

Work Health Safety & Return to Work Policy – WHS-01



Procedure reference	WHS 01	
File reference	AR18/12947	
Version number	V3.0	Risk Level - High
Date adopted	January 2024	
Next review date	January 2027	
Applicable Legislation/References	SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 General Disposal Schedule 40 for Local Government Code for the Conduct of Self-Insured Employers under the Return to Work Scheme which includes the Performance Standards. ISO 45001:2018 Occupational health and safety management systems - Requirements with guidance for use. Relevant Codes of Practice and Standards Local Government Act 1999	

Chairperson WHS Committee
Myles Somers

Date

8/4/2024

Chief Executive Officer (CEO)
Bridget Mather

Date

8/4/2024

Date of WHS Meeting Policy (V3.0) Adopted 7th March 2024

1. Our Vision

The Coorong District Council provides a safe, healthy, and rewarding work environment free of accidents, injuries and illness, by way of having safety leadership, a safety first culture, structured safety processes and actions that drive continuous improvement.

2. Our Values

Coorong District Council values safety. Everyone working in or visiting our workplaces has a right to go home safely each day to their family and friends.

Workers who are injured at the workplace have a right to support to enable them to safely return to work.

*NOTE: Electronic version in the EDRMS AR18/12947 is the controlled version
Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.*

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3. Our Policy

Coorong District Council will make our workplaces safe and help injured workers get back to work in a fair, timely and effective way.

A systematic approach to managing workplace hazards built upon a platform of consultation and worker participation is at the core of this policy.

4. Scope

This policy relates to the WHS and RTW initiatives and actions of Coorong District Council. It applies to the Chief Executive Officer (CEO), senior management, workers, volunteers, contractors and others who may be impacted by our work.

5. Our Approach

Our Council

- provides **leadership and direction** to our workers and others in meeting our duty of care to protect our people.
- complies with work health and safety (WHS) and return to work (RTW) laws and obligations.
- encourages the **active participation** of our workers and others in work health and safety matters.
- **consults and communicates** openly and honestly with workers and others and encourages the raising of health and safety issues or concerns without the fear of reprisal.
- applies **a systematic approach to managing workplace hazards** to ensure the health and safety of our workers and others who may be impacted by our work.
- provides and maintains **safe plant, structures, chemicals, facilities and systems of work**.
- implements **organisational policies and procedures** to achieve our policy commitments and contribute to positive safety and RTW outcomes.
- implements equitable **return to work practices built upon the principles of early intervention, prompt and timely service and active management** to improve recovery and return to work outcomes.
- provides relevant **training, instruction, information and supervision** to workers and others.
- maintains an effective process for **reporting** and resolving health and safety issues.
- uses appropriate **internal and / or external expertise** when required to assist with WHS and RTW issues.
- monitors, evaluates and reviews WHS and RTW action plans, targets, performance indicators and outcomes to ensure **continuous improvement**.
- participates as a member of the Local Government Association Workers Compensation Scheme and meets the self-insured standards.

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6. Our Responsibilities

- The Chief Executive Officer and the Senior Leadership Team at Coorong District Council ensure that the organisation has systems to meet its legal duties under WHS and RTW laws.
- The Chief Executive Officer and the Senior Leadership Team provide the necessary financial and human resources within Coorong District Council to facilitate the effective management of WHS and RTW issues.
- Managers and Supervisors at Coorong District Council implement WHS and RTW procedures.
- Managers and Supervisors monitor and evaluate WHS and RTW performance with a view to drive continuous improvement.
- Managers and Supervisors consult and communicate with workers and others to ensure they are meaningfully engaged in the management of WHS in their workplace.
- Managers and Supervisors provide relevant WHS training and supervision to support the safety and wellbeing of Council workers.
- Managers and Supervisors proactively engage with injured workers to promote timely and effective return to work actions.
- Workers while at work take reasonable care for their own safety and the safety of others and to comply (so far as the person is reasonably able) with any reasonable instruction that is given by Council.

7. Review

This Policy shall be reviewed by Coorong District Council within three (3) years of the commencement date, or earlier if there is significant change to relevant legislation or elements of this policy that could affect WHS and / or RTW practices.

8. Document History

Version	Adopted	Description of change(s)
1.0	21 August 2018	Scheduled review of LGRS policy, minor amendments to terms. Additional definitions of WHS and RTW terminology added due to outward facing document. Modified LGRS document to give Coorong District Council document ownership, therefore this is now version 1.0.
2.0	20 April 2021	Updated LGAWCS strategic purpose referenced in 'Overview.' References to superseded Australian/New Zealand Standards removed. Minor changes to definitions (various). Responsibilities for WHS & RTW portrayed against all levels of management. New sections – Accessibility/Availability and Document History.
2.1	4 May 2023	No Changes To be retracted from Council Adoption internal Policy not public facing. Removed Strategic References
3.0	January 2024	New document content and format to follow the LG Safe Templates.