



<b>Version No:</b>	4
<b>Issued:</b>	15/1/19
<b>Next Review:</b>	January 2022

Policy Name: **Emergency Management Policy - F**

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## Policy

The District Council of Cleve (the organisation) is committed to achieving a high level of proactive Work Health and Safety (WHS) management in line with the organisational vision of a safe and healthy place of work.

In addition to this, 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.

The key elements of the organisation's WHS Emergency Management system are:

- WHS Emergency Management Procedure
- First Aid Procedure.

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 the supporting procedures and take appropriate action where non-conformances are found.

## Responsibilities

The Senior Management Team 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
- Monitoring through their supervisory activities that the policies and procedures are adhered to
- Consulting in relation to the effectiveness of the policy and procedures.

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Affected workers are accountable for:

- Adhering to the requirements of this policy and supporting procedures, or reporting any inability to do so to management at the earliest opportunity
- 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


AS 3745-2010 – Planning for emergencies in facilities  
ReturnToWorkSA Work Health and Safety Standards for self-insured employers, which includes the Performance Standards for Self Insurers (PSSI)  
 LGA Local Government Emergency Management Framework, 2017

### Review

This WHS Emergency Management Policy shall be reviewed by the District Council of Cleve Safety Committee at minimum within (3) three 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:

  
 .....  
 Chief Executive Officer

  
 .....  
 Chairperson, Health and Safety Committee (HSC)

Date: 17/1/2019

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## Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	12/05/2010	New Document, May 2010
	2.0	16/05/2013	Terminology changes to reflect 2012 WHS Act and Regulations. Updated superseded Australian Standard. Inclusion of Review History section.
	3.0	8/09/2015	Updated WorkCover references to Return to Work SA, and included First Aid procedure as an additional key element of Council's WHS emergency management system.
	4.0	15/1/2019	Minor changes to grammar, inclusion of 'organisation'. 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). Legislation: Added legislative references – Emergency Management Act and Regulations. Review: Changed Safety Committee to Health and Safety Committee (HSC). Reviewed in line with LGA emergency management requirements.

