

	<p>Policy</p> <p><i>Work Health Safety and Injury Management</i></p>
<p>File Number</p>	<p>18.8.11</p>
<p>Date Adopted:</p>	<p>26 February 2014</p>
<p>Minute Reference:</p>	<p>N/A</p>
<p>Next Review date:</p>	<p>June 2019 or within 12 months of the next Local Government Election</p>
<p>Responsible Manager/s or Department:</p>	<p>Human Resources (HR) and Workplace Health Safety (WHS)</p>
<p>Related Policies / Codes:</p>	<p><i>Local Government Act (1999) S107 (2)(f)</i> <i>Work Health & Safety Act (2012)</i> <i>Workers Rehabilitation and Compensation Act (1986)</i> Code of Conduct for Council Employees, 2014</p>
<p>Related Procedure(s):</p>	<p><i>Workplace Injury Management Procedure, 2014</i></p>
<p>Related Document(s):</p>	<p>Work Health and Safety Regulations 2012 Local Government Association Workers Compensation Scheme Suitable Employment Schedule AS/NZS 4801:2001: Occupational Health and Safety Management Systems</p>

1. Introduction

Kangaroo Island Council [Council] recognises that the Local Government Association of South Australia (LGA) is, for the purposes of the *Workers Rehabilitation and Compensation Act 1986*, the nominated Employer for a registered group of Self Insured Employers which includes all Local Government entities (Council and Prescribed bodies - Members).

In conjunction with the LGA and its members, the Local Government Workers Compensation Scheme (LGAWCS) administer the principles and commitments outlined within this policy. The above parties are committed to, within the appropriate scope of involvement and level of remit, to work towards the "Local Government" objective of:

"Effective WHS and Injury Management systems across Local Government"

This Policy is designed to provide direction on system structure that will be applied by the LGA and Council to achieve the commitments as documented below.

To ensure, so far as is reasonably practicable, the health and safety of workers and others via a Management Systems approach to Work Health and Safety (WHS) and Injury Management (IM), in line with the organisational vision of Local Government Workplaces. This will be established by:

- 1.1 Management commitment to WHS and IM in accordance with organisational objectives.
- 1.2 Development of a WHS and IM System and Action Plans which support identified policy objectives and procedural requirements.
- 1.3 Implementation of individual elements as outlined in the WHS and IM System and Action Plans.
- 1.4 Measurement and evaluation of the WHS and IM System against defined objectives, targets and performance indicators.
- 1.5 Reviewing the WHS and IM System and Action Plans to identify scope for continuous improvement.

2. Scope

This policy applies to Local Government employees whilst at work.

This policy should be read in conjunction with any provisions of Enterprise Bargaining Agreements and any other Federal or State Legislation directly or indirectly which effects employees of Council, relating to work in WHS and IM.

3. References

- *Work Health and Safety Act (2012) (WHS Act)*
- *Work Health and Safety Regulations 2012*
- *Workers Rehabilitation and Compensation Act (1986) (and associated Regulations)*
- *Code for the Conduct of Self Insured Employers under the WorkCover Scheme which includes the Performance Standards.*
- *AS/NZS 4801:2001: Occupational Health and Safety Management Systems*

4. Definitions

Certified safety management system	A safety management system that complies with AS 4801:2001 (<i>Occupational health and safety management systems</i>), or an equivalent system determined by the regulator [as defined by the <i>Work Health and Safety Regulations 2012: Regulation 6</i>]
Work Health and Safety Management System (WHSMS) (Formerly Occupational Health and Safety Management System (OHSMS))	WHSMS terminology is introduced to align with the 2012 WHS legislation, but for the purposes of this document reflects the scope of the definition for OHSMS, i.e. Part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the OHS risks associated with the business of the organisation. At Council, the WHS Management System must also comply with the Code of Conduct for Self-Insured Employers under the WorkCover Scheme which includes Performance Standards. [as defined by the Australian Standard, AS 4801]
Worker (Council Employees in relation to this Policy)	A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class. [as defined by the <i>Work Health and Safety Act 2012: Section 7</i>]
Injury Management	For the purposes of this procedure Injury management includes both Claims Management activities and Rehabilitation activities

