

Policy Document		
WHS ADMINISTRATION POLICY		
Policy No: DCSB-HS-12.03	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: 384333
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>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> AN/NZS ISO 45001:2018 – Occupational health and safety management systems – Requirements with guidance for use ReturnToWorkSA Work Health and Safety Standards for self-insured employers ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines AS/NZS ISO 19011:2019 - Guidelines for auditing management systems DCSB HS PROC 12.06 WHS Document Management Procedure DCSB HS PROC 12.08 WHS Internal Audit Procedure DCSB HS PROC 12.09 WHS Induction and Training Procedure SCSB HS PROC 12.10 WHS Corrective and Preventative Action Procedure DCSB HS PROC 12.11 Planning and Program Development 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, Safety (WHS) management in line with the values, behaviours and key initiatives within Council's Strategic Management Plan.

We aim to facilitate effective management of the administrative aspects of WHS, by implementing this policy and the subordinate procedures that outline Council's systems for the administration of the Work Health Safety Management System (WHSMS). This is in accordance with legislative requirements and the Return to Work SA Performance Standards for Self-Insurers (PSSI) and aligned to Council's DCSB Risk Framework.

Key elements of the organisation's WHS administration system are:

- DCSB HR PROC 12.12 Employee Induction Procedure
- DCSB HR PROC 12.13 Document Management Procedure
- DCSB HR PROC 12.14 Training Procedure
- DCSB HS PROC 12.08 WHS Internal Audit Procedure
- DCSB HS PROC 12.10 WHS Corrective and Preventative Action Procedure
- DCSB HS PROC 12.11 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.

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 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.

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

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

AS/NZS ISO 19011:2019– Guidelines for auditing management systems

5. Review

This WHS Administration 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

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	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		
4.0	12/10/2018	Updated logo and headers/footers. Error! Reference source not found. : First paragraph added reference to LGA strategic plan; paragraph 2 simplified the wording and added reference to enterprise risk management framework; dot points aligned to procedure titles; Error! Reference source not found. : Added RTWSA standards and guidelines and ISO19011; Error! Reference source not found. : Changed wording of review timeframes to align with other OS policies and procedures, changed sign off for Chairperson – from WHS Committee to HSC.		
5.0	20/05/2022	Minor wording change re [Insert name of Council or Prescribed Body] (the organisation) throughout document, Update References – remove reference to superseded AS/NZS 4801		

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Version 5.0

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		<p>and replace with AS/NZS ISO 45001:2018, update year for AS/NZS ISO 19011, update links, update Review – change wording from WHS Committee to HSC (Health and Safety Committee).</p> <p>Changes to procedures listed under key elements of organisations WHS administration to reflect Council documents</p>		
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