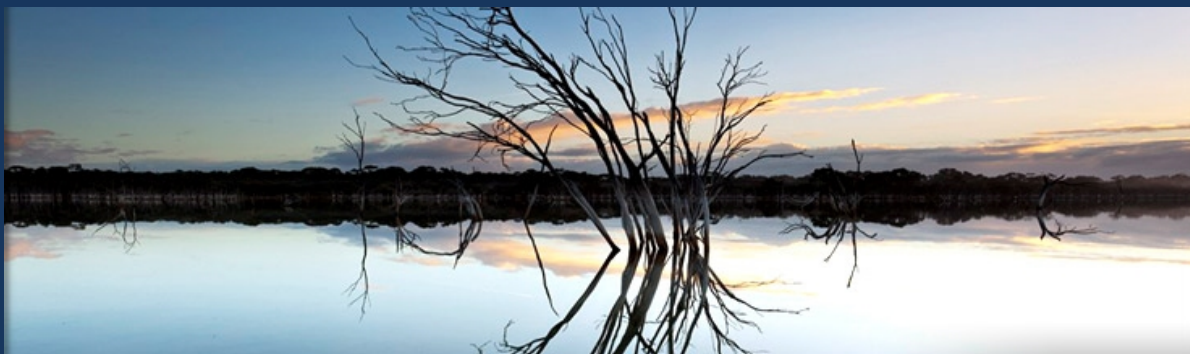
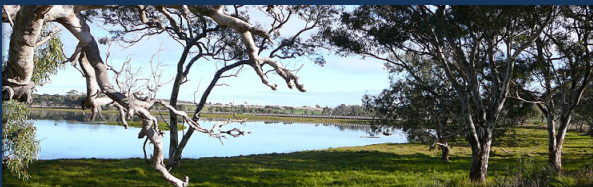




# Policy - WHS Emergency Management



“Working with our Rural & Coastal Communities”



# WHS-POL-05 – WHS EMERGENCY MANAGEMENT POLICY

Version No:	4.3
Issued:	February 2023
Next Review:	September 2025

Responsible Department:	Corporate Services
Policy Adopted:	15/02/2023
Minute Reference:	30.1(3e)
Applicable Legislation:	Local Government Act 1999 SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 AS3745-2010 – Planning for Emergencies in Facilities. Return to Work SA Performance Standards for Self Insurers (PSSI)
Related Policies/Procedures/Codes:	WHS-POL-01 – WHS & RTW Policy WHS-PRO-05.01 – Emergency Management procedure WHS-PRO-05.02 – First Aid Procedure
Review Frequency	Within 3 years of issue date

## 1. OVERVIEW

The Lower Eyre Council is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with Councils vision to proactively protect and manage Local Governments' employee injury risks today and into the future.

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 WHS Emergency Management system contains Council's emergency control framework and response guidance, with the intention of preventing injury to workers, visitors and neighbouring people and damage to premises, in emergency situations.

## 2. POLICY

2.1 The key element of Council's WHS emergency management system are:

- WHS Emergency Management procedure
- First Aid Procedure

2.2 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 procedure to identify opportunities for continuous improvement.
- Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found.



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### 3. RESPONSIBILITIES

#### 3.1 Executive Management Team

- Checking that adequate resources are identified and provided to enact this policy and supporting procedure effectively.

#### 3.2 Supervisors/Managers

- Bringing this policy and supporting procedures to the attention of affected workers.
- Monitoring through their supervisory activities that the policies and procedures are adhered to.
- Consulting in relation to the effectiveness of the policy and procedure.

#### 3.3 Affected 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 WHS Emergency Management.

### 4. RECORDS

Records relating to emergency management are required to be kept in accordance with all supporting procedures.

### 5. REVIEW

This WHS Emergency Management Policy shall be reviewed by the Lower Eyre Council WHS Committee at minimum within three (3) years of issued date, or on significant change to legislation or aspects included in this policy that could affect the Health and Safety of workers.

Document History		
Version:	Issue Date:	Description of Change:
3.0	September 2015	Adopted by Council
3.1	July 2017	Minor formatting. Addition of First Aid Procedure at 2.1.
	September 2018	Endorsed by EPC Committee with change of Senior Management Team to Executive Management Team.
4.0	December 2018	Formatting and addition of paragraph two & three in Overview. Emailed to EPC Committee for endorsement before presenting to Council.
	March 2019	Adopted by Council (following election)
4.1	September 2021	Administrative review.
4.2	December 2021	Updated version number and review date.
4.3	February 2023	Updated Council name and logo, minor formatting changes. Removed signatory requirement. Adopted by Council (following election).