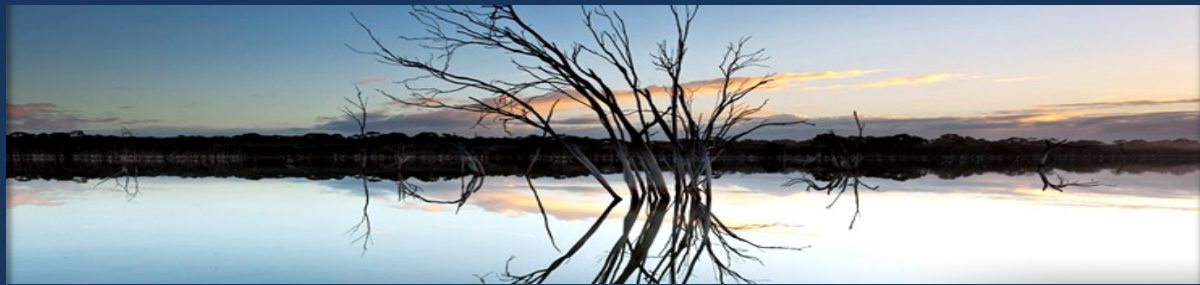




Policy - Administration of WHS Management System



“Working with our Rural & Coastal Communities”



WHS-POL-03 – ADMINISTRATION OF WHS MANAGEMENT SYSTEM

Version No:	4.1
Issued:	February 2023
Next Review:	September 2025

Responsible Department:	Corporate Services
Policy Adopted:	15/02/2023
Minutes reference:	30.1(3c)
Applicable Legislation:	Local Government Act 1999 SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 Australian Standard 4801 Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)
Related Policies/Procedures/Codes:	WHS-POL-01 – WHS & RTW Policy WHS-PRO-03.02 – WHS Document Management Procedure WHS-PRO-03.04 – WHS Corrective & Preventative Actions Procedure WHS-PRO-03.05 – Planning and Program Development Procedure WHS-PRO-03.02 – WHS Internal Audit Procedure WHS-PRO-05.03 – WHS Induction and Training Procedure
Review Frequency	Within 3 years of issue date

1. OVERVIEW

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

To facilitate this, the Lower Eyre Council has implemented a Work Health and Safety administration process as part of the 'One System'.

The Lower Eyre Council aims to facilitate effective management of the administrative aspects of their Work Health and Safety in Councils business in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI), by providing this policy and subordinate procedures that outline Council's systems for the administration of the WHS Management System.



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2. POLICY

2.1 Key elements of the Council's WHS administration system are:

- WHS Document Management Procedure
- WHS Internal Auditing Procedure
- WHS Induction & Training Procedure
- WHS Planning & Program Development Procedure
- WHS Corrective and Preventative Actions Procedure

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

2.2 Council will regularly review in consultation with workers and their representatives, 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 supporting procedures

2.3 Actions emanating from this policy and supporting procedures will be reviewed to ensure appropriate action is taken where non-compliances are found.

3. RESPONSIBILITIES

3.1 Executive Management Team

- Are accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

3.2 Supervisors/Managers

- 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.
- Are accountable for checking that workers in their area have had appropriate training to undertake the activities identified within this policy and supporting procedures.

3.3 Workers

- Are accountable for adhering to the requirements of this policy and supporting procedures, or for reporting any inability to do so to management at the earliest opportunity.



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4. RECORDS

Records will be maintained as outlined in the supporting Administration procedures.

5. REVIEW

This Administration of WHS Management System 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.
4.0	December 2018	Formatting and change of Senior Management Team to Executive Management Team.
	March 2019	Adopted by Council (following Council election)
	September 2021	Administrative review. Updated Senior to Executive Management Team.
	December 2021	Updated review date.
4.1	February 2023	Updated Council name and logo, minor formatting changes. Removed signatory requirement. Adopted by Council (following election).