GAWLER RIVER FLOODPLAIN MANAGEMENT AUTHORITY

Website: www.gawler.sa.gov.au/grfma

Work Health and Safety Policy

Strategic Reference:	Policy Documents
File Reference:	GRFMA, Admin, Policy
Responsibility:	Executive Officer
Applicable Legislation:	Local Government Act 1999
Related Policies/Codes:	
Related Procedures:	
Adopted:	
Minutes Reference:	
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Frequency of Review:	Every Three Years
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1. Introduction

1.1 Gawler River Floodplain Management Authority (GRFMA) is committed to:

1.1.1 the proper management of work health and safety, which ranks equally with all other operational considerations; and

1.1.2 compliance with its obligations under the Work Health and Safety Act 2012 (SA) (WHS Act), which includes all relevant Work Health and Safety Regulations and Codes of Practice.

1.2 GRFMA is committed to ensuring that all workers are safe from injury and risks to health while at work.

1.3 GRFMA recognises that work health and safety of workers is of primary importance in maintaining efficiency, staff morale, and ensuring that all legislative requirements are met. To ensure compliance with relevant legislation, so far as is reasonably practicable, GRFMA will, in particular:

1.3.1 Provide a safe work environment;

1.3.2 Arrange instruction, information and supervision for safe work procedures and provide information on workplace hazards and risks;

1.3.3 Provide adequate facilities for the welfare of employees;

1.3.4 Provide and maintain plant and equipment in a safe condition;

1.3.5 Conduct regular audits to ensure the effectiveness of WHS systems; and

1.3.6 Investigate all work-related incidents to minimise the chance of recurrence.

2. Scope

2.1 This Policy applies to all workers, which in this Policy means employees (including employees of other entities seconded to or otherwise placed in GRFMA), contractors, Board members, and volunteers.

3. Purpose

3.1 The purpose of this Policy is to ensure:

3.1.1 All hazards and risks to health and safety are identified, assessed and eliminated where reasonably practicable. Where they cannot be eliminated they are to be effectively controlled;

3.1.2 Measures to control hazards and risks to health and safety are regularly monitored and evaluated;

3.1.3 Workers are consulted and encouraged to contribute to the decision-making process on work health and safety matters affecting their health and safety at work;

3.1.4 All workers receive appropriate information, instruction, training and supervision they need to safely carry out their responsibilities;

3.1.5 Workers are supplied with the most appropriate safety equipment to successfully and safely complete each task.

4. Strategy

4.1 GRFMA will achieve its work health and safety objectives by:

4.1.1 Identifying hazards and risk to health and safety associated with tasks and activities carried out by GRFMA;

4.1.2 Assessing the degree and level of risk arising from hazardous tasks or activities;

4.1.3 Selecting, implementing and maintaining appropriate measures to control risk to health and safety;

4.1.4 Consulting with workers and their representatives on matters which may affect their health and safety;

4.1.5 Developing, implementing and monitoring plans to put our work health and safety policies and procedures into effect;

4.1.6 Reducing the incidence of work-related accidents and hazards.

5. Roles and Responsibilities

5.1 Executive Officer and the Board

The Executive Officer and the Board of GRFMA have a duty to ensure that GRFMA complies with its obligation to provide a healthy and safe workplace for all workers and will ensure that adequate resources are provided to meet the health and safety objectives and implement strategies, among other things. The Executive Officer and the Board will proactively ensure GRFMA meets its work health and safety obligations and keep up-to-date with work health and safety issues.

In particular the Executive Officer and the Board will ensure that:

5.1.1 Appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to work health and safety;

5.1.2 Mechanisms are provided to enable the identification, development, implementation and review of appropriate health and safety related policies and procedures;

5.1.3 Workers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities and comply with their duties and obligations;

5.1.4 Mechanisms are provided to regularly monitor and report on health and safety performance;

5.1.5 Work health and safety is an integral component of our business;

5.1.6 SafeWork SA is notified of any notifiable incidents arising out of the conduct of business or undertaking that has occurred;

5.1.7 They carry out their roles and responsibilities as detailed in the relevant work health and safety policies and procedures;

5.1.8 All relevant daily job risk assessments or job safety analysis are completed, documented and forwarded to the appropriate administration officer;

5.1.9 They take reasonable care for their own health and safety;

5.1.10 They take reasonable care that their actions do not adversely affect health and safety of other people;

5.1.11 They report any incident or hazards at work;

5.1.12 They comply with any reasonable instructions aimed at protecting their and others health and safety while at work;

5.1.13 Any equipment provided to protect their health and safety while at work is used;

5.1.14 They assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;

5.1.15 Feedback is considered and provided on any matters which may affect their or others health and safety; and

5.1.16 They ensure that they are not affected by alcohol or another drug, to endanger their own or any other persons' health and safety.

5.2 Workers

All Workers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of other people.

Workers have a responsibility to:

5.2.1 Report any incident or hazards at work to their manager or supervisor;

5.2.2 Carry out their roles and responsibilities as detailed in the relevant work health and safety policies and procedures;

5.2.3 Obey any reasonable instruction aimed at protecting their health and safety while at work;

5.2.4 Use any equipment provided to protect their health and safety while at work;

5.2.5 Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;

5.2.6 Consider and provide feedback on any matters which may affect their health and safety;

5.2.7 Ensure they are not affected by alcohol or another drug which may endanger their own or any other person's health and safety; and

5.2.8 Work safely to protect themselves and others in the workplace from injury.

6. Breaches of this Policy

6.1 Any substantiated breach of this Policy or the WHS Act will be treated seriously by GRFMA and may lead to disciplinary action, possibly including the termination of a worker's employment or engagement.

7. Reporting Incidents

7.1 It is GRFMA's aim that officers be informed of the management and reporting of work health and safety incidents, administering first aid and returning an injured worker as quickly as possible to productive work within established medical grounds in a supportive and encouraging environment.

7.2 Therefore, all workers are to report any work health and safety concerns, incidents or injuries to their Manager as soon as possible after the concern has arisen, incident taken place, or injury suffered.

8. Review

8.1 This Policy shall be reviewed by GRFMA every three years.

8.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.