5. Objectives

Council is committed to and able to demonstrate application of the following objectives:

- 5.1 Providing and undertaking measures to eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, then to minimise those risks so far as is reasonably practicable and to demonstrate a systematic approach to the planning and implementation of Work Health and Safety processes that is compliant with the WHS Act and Regulations.
- 5.2 Implementation of effective injury management procedures (including rehabilitation) in accordance with the *Workers Rehabilitation and Compensation Act (1986)*, and associated Regulations, to assist work injured employees return to work and achieve the best practicable levels of physical and mental recovery.
- 5.3 Implementation of equitable Claims Management, in accordance with the *Workers Rehabilitation and Compensation Act (1986)* and associated Regulations, for employees who suffer a disability in the course of their employment, and
- 5.4 Maintaining effective processes and procedures for consultation, coordination and cooperation in WHS and IM matters.
- 5.5 Monitoring and reviewing WHS and IM System Performance and Action Plans, objectives and measures, annually.
- 5.6 Further, as well as the above Objectives, Council recognises and is able to demonstrate (at the pertinent system level within the Local Government structure as appropriate), application of the following within the WHSMS:
 - 5.6.1 The requirement to meet legislative compliance.
 - 5.6.2 The importance of ongoing review and continuous improvement.
 - 5.6.3 The requirement for ongoing review of this WHS and IM Policy and supporting Policies.
 - 5.6.4 The commitment that adequate resources and appropriate internal / external expertise will be used so far as is reasonably practicable, when required.
 - 5.6.5 Other relevant supporting policies and procedures that support the WHS and IM Systems.
 - 5.6.6 A commitment to communicating relevant information to relevant workers in an appropriate manner.
 - 5.6.7 Its obligations to workers and others while workers are at work and whilst other persons may be at risk from work carried out, so far as is reasonably practicable.
 - 5.6.8 The requirement for an effective hazard management approach to WHS, which encompasses the identification, assessment and elimination or control of hazards.

This policy will be reviewed regularly and updated as required for continued suitability and effectiveness.

6. Responsibilities

- 6.1 The LGAWCS is accountable for conducting planning, monitoring and review activities and confirming that organisational and policy objectives are being met.
- 6.2 The senior management team within Council, is accountable for checking that the organisation at that level has available for use, and uses, appropriate resources and processes to enact this policy and supporting policies and procedures effectively.
- 6.3 Supervisors/Managers are accountable for bringing this policy and supporting policies and procedures to the attention of relevant workers and confirming, through supervisory activities, that this policy and supporting policies and procedures are adhered to.
- 6.4 Supervisors/Managers are accountable for checking that workers have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.
- 6.5 Workers are accountable for complying and co-operating with the requirements of this policy and supporting policies and procedures, and for reporting any inability to do so to management at the earliest opportunity.
- 6.6 Further specific responsibilities and accountabilities are detailed within the supporting "One System" policies and procedures.

Review

This WHS & Injury Management Policy shall be reviewed by Council at minimum within two (2) years of issued date, (or on significant change to legislation or aspects included in this policy that could affect health and safety).

7. Availability of the Policy

This Policy will be available for inspection at the Council's Offices at 43 Dauncey Street, Kingscote during ordinary business hours and via the Council's website: www.kangarooisland.sa.gov.au

Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

Non-English translations of the policy can be made available if required.

SIGNED: 
Chief Executive Officer

Being a Procedure adopted by the Mayor and Elected Council

Date: 10 / October / 2017

History:		
Date Reviewed:	Version:	Reason for Amendment:
26 / February / 2014	Version 1	Adopted by Council
14 / July / 2015	Version 2	Mandatory review post Local Government Election and new logo update.
10 October 2017	Version 3	Periodic Review