

 <p>WHS Emergency Management Policy</p>	Version No:	5.0
	Issued:	01/07/2023
	Next Review:	July 2028

Policy

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

In addition to this, the District Council of Peterborough 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 this Council has implemented of an effective Work Health and Safety Emergency Management system as part of the 'One System' for the effective management of foreseeable workplace emergencies in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI).

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

The key element of the organisation's WHS emergency management system is:

- WHS Emergency Management Procedure
- First aid Procedure
- Workplace Emergency Plan
- Business Continuity Plan

The 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 procedures to identify opportunities for continuous improvement;
- Adherence to this policy and supporting procedures;
- And take appropriate action where non-compliances are found.

Responsibilities

The Senior Leadership Team are accountable for:

- Checking that adequate resources are identified and provided as reasonably practical 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.
- Monitoring through their supervisory activities that the Policies and supporting Procedures are adhered to; and
- Consulting with affected workers on the effectiveness of the Policy and supporting Procedure

Affected workers are accountable for:

- Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management;
- Adhering to the requirements of this Policy and supporting Procedures,

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 <p>Amalgamated 1997</p>	<h1>WHS Emergency Management Policy</h1>	Version No:	5.0
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- Reporting to management (at the earliest opportunity) any inability to do so ; and
- Reporting any identified opportunity for **continuous** improvement regarding WHS Emergency Management

Legislation

South Australian Emergency Management Act 2004

South Australian Emergency Management Regulations 2009

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

References

AS3745-2010 – Planning for Emergencies in Facilities

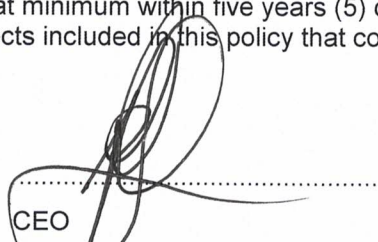
Return to Work SA Work Health and Safety Performance Standards for Self Insurers (PSSI)


LGA Local Government Emergency Management Framework 2019

Review

This WHS Emergency Management Policy shall be reviewed by the District Council of Peterborough WHS Committee at minimum within five years (5) 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:


 CEO
 Date: 21/9/2023


 Chairperson, WHS Committee
 Date: 21.9.23

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Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Sept 2009	New Document, September 2009
	2.0	April 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	2.1	April 2013	Update superseded AS to 3745, include issue date in document history section correct review date to 2015
	3.0	July 2015	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 two to three years. Adopted by DCofP 21/09/15, Res 110/09/15.
	4.0	09/08/2021	Policy linkage to the LGA Emergency Management Framework. Clarification that policy relates to workplace and internal organisational emergencies only (as opposed to community emergency plans). Legislation – Emergency Management Act and Regulations
	5.0	01/07/2023	Minor grammar changes Added: LGASA Mutual Liability Pty Ltd strategic Plan and the District Council of Peterborough's Organisational Vision; Workplace Emergency Plan and Business Continuity Plan, and LGA Local Government Emergency Management Framework 2019