	<b>WHS 3</b> <b>Administration of the WHS</b> <b>Management System Policy</b>	<b>Version No:</b>	4.0
		<b>Issued:</b>	31/10/13
		<b>Next Review:</b>	October 2015

## Policy

The Southern Region Waste Resource Authority is committed to achieving a high level of pro-active Work Health, Safety (WHS) management in line with the organisational vision of zero harm in local government.

To facilitate this Southern Region Waste Resource Authority has implemented a Work Health and Safety Management administrative process as part of the 'One System'. Southern Region Waste Resource Authority aims to facilitate effective management of the administrative aspects of WHS in the Authority's business in accordance with legislative requirements and the Performance Standards for Self-Insurers (PSSI), by providing this policy and subordinate procedures that outline Council's systems for the administration of the WHSMS.

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

- WHS 3.1 Document Management Procedure.
- WHS 3.2 Internal Auditing Procedure.
- WHS 3.5 Corrective and Preventative Action Procedure.
- WHS 3.3 WHS Induction and Training Procedure.
- WHS 3.4 Planning and Program Development Procedure.

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

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

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


## Responsibilities.

The Executive Officer is 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.

Affected workers are accountable for adhering to the requirements of this policy and underpinning procedures, or report any inability to do so to management at the earliest opportunity.

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## Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

## References.

Australian Standard 4801

WorkCover Performance Standards for Self Insurers (PSSI)

## Review.

This WHS Administration Policy shall be reviewed by the Southern Region Waste Resource Authority Executive Officer at minimum within Two (2) years 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: .....

Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	2 <sup>nd</sup> November 2009	New Document
	2.0	9 <sup>th</sup> December 2010	Annual review – Executive Officer
	3.0	5 <sup>th</sup> December 2011	Annual review – Executive Officer – report No 85/11
	4.0	31 <sup>st</sup> October 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate