



# District Council of Cleve

## Risk Management, Work Health Safety and Return to Work Plan 2020

Version No:	9
Adopted:	16/4/2020
Next Review:	January 2021

This plan is designed to strategically and systematically improve organisational Risk, Work Health Safety and Return to Work systems, processes and outcomes for the District Council of Cleve

This plan is aligned with the following: Recommendations arising from RTWSA, LGAWCS Risk Evaluations and Plan & Program Review.

### OVERVIEW

The District Council of Cleve is committed to ensuring, so far as is reasonably practicable, that all workers are safe from injury and risk to health whilst they are at work. The Senior Management Team is committed to providing visible leadership in relation to Risk Management, Work Health Safety and Return To Work (RM, WHS & RTW) and to driving ongoing improvement strategies.

We aim to protect the health and safety of all District Council of Cleve workers and minimise the effects of incidents and injuries using the hierarchy of control. We aim to provide risk management systems that will identify, assess and manage organisational risks to a level acceptable to the agreed organisational risk tolerance level. We believe this will be achieved by having a relevant and effective Risk Management, Work Health and Safety and Return to Work (RM, WHS and RTW) System that is compliant with legislative requirements and structured to achieve the requirements of ISO 31000, the Return to Work SA (RTWSA) Code of Conduct for Self-Insured Employers, the RTWSA Work Health and Safety Standards for Self-Insured Employers, and the Performance Standards for Self-Insurers (PSSI). This RM, WHS and RTW Plan (the plan) shows our commitment and planned actions to improve RM, WHS and RTW management systems and processes.

Chief Executive Officer

Date: 16/04/2020

*Note: Signing to indicate endorsement by the Senior Management Team*

District Council of Cleve Safety Committee Chairperson

Date: 16/04/2020

*Note: Signing to confirm that appropriate consultation has occurred with Workers*



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**Program 1 – Training**

<b>Objective:</b>	Council Works staff are deemed competent to operate plant/undertake tasks.
<b>Target:</b>	<ol style="list-style-type: none"> <li>1. Verification of Competency (VOC) guideline adopted.</li> <li>2. Program developed with Works staff competency verification requirements scheduled.</li> <li>3. Program implemented and works staff competency verification requirements undertaken as scheduled.</li> </ol>
<b>Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• 90% of scheduled competency assessments completed.</li> <li>• 90% of competency verification checklists adopted and implemented.</li> <li>• 90% of Training Plan implemented.</li> </ul>
<b>Champion / Sponsor:</b>	<b>Works Manager (WM)</b>



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### 2020 PLAN – TRAINING PROGRAM

1 Training					
ACTION <i>(Actions to achieve objective).</i>		Responsibility	Scheduled Completion	PROGRESS, EVIDENCE AND RESOURCES APPLIED	Date Completed
1a	Consult with key stakeholders and develop guideline that defines scope and requirements of the VOC program.	WM, AWM and AO-C&G	January 2020		
1b	Endorse VOC guideline.	Safety Committee	March 2020		
1c	Educate works staff on the scope and requirements of the VOC guideline (education to be undertaken at Tool Box meeting).	AWM and AO-C&G	March 2020		
1d	Training plan updated (2020) to include annual competency verification requirements (schedule to be determined in conjunction with WM and AWM and to include scope for assessing workers prior to task being undertaken, not just rigid timeframes).	WM, AWM and AO-C&G	February 2020		
1e	Relevant competency verification checklists are developed for 2020 program.	AWM and AO-C&G	August 2020		
1f	Annual competency verification requirements to be included on the WHS monitoring calendar.	AO-C&G	February 2020		



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1g	Implement competency verification assessments and undertake as scheduled.	AWM	September 2020		
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### Program 2 – Emergency Management

<b>Objective:</b>	Council contingency plans (emergency response procedures) are tested and evaluated.
<b>Target:</b>	<ol style="list-style-type: none"> <li>1. Emergency response procedures are identified and reviewed.</li> <li>2. Program developed with emergency response procedure testing requirements scheduled.</li> <li>3. Program implemented with emergency response testing requirements undertaken as scheduled and evaluated for effectiveness.</li> </ol>
<b>Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• 100% of scheduled emergency response scenario testing completed in scheduled timeframes.</li> <li>• Corrective actions transferred to the CAPA are monitored by Safety Committee.</li> </ul>
<b>Champion / Sponsor:</b>	<b>Chief Executive Officer (CEO)</b>



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### 2020 PLAN – EMERGENCY MANAGEMENT PROGRAM

2 Emergency Management					
ACTION <i>(Actions to achieve objective).</i>	Responsibility	Scheduled Completion	PROGRESS, EVIDENCE AND RESOURCES APPLIED	Date Completed	
2a	Scenarios to be developed for 2020 identified emergency response procedure testing (First aid scenarios completed in 2017).	CEO, WM and AO-C&G	January 2020		
2b	Provide education to relevant staff on the emergency response procedure testing program (education to be undertaken at Tool Box and Staff meetings).	AWM and AO-C&G	February 2020		
2c	Undertake emergency response procedure scenarios as scheduled for each worksite.	WM, AWM, MCS, AO-C&G	March 2020		
2d	Review outcomes following scenarios and identify corrective actions and recommendations. Findings to be reported to Senior Management Team and Safety Committee.	SMT	March 2020		
2e	List recommendations and corrective actions on the CAPA for monitoring and close out.	AO-C&G	March 2020		



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**Program 3 – Hazard Management**

<b>Objective:</b>	Council workplace hazards are identified, evaluated and controlled.
<b>Target:</b>	<ol style="list-style-type: none"> <li>1. RA/SWIs are developed for all identified high and medium risk plant and tasks.</li> <li>2. RA/SWIs are reviewed on an inherent risk rating basis for all identified extreme, high and medium risk plant and tasks.</li> </ol>
<b>Performance Indicators:</b>	<ul style="list-style-type: none"> <li>• 80% of high and medium risk plant/tasks have completed Risk Assessments and Safe Work Instructions.</li> <li>• 80% of plant/task RA/SWIs with an extreme, high and medium inherent risk rating reviewed.</li> </ul>
<b>Champion / Sponsor:</b>	<b>WM</b>



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### 2020 PLAN – HAZARD MANAGEMENT PROGRAM

3 Hazard Management				
ACTION <i>(Actions to achieve objective).</i>	Responsibility	Scheduled Completion	PROGRESS, EVIDENCE AND RESOURCES APPLIED	Date Completed
3a	Outstanding plant and tasks requiring RA/SWI development be scheduled for completion (annual schedule to be developed, and to include RA/SWI x 2 per month).	AO-C&G	January 2020	
3b	Administration Officer-Compliance and Governance to facilitate development of new RA/SWIs as scheduled.	AO-C&G, all staff	September 2020	
3c	Develop annual schedule of previously identified extreme, high and medium risk plant and tasks, based on inherent risk, (and to include RA/SWI x 2 per month).	WM, AWM and AO-C&G	January 2020	
3d	Administration Officer-Compliance and Governance to facilitate review and revision of RA/SWIs as scheduled. Reporting on status to Senior Management Team and Safety Committee is routinely undertaken.	AO-C&G, all staff	September 2020	