	Administration of the WHS Management System Policy	Version No:	5.0
		Issued:	1/12/2022
		Next Review:	Dec 2025

1. POLICY

The District Council of Peterborough 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 the LGA Mutual Pty Ltd strategic plan and Council's Values and Behaviours.

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 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 Risk Management Framework.

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

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

The Council will regularly review the actions relevant to this Policy in consultation with workers and their representatives and subject area experts and other duty holders (as necessary) including:


- The effectiveness of this Policy and subordinate Procedures to identify opportunities for continuous improvement.
- Adherence to this Policy and the subordinate Procedures, and
- The appropriate actions taken where non-compliances are found.

2. RESPONSIBILITIES

The Senior Leadership Team 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.

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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.

3. LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

4. REFERENCES

ISO 45001:2018 Occupational Health and Safety (OH&S) Management System

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

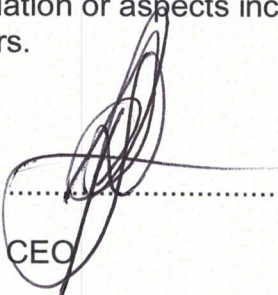
[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

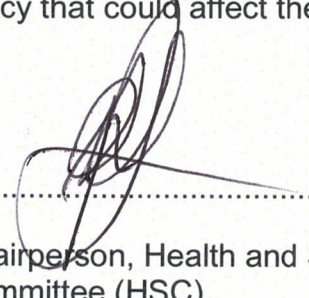
ISO19011 – Guidelines for auditing management systems

5. REVIEW

This WHS Administration Policy shall be reviewed by the District Council of Peterborough WHS Committee 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.

Signed:


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CEO



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Chairperson, Health and Safety
Committee (HSC)

Date:

27 / 3 / 2023

Date:

27 / 3 / 2023

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DOCUMENT HISTORY

Version No:	Issue Date:	Description of Change:
1.0	Sept 2009	New Document, September 2009
2.0	5/4/2013	Terminology changes to reflect 2012 WHS Act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
2.1	12/4/2013	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. Policy - 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; References Added RTWSA standards and guidelines and ISO19011; REVIEW: Changed wording of review timeframes to align with other OS policies and procedures, changed sign off for Chairperson – from WHS Committee to HSC.
4.1	19/01/2019	Amended review date
5.0	1/12/2022	Minor wording change: e.g. organisation changed to Council throughout document, and Senior Management Team to Senior Leadership Team. Replaced AS/NZ 4801 with ISO 45001:2018 Occupational Health and Safety (OH&S) Management System