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## 1. Background

Ipswich City Council is committed to providing a safe and healthy workplace. This Workplace Health and Safety Management System based on *Safe Plan* and associated guidelines outline the methodologies for the management of WH&S by Ipswich City Council to ensure a safe and healthy working environment for employees, contractors and visitors to the workplace.

## 2. Purpose

Comply with the intent of the *Work Health and Safety Act 2011* in preventing a person's death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace;

Contribute to a management framework that allows all work areas to manage WH&S in a preventative way;

Ensure that workplace health and safety is an integral part of effective business practice; and

Clearly state the principles for managing WH&S and how the organisation is expected to perform in accordance with legislative requirements.

## 3. Regulatory Authority

AS/NZS 4801:2001 - Occupational Health & Safety Management Systems; and

AS/NZS ISO 31000:2009 - Risk Management.

Safe Plan 3

Workplace Health and Safety Queensland Codes of Practice and Standards

*Workers' Compensation & Rehabilitation Act 2003*

Workers' Compensation & Rehabilitation Regulation 2003

*Work Health and Safety Act 2011*

Work Health and Safety Regulation 2011

#### 4. Human Rights Commitment

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this procedure. When applying this procedure, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

#### 5. Roles and Responsibilities

##### PRINCIPLES

Ipswich City Council has adopted this workplace health and safety improvement system based on *Safe Plan*, a system designed specifically for Local Government, as a guide to providing a safe and healthy working environment for everyone in the workplace. The following principles apply:

- Workplace health and safety and risk management will be considered in our management planning processes. Employees, including management, have an obligation to work in a safe manner in accordance with established health and safety practices.
- All workers will be adequately trained in all relevant facets of workplace health and safety.
- Communication and consultation will occur throughout the organisation relating to all relevant workplace health and safety matters.
- Workers with management or supervisory responsibilities will demonstrate their commitment to workplace health and safety by providing supporting health and safety activities and initiatives.
- Workplace health and safety performance will be monitored and measured through the setting of goals and objectives.

##### DELEGATIONS

The Chief Executive Officer has overall responsibility for workplace health and safety within the organisation. However, workers with management or supervisory responsibilities will be held accountable for workplace health and safety within their areas of responsibility.

##### LEGISLATIVE OBLIGATIONS

##### Duties Under Work Health and Safety Act 2011

The overall objective of the *Work Health and Safety Act 2011* is to prevent a person's death, injury or illness being caused by a workplace, by a relevant workplace area, by work activities, or by plant or chemicals for use at a workplace. To achieve this objective, the *Work Health and Safety Act 2011* imposes duties on employers, self-employed people and employees in control of workplaces to ensure the health and safety of workers and other people who might be affected by workplace operations or activities.

As a representative of Ipswich City Council the Chief Executive Officer is a person conducting a business or undertaking has a duty or obligation under this Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

These duties apply to Ipswich City Council and as a result workers

## **Duties of workers**

While at work, a worker must—

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to

For all workplace activities:

- If there is a Regulation or Ministerial Notice that applies, it must be followed;
- If there is an Advisory Standard or Industry Code of Practice that applies, it should be followed. If another way is adopted, it must identify and manage exposure of the risk by adopting a method equal to or better than the Advisory Standard or Code of Practice; and
- If no Regulation, Advisory Standard or Code of Practice has been made, an appropriate way may be chosen to ensure that health and safety, proper diligence and due care is exercised.

Although the Act is statute law, it imposes obligations that are relevant in common law cases and other civil actions. The framework advocated in these guidelines provides a mechanism for reducing the likelihood of accidents, injuries, illnesses and claims and as a means of demonstrating proper diligence as part of the Chief Executive Officer's responsibilities.

Therefore, Chief Executive Officers and his or her representatives seeking to discharge their legal obligations with respect to workplace health and safety are advised to:

- Keep themselves and their staff fully informed of legislative obligations and requirements;
- Manage the health and safety risks in their workplace;
- Provide support to implement the legislative requirements of the Act; and
- Ensure that a reporting system is adequately maintained and capable of demonstrating due diligence where necessary.

## **6. Key Stakeholders**

The key stakeholders within this procedure includes management, workers, and contractors within OR working on behalf of ICC. All stakeholders have clear responsibilities and accountabilities for WHS, this is outlined in the ICC Safety Management Framework. These responsibilities and accountabilities are non-transferable and critical to achieving ICC objectives and targets related to risk and hazard management, and general safe operation.

## **7. Education and Training Requirements**

All training will be issued in accordance with WSW-PRO-009 – Workplace Training & Competency procedure.

## 8. Procedure

### WH&S MANAGEMENT SYSTEM FRAMEWORK

The management framework aims to provide guidelines for the management of workplace health and safety by:

- Assisting in complying with the organisation's legal obligations;
- Providing a means of demonstrating due diligence;
- Setting standards for recording and reporting information for the purpose of improving the management of workplace health and safety; and
- Ensuring that workplace health and safety becomes a significant component of good business practice.

