

	<h2 style="margin: 0;">WHS Administration Policy</h2>	Version No:	1.0
		Issued:	February 2014
		Next Review:	June 2019

Policy

The Eyre Peninsula Local Government Association is committed to achieving a high level of proactive Work Health and Safety (WHS) management in line with the organisation vision of zero harm in Local Government.

To facilitate this a WHS administrative process has been implemented in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI), by providing this policy and subordinate procedures.

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

- WHS Document Management Procedure.
- WHS Internal Auditing Procedure.
- WHS Corrective and Preventative Action Procedure.
- WHS Induction and Training Procedure.
- WHS Planning and Program Development Procedure.

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

We will regularly review these in consultation with workers and their representatives, where elected, 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-compliances are found.

Responsibilities

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

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.
- Checking that workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

All workers are accountable for adhering to the requirements of this policy and supporting procedures and reporting any inability to do so to management at the earliest opportunity.

Legislation/References

South Australian Work Health and Safety Act (SA) 2012

South Australian Work Health and Safety Regulations (SA) 2012

Local Government Act, 1999

WorkCover SA Performance Standards for Self-Insurers

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Review

This Policy shall be reviewed, at a minimum, within 2 years of the issued date, or upon significant change to legislation or aspects included in this policy that could affect the WHS of workers.

SIGNED:



Management representative

Worker representative

Date: ____/____/____

Date: 26/2/2014

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	February 2014	New Document
Reviewed	1.0	June 2017	No change – motion 535/17