

<b>POLICY</b>	<b>ROXBY COUNCIL</b>	Responsible Department	Executive
		Original Adoption Date	01.09.2013
		<b>Current Adoption Date</b>	<b>24.01.2024</b>
		Date of Next Review	24.01.2027

WHS AND RTW	
<b>Latest Review Changes</b>	Update format to Roxby Council policy template (previously LGA template) Policy name changed (previously: Work Health Safety and Return to Work Policy) Removed reference to LGA throughout document
<b>Previous Council Reviews</b>	V 1.0 01/09/2013 Original WHS & Injury Management Policy V 2.0 04/06/2015 Updated Policy to include introduction of RTW act 2014 requirements & renamed to WHS & RTW Policy V 3.0 11/09/2017 Scheduled review of policy, minor amendments to terms V 4.0 09/09/2020 Scheduled review of policy, amendments to incorporate LGASA Mutual Services, changes to definitions & inclusion of PCBU responsibilities

#### Applicable Legislation

<p>Local Government Act 1999</p> <p>Work Health and Safety Act 2012</p> <p>Work Health and Safety Regulations 2012</p> <p>Return to Work Act 2014</p> <p>Return to Work Regulations 2015</p>
--

#### Related Policies

<p>Administration of the WHS Management System Policy</p> <p>Emergency Management Policy</p> <p>Hazard Management Policy</p> <p>WHS Consultation and Communication Policy</p>
---

#### Related Procedures

<p>Administration of the WHS Management System Procedure</p> <p>First Aid Procedure</p> <p>Hazard Management Procedure</p> <p>Hazardous Chemicals Procedure</p> <p>Hazardous Manual Tasks Procedure</p> <p>Incident Reporting and Investigation Procedure</p> <p>Plant Procedure</p>
--

Prevention of Falls Procedure  
Remote or Isolated Work Procedure  
UVR and Inclement Weather Procedure  
WHS Consultation and Communication Procedure  
WHS contractor Management Procedure  
WHS Document Management Procedure  
WHS Emergency Management Procedure  
WHS Induction and Training Procedure  
Workzone Traffic Management Procedure

**Reference Documents**

Code for the Conduct of Self Insured Employers under the Return to Work Scheme which includes the Performance Standards (Injury management standards for self-insured employers April 2019 and Work Health and Safety standards for self-insured employers August 2017)

ISO45001: 2018 Occupational health and safety management systems

## CONTENTS

1. OUR VISION.....	4
2. OUR VALUES.....	4
3. OUR POLICY .....	4
4. SCOPE.....	4
5. OUR APPROACH.....	4
6. OUR RESPONSIBILITIES .....	5
7. REVIEW .....	5

## 1. OUR VISION

The Municipal Council of Roxby Downs (Roxby Council) provides a safe, healthy, and rewarding work environment free of accidents, injuries and illness.

## 2. OUR VALUES

The Roxby 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.

## 3. OUR POLICY

The Roxby 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.

The Roxby Council will provide and undertake measures to eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, then to minimise those risks so far as is reasonably practicable.

## 4. SCOPE

This policy relates to the WHS and RTW initiatives and actions of Roxby Council. It applies to the CE, Senior Management Team, workers, volunteers, contractors and others who may be impacted by our work.

It should be read in conjunction with any provisions of the Enterprise Bargaining Agreement and any other Federal or State Legislation directly or indirectly which affects employees of Local Government.

## 5. OUR APPROACH

Roxby 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.

## 6. OUR RESPONSIBILITIES

- The Chief Executive and the Senior Management Team at Roxby Council ensure that the organisation has systems to meet its legal duties under WHS and RTW laws.
- The Chief Executive and the Senior Management Team provide the necessary financial and human resources within Roxby Council to facilitate the effective management of WHS and RTW issues.
- Group Managers and Supervisors at Roxby Council implement WHS and RTW procedures.
- Group Managers and Supervisors monitor and evaluate WHS and RTW performance with a view to driving continuous improvement.
- Group Managers and Supervisors consult and communicate with workers and others to ensure they are meaningfully engaged in the management of WHS in their workplace.
- Group Managers and Supervisors ensure relevant WHS training and supervision is provided to staff to support the safety and wellbeing of Roxby Council workers.
- Group 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 Roxby Council.

## 7. REVIEW

This Policy shall be reviewed by Roxby 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. AVAILABILITY OF THE POLICY

This Policy is available to be downloaded free of charge from Council's website: [www.roxbydowns.sa.gov.au](http://www.roxbydowns.sa.gov.au)

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges Register at Council Office, 6 Richardson Place, Roxby Downs.

**Signed:**

\_\_\_\_\_  
Chief Executive

**Date:**

\_\_\_\_\_