Document</b></p> <p><b>HAZARDOUS WORK POLICY</b></p>		
Policy No: <b>DCSB-HS- 12.07</b>	Version No: <b>5.1</b>	Administered by: <b>Work Health Safety, Risk and Records Management Assistant</b>
Approved by: <b>Health and Safety Committee</b>	Approved on: <b>08/06/2022</b>	Agenda Item/Minute Book No or Approval Ref: <b>15/22</b>
Last Reviewed: <b>May 2022</b>	Review Date <b>May 2025</b>	Record No: <b>371037</b>
Classification: <b>Governance</b>		
Strategic Plan link: <b>Maintain workplace standards and procedures that ensure that the WH&amp;S of employees, contractors and the public is protected and enhances.</b>		
<b>References and related Policies, Procedures and Forms:</b> <i>Local Government Act 1999</i> <i>South Australian Work Health and Safety Act, 2012</i> <i>South Australian Work Health and Safety Regulations, 2012</i> Australian Standard 4801 Return to Work SA Performance Standards for Self Insurers (PSSI) LGA Strategic Plan DCSB HS PROC 12.07 Asbestos WHS Procedure DCSB HS PROC 12.16 Confined Space Procedure DCSB HS PROC 12.17 Isolation Lock Out Tag Out Procedure DCSB HS PROC 12.18 Electrical Safety Procedure DCSB HS PROC 12.19 Hazardous Manual Tasks Procedure DCSB HS PROC 12.20 Prevention of Falls Procedure DCSB HS PROC 12.21 Hot Work Procedure DCSB HS PROC 12.22 Work Zone Traffic Management Procedure DCSB HS PROC 12.23 Excavation and Trenching Procedure DCSB HS PROC 12.24 UVR and Inclement Weather Procedure DCSB HS PROC 12.25 Remote or Isolated Work Procedure DCSB HS PROC 12.26 Hazardous Chemicals Procedure		

## Contents

<b>1. Policy</b> .....	3
<b>2. Responsibilities</b> .....	3
<b>3. Legislation</b> .....	4
<b>4. References</b> .....	4
<b>5. Related Documents</b> .....	4
<b>6. Review</b> .....	4
<b>7. Document History</b> .....	5

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](http://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](mailto: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 the Council's Strategic Management Plan.

- 1.1 Council is committed to providing a WHS Management system that:
  - 1.1.1 Promotes and facilitates pro-active identification of hazardous work.
  - 1.1.2 Provides mechanisms to ensure risks arising from the work are eliminated in so far as is reasonably practicable or, where that is not reasonably practicable are controlled so far as is reasonably practicable,
  - 1.1.3 Enables steps 1.1.1 and 1.1.2 to be achieved before work is undertaken, to ensure, so far as is reasonably practicable, the safety of workers and others and legislative compliance
- 1.2 To meet this commitment, Council has implemented a hazardous work system that consists of this policy and a number of specific procedures such as:
  - DCSB HS PROC 12.07 Asbestos WHS Procedure
  - DCSB HS PROC 12.16 Confined Space Procedure
  - DCSB HS PROC 12.17 Isolation Lock Out Tag Out Procedure
  - DCSB HS PROC 12.18 Electrical Safety Procedure
  - DCSB HS PROC 12.19 Hazardous Manual Tasks Procedure
  - DCSB HS PROC 12.20 Prevention of Falls Procedure
  - DCSB HS PROC 12.21 Hot Work Procedure
  - DCSB HS PROC 12.22 Work Zone Traffic Management Procedure
  - DCSB HS PROC 12.23 Excavation and Trenching Procedure
  - DCSB HS PROC 12.24 UVR and Inclement Weather Procedure
  - DCSB HS PROC 12.25 Remote or Isolated Work Procedure
  - DCSB HS PROC 12.26 Hazardous Chemicals Procedure
- 1.3 Council will regularly review in consultation with affected workers (and their representatives), subject area experts and other duty holders (as necessary):
  - 1.3.1 The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement
  - 1.3.2 Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found.

**Note:** The use of Hazardous Work as a title for this policy **is not** intended to imply that this policy addresses all the aspects included within Chapter 4 of the WHS Regulations 2012, although some aspects may be common.

## 2. Responsibilities

- 2.1. The senior 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. Supervisors/Managers are accountable for:

- 2.2.1 Bringing this policy and supporting procedures to the attention of affected workers in their area
- 2.2.2 Monitoring through their supervisory activities that the policies and procedures are adhered to.
- 2.2.3. Checking workers in their area have had appropriate training to undertake the activities identified within this policy and supporting procedures.
- 2.3. Affected workers are accountable for:
  - 2.3.1. Adhering to the requirements of this policy
  - 2.3.2. Cooperating with procedures, or 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/NZ ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use  
[ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers, which includes the Performance Standards for Self Insurers \(PSSI\)](#)  
Council's Strategic Management Plan 2016 - 2026

### 5. Related Documents

OS Hazardous Work Procedures as outlined in section 1.2  
Other OS Procedures relevant to the work that is being undertaken  
Organisational SOP's/RA's/SWMS and guidance material as detailed in the hazardous work procedure references

### 6. Review

This WHS Hazardous Work Policy shall be reviewed by the District Council of Streaky Bay's Health and Safety Committee (HSC) at minimum within three (3) years of issued 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 and employee to worker where appropriate		
2.1	12/4/13	Update of names of subordinate procedures to reflect updated documents.		
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 specific procedure list. Changed minimum review timeframe from 2 years to 3 years		
3.1	31/07/15	Correction of the titles for the Hazardous Manual tasks and UV and Inclement Weather Procedures		
3.2	3/08/15	Inclusion of the Electrical safety procedure and the Asbestos WHS Procedure in the list of specific procedures.		
4.0	31/01/2018	Policy reviewed and updated in line with current LGA strategic plan. Other minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures.		
5.0				
5.1	20/05/2022	Minor wording change re [Insert name of Council or Prescribed Body] (the organisation) throughout document, Update References – add links, remove reference to superseded AS/NZS 4801 and replace with AS/NZS ISO 45001:2018, update web links. Under Review – minor wording updates. Minor format changes. Internal review of document. Changed format of document as per Council Design Guidelines		

Electronic version on the Intranet is the controlled version. Printed copies considered uncontrolled. Before using a printed copy, verify it is the current version  
Version 5.1

**COPY**

*Electronic version on the Intranet is the controlled version. Printed copies considered uncontrolled. Before using a printed copy, verify it is the current version*  
Version 5.1

**COPY**