

## WHS WORKPLACE EMERGENCY MANAGEMENT POLICY

ORIGINAL

<b>Policy/Procedure Type</b>		WHS	
<b>Responsible Department</b>		Office of the Chief Executive Officer	
<b>Responsible Officer</b>		WHS & Risk Coordinator	
<b>Applicable Legislation</b>		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	
<b>Reference:</b>		AS3745-2010 – Planning for Emergencies in Facilities <a href="#">ReturnToWorkSA Work Health and Safety Standards for self-insured employers</a> , which includes the Performance Standards for Self-Insurers (PSSI) LGA Local Government Emergency Management Framework, 2017	
<b>Related policies/procedures and/or documents</b>		Emergency Management Procedure First Aid Procedure DCE Workplace Emergency Management Plan	
<b>Date adopted</b>	2020	<b>Minute Number</b>	
<b>File Ref</b>		12.63.1/6	
<b>Version</b>		4.1	
<b>Last Reviewed</b>		October 2020	
<b>Next Review</b>		October 2022	

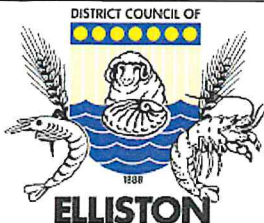
### POLICY

The District Council of Elliston (the organisation) 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 District Council of Elliston Strategic.

In addition to this, the District Council of Elliston (the organisation) 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 the implementation of an effective Work Health and Safety Emergency Management system for the appropriate 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 internal organisational 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.



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The key elements of the District Council of Elliston (the organisation) WHS emergency management system are:

- WHS Emergency Management Procedure
- First Aid Procedure
- District Council of Elliston Workplace Emergency Management Plan
- Emergency Evacuation Diagrams – Site Specific

The District Council of Elliston (the organisation) 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-conformances are found

### RESPONSIBILITIES

The Senior Management Team are accountable for:

- Checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Managers/Supervisors are accountable for:

- Bringing this policy and supporting procedures to the attention of affected workers
- Monitoring through their supervisory activities that policy and procedures are adhered to
- Consulting in relation to the effectiveness of the policy and procedures

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
- Reporting any identified opportunity for continuous improvement regarding WHS Emergency Management

### REVIEW

This WHS Emergency Management Policy shall be reviewed by the District Council of Elliston Emergency Planning Committee every twenty four months (24) 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: .....

CEO

EPC Member

Date: 21/10/2020

Date: 21/10/2020





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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.														
	4.0	12/10/2018	Updated logo, headers and footers; Minor changes to grammar; Option of either 'council / organisation';														
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Type</b></td> <td>WHS</td> </tr> <tr> <td><b>Department</b></td> <td>Office of the Chief Executive Officer</td> </tr> <tr> <td><b>Author</b></td> <td>WHS &amp; Risk Coordinator</td> </tr> <tr> <td><b>References</b></td> <td>                     South Australian Emergency Management Act, 2004                      South Australian Emergency Management Regulations, 2009                      South Australian Work Health and Safety Act, 2017                      South Australian Work Health and Safety Regulations, 2012                      Local Government Act, 1999                 </td> </tr> <tr> <td><b>Standards/procedures and/or</b></td> <td>                     AS3745-2010 – Planning for Emergency Facilities                      ReturnToWorkSA Work Health and Safety Standards for self-insured employers includes the Performance Standards for Insurers (PSSI)                      LGA Local Government Emergency Management Framework, 2017                 </td> </tr> <tr> <td><b>2020</b></td> <td><b>Minute Number</b></td> </tr> <tr> <td></td> <td style="text-align: center;">12.63.1/6</td> </tr> </table>	<b>Type</b>	WHS	<b>Department</b>	Office of the Chief Executive Officer	<b>Author</b>	WHS & Risk Coordinator	<b>References</b>	South Australian Emergency Management Act, 2004 South Australian Emergency Management Regulations, 2009 South Australian Work Health and Safety Act, 2017 South Australian Work Health and Safety Regulations, 2012 Local Government Act, 1999	<b>Standards/procedures and/or</b>	AS3745-2010 – Planning for Emergency Facilities ReturnToWorkSA Work Health and Safety Standards for self-insured employers includes the Performance Standards for Insurers (PSSI) LGA Local Government Emergency Management Framework, 2017	<b>2020</b>	<b>Minute Number</b>		12.63.1/6
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		<b>Last Reviewed</b>	October 2020
		<b>Next Review</b>	October 2022
			<p>Policy Added linkage to the LGA Emergency Management Framework, Clarification that policy relates to workplace and internal organisational emergencies only (as opposed to community emergency plans); <b>Error! Reference source not found.</b> - Added legislative references – Emergency Management Act and Regulations; Review - Changed WHS Committee to Health and Safety Committee (HSC).</p> <p>Reviewed in line with LGA emergency management requirements.</p>
	4.1	October 2020	<p>Adopted by DCE and adapted for organisation.</p> <p>Input relevant policies and procedures</p>