	<b>WORK HEALTH SAFETY AND RETURN TO WORK POLICY</b>	Policy Number:	WHSPOL1
		Version Number:	3.1
		Issued:	Dec 2020
		Next Review:	Dec 2023
		Page Number:	1 of 4

## Overview

The District Council of Grant (Council) recognises that the Local Government Association of South Australia (LGA) is, for the purposes of the Return to Work Act 2014, the nominated employer for a registered group of Self Insured Employers which includes Council.

In conjunction with the LGA, LGA Mutual Services and its Members, the Local Government Association Workers Compensation Scheme (LGAWCS) administers the principles and commitments outlined within this policy. Council is committed to work towards the LGAWCS strategic plan mission to:

*"Provide unique cover and risk services that meet our Member's needs"*

This policy is designed to provide direction on the system structure that will be applied by Council to achieve the commitments as documented below.

## Purpose

To ensure, so far as is reasonably practicable, the health and safety of workers and others via a Management Systems approach to Work Health and Safety (WHS) and Return to Work (RTW), in line with the mission, vision, values, and key initiatives within Council's strategic plan.

This will be established by:

- management commitment to WHS and RTW in accordance with Council objectives;
- development of a WHS and RTW System and Action Plans which support identified policy objectives and procedural requirements;
- implementation of individual elements as outlined in the WHS and RTW System and Action Plans;
- measurement and evaluation of the WHS and RTW System against defined objectives, targets and performance indicators; and,
- reviewing the WHS and RTW System and Action Plans to identify scope for continuous improvement.

## Scope

This policy applies to all Council workers whilst at work.

This policy should be read in conjunction with any provisions of Enterprise Bargaining Agreements and any other Federal or State Legislation directly or indirectly which effects employees of Council, relating to work in WHS and RTW.

## Policy Objectives

Council is committed to and able to demonstrate application of the following objectives:

1. Providing and undertaking 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 and to demonstrate a systematic approach to the

	<b>WORK HEALTH SAFETY AND RETURN TO WORK POLICY</b>	Policy Number:	WHSPOL1
		Version Number:	3.1
		Issued:	Dec 2020
		Next Review:	Dec 2023
		Page Number:	2 of 4

planning and implementation of Work Health and Safety processes that is compliant with the WHS Act and Regulations, and self-insurance requirements.

2. Implementation of effective and early Return to Work procedures in accordance with the Return to Work Act 2014, and associated Regulations, to assist work injured employees return to work and achieve the best practicable levels of physical and mental recovery.
3. Implementation of equitable Claims Management, in accordance with the Return to Work Act 2014, and associated Regulations, for employees who suffer an injury in the course of their employment.
4. Maintaining effective processes and procedures for consultation, coordination and cooperation in WHS and RTW matters.
5. Monitoring and reviewing WHS and RTW System Performance and Action Plans, objectives and measures.
6. Further, Council recognises and is able to demonstrate application of the following within the WHS and RTW System:
  - the requirement to meet legislative compliance;
  - the importance of ongoing review and continuous improvement;
  - the requirement for ongoing review of this WHS and RTW Policy and supporting Policies;
  - the commitment that adequate resources and appropriate internal/external expertise will be used so far as is reasonably practicable, when required;
  - other relevant supporting policies and procedures that support the WHS and RTW systems;
  - a commitment to communicating relevant information to relevant workers in an appropriate manner;
  - it's obligations to workers and others while workers are at work and whilst other persons may be at risk from work carried out, so far as is reasonably practicable; and,
  - the requirement for an effective hazard management approach to WHS, which encompasses the identification, assessment and elimination or control of hazards.
7. This policy will be reviewed regularly and updated as required for continued suitability and effectiveness.

## Responsibilities

The **LGAWCS** is accountable for conducting planning, monitoring and review activities and confirming that organisational and policy objectives are being met.

The **Management Team** are accountable for checking that Council meets its duties as a person conducting a business or undertaking (PCBU) and LGAWCS member, and has available for use, and uses, appropriate resources and processes to enact this policy and supporting policies and procedures effectively.

**Managers/Supervisors** are accountable for:

- bringing this policy and supporting policies and procedures to the attention of workers;
- applying implementation processes in their areas of responsibility;
- confirming, through supervisory activities, that this policy and supporting policies and procedures are adhered to; and,
- checking that workers have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.

**Workers** are accountable for complying and cooperating with the requirements of this policy and supporting policies and procedures, and for reporting any inability to do so to management at the earliest opportunity.



	<b>WORK HEALTH SAFETY AND RETURN TO WORK POLICY</b>	Policy Number:	WHSPOL1
		Version Number:	3.1
		Issued:	Dec 2020
		Next Review:	Dec 2023
		Page Number:	4 of 4

## Definitions

Management System	Set of interrelated or interacting elements of an organisation to establish policies and objectives and processes to achieve those objectives. The system elements include the organisation's structure, roles and responsibilities, planning, operation, performance evaluation and improvement <i>[ISO45001:2018]</i>
Person Conducting a Business or Undertaking (PCBU)	A "person Conducting a Business or Undertaking" as described in section 5 of the WHS Act is the entity with the primary duty of care. Councils "in terms of the organisation" are PCBUs for the purpose of the Act.
Return to Work (RTW)	For the purposes of this policy RTW includes both claims management activities and return to work activities
Worker (for the purposes of WHS)	A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class. <i>[WHS Act 2012, s7]</i>
Worker (for the purposes of RTW)	A <i>worker</i> means- (a) a person by whom work is done under a contract of service (whether or not as an employee); (b) a person who is a worker by virtue of Schedule 1; (c) a self-employed worker, And includes a former worker and the legal personal representative of a deceased worker. <i>[RTW Act 2014, s4]</i>

## Review History

Version	Action	Date	Minute Reference
1.0	Adopted by Council	15 March 2010	10039.5
1.1	Amended	3 December 2012	12257.2
1.2	Amended	18 November 2013	13135.3
2.0	Amended	7 October 2015	15127.5
3.0	Amended	7 May 2018	18065.1
3.1	Adopted by Council	21 June 2021	21099
3.2			

	<b>WORK HEALTH SAFETY AND RETURN TO WORK POLICY</b>		Policy Number:	WHSPOL1
			Version Number:	3.1
			Issued:	Dec 2020
			Next Review:	Dec 2023
			Page Number:	3 of 4

Further specific responsibilities and accountabilities are detailed within the supporting WHS and RTW management system policies and procedures.

References Work Health and Safety Act (SA) 2012

Work Health and Safety Regulations (SA) 2012

Return to Work Act (SA) 2014

Return to Work Regulations (SA) 2015

Local Government Act (SA) 1999

ReturnToWorkSA Code for the Conduct of Self Insured Employers, including the Performance Standards for Self Insurers (PSSI)

ISO 45001:2018 Occupational Health and Safety Management Systems

WHSPR1.1 Workplace RTW Procedure

## Review

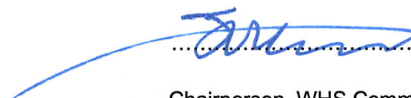
This Work Health Safety and Return to Work Policy shall be reviewed by the Management Team and WHS Committee within three (3) years of the issue date, or on significant change to legislation or aspects included in this policy that could affect health and safety and/or return to work practices.

Signed:



Chief Executive Officer

Date: 1 / 7 / 21



Chairperson, WHS Committee

Date: 1 / 7 / 21