

 <p>Amalgamated 1997</p>	<h1 style="text-align: center;">Hazard Management Policy</h1>	Version No:	5.0
		Issued:	01/07/23
		Next Review:	July 2027

## 1. Policy

The District Council of Peterborough is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with the values, behaviours and key initiatives within the LGASA Mutual Liability Scheme strategic objectives and the Council's Vision.

- 1.1. To facilitate this, the organisation has implemented a Work Health and Safety Hazard Management system (system) which contains minimum standards and is designed to encourage and facilitate the provision and maintenance (so far as is reasonably practicable) of:

- i. A safe working environment
- ii. Safe systems of work, and
- iii. Plant and substances in a safe condition

For Workers, and others (and in consultation with them) in accordance with legislative requirements and the Return to Work SA Health and Safety Performance Standards for Self Insurers (PSSI).

- 1.2. Key elements of the system are:

- a) Hazard Management Procedure
- b) Incident Reporting and investigation Procedure
- c) Workplace Inspection Procedure
- d) Plant Procedure

- 1.3. These elements are designed to assist to identify, quantify and manage hazards and risks associated with the organisation's activities, in accordance with the organisation's commitment under the 'One System' Work Health and Safety Management System (WHSMS).


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

- 1.5. The organisation will regularly review in consultation with workers and their representatives subject area experts and other duty holders (as necessary):

- 1.5.1 The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement
- 1.5.2 Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found

## 2. Responsibilities

- 2.1 The Senior Leadership Team are accountable for fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012. A key aspect of which includes the Senior Leadership Team checking that adequate resources

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are identified and provided to enact this policy and supporting procedures effectively.

- 2.2 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.
- 2.3 Supervisors/Managers are accountable for checking that affected Workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.
- 2.4 Affected Workers are accountable for adhering to the requirements of this policy and supporting procedures, or to 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 Management Systems  
 AS/NZS ISO 31000:2009 Risk Management Systems  
 Return to Work SA Performance Standards for Self Insurers (PSSI)  
 Code of Practice: How to manage work health and safety risks  
 LGA Strategic Plan  
 CoP How to Manage Health and Safety Risks and Related Documents

### 5. Related Documents

OS Hazard Management Procedures as outlined in section 1.2  
 Other OS Procedures relevant to the work that is being undertaken  
 Organisational SOPs/SWPs/SWMS and guidance material as detailed in the hazard management procedure references

### 6. Review

This District Council of Peterborough Hazard Management Policy shall be reviewed by the District Council of Peterborough Health and Safety (H&S) Committee within four (4) years of Issued Date or more frequently if legislation or organisational needs change.

The review may include or be initiated by:

- a) Feedback from managers, workers, HSRs or other stakeholders;
- b) Legislative compliance;
- c) Performance Standards for Self Insurers
- d) Internal or external audit findings



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- e) Incident and hazard reports, claims costs and trends related to hazardous work; and  
f) Other relevant information.

Signed:

CEO

(HSC)

Date: 21/9/2023



Chairperson, H S Committee

Date: 21.9.23

### Review History

Document History:	Version No:	Issue Date:	Description of Change:
	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	Update of names of subordinate procedures to reflect updated documents Inclusion of issue date for version 2 in history section
	3.0	17/07/15	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	31/01/2018	Policy reviewed and updated in line with 2016 LGA strategic plan. Other minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures
		19/01/2019	Amended review date
	5.0	01/07/2023	Minor grammar changes Updated AS/NZ 4801 to ISO 45001 Added CoP How to Manage Health and Safety Risks and Related Documents