The following seven key elements provide a framework to support the risk management process and demonstrate due diligence. It is not intended, nor is it realistic, that the Chief Executive Officer or managers are allocated the responsibility to evaluate and implement the management system themselves. Responsibilities must be identified and delegated to oversee the program throughout all workplaces.

The WH&S Management System has been divided into seven key elements as detailed in Attachment A. Details of all policies and procedures that make up the system can be found in the Index – Workplace Health and Safety Management System.

#### Element 1 – Policy Commitment and Management

Element 1 aims to implement a WH&S Management System Plan that has identified meaningful objectives and targets incorporated into the overall management of Council.

To achieve this:

- A WH&S Policy has been developed and is to be communicated to all employees and contractors;
- Duties for workplace health and safety have been allocated to all key personnel to implement the safety management system in each work area. Personnel will be held accountable through their performance review process; and
- Council will commit adequate resources and support to ensure the effective and successful implementation of the workplace health and safety management system.

#### Element 2 - Systems Planning and Development

Element 2 aims to incorporate planning and developing of workplace health and safety policies, procedures and safe work practices into the overall management of workplace health and safety risks. To achieve this:

- A risk management process has been adopted through identifying hazards, assessing the risks from those hazards and deciding on effective control measures to eliminate or minimise the level of these risks; and
- Policies and procedures will be established and staff will be made aware of and trained in these procedures.

### **Element 3 - Systems Implementation**

Element 3 aims to implement WH&S Risk Management procedures that support the overall intention of the WH&S Management Plan. To achieve this:

- A Workplace Health and Safety Section has been established, Workplace Health and Safety Representatives (WHSRs) have been elected and Health, Safety and Environment Board and Committees have been established;
- Training needs for workplace health and safety incorporating an induction program for new employees has been identified and incorporated into Council's organisational training program; and
- Control procedures for suppliers and contractors are in place.

### **Element 4 - Control of Specific Work Environment Risks**

Element 4 aims to recognise specific work environment risks and establish safe working procedures. Some key areas to be covered include:

- Manual Handling;
- Noise;
- Hazardous Substances and Dangerous Goods;
- Personal protective equipment; and
- Electrical safety.

### **Element 5 - Control of Specific Equipment Risks**

Element 5 aims to recognise specific equipment risks and establish safe working procedures or work instructions. Key areas to be covered include:

- Specific plant;
- Equipment hire; and
- Machine Guarding.

### **Element 6 - Monitoring, Reporting and Evaluation**

Element 6 aims to ensure that procedures are established for the effective reporting, recording and investigation of workplace incidents, accidents and injury. These procedures will include meaningful control strategies to prevent recurrence of a similar incident, accident or injury.

Implementation of the management system will be monitored by:

- Developing a reporting system on implementation progress;
- Implementing a structured WH&S Management Systems audit program; and
- Establishing an effective record and document control system.

### **Element 7 - Review and Continuous Improvement**

Element 7 aims to ensure that a process is implemented to review and monitor workplace health and safety policies, procedures and statistics.

## 9. Monitoring and review

Audit will be conducted on a regular basis to review the content of the procedures which accompany this safety management framework.

## 10. Related documents

Workplace Safety and Wellbeing Framework

## 11. Definitions

**Due diligence** includes taking reasonable steps—

- (a) to acquire and keep up-to-date knowledge of work health and safety matters; and
- (b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and
- (c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- (d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- (e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and

*Example—*

For paragraph (e), the duties or obligations under this Act of a person conducting a business or undertaking may include—

- reporting notifiable incidents
  - consulting with workers
  - ensuring compliance with notices issued under this Act
  - ensuring the provision of training and instruction to workers about work health and safety
  - ensuring that health and safety representatives receive their entitlements to training.
- (f) to verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e).

**Reasonable diligence** is where a responsible person can show that all measures were taken to identify and manage a risk to health and safety. Documenting all steps taken is crucial. Reasonable diligence is based on the following requirements:

- Council allowing for and providing adequate resources;
- Employees with management or supervisory responsibilities know and understand workplace health and safety legislative requirements;
- The need to plan and implement an effective management system that:

- ensures compliance is recognised and communicated;
- recognises the appropriate risks; and
- is regularly reviewed and evaluated for effectiveness.
- Chief Executive Officers receive regular reports on the overall state of workplace health and safety; and
- Chief Executive Officers and their representatives personally deal with management system failures.

***Workplace Health and Safety Management System*** can be identified as a documented system that contains a policy and framework (guidelines) for the overall management and continual improvement of workplace health and safety.

**12. Process Model**

N/A

**13. Procedure Owner**

The General Manager (Corporate Services) is the procedure owner and the Workplace Safety and Wellbeing Manager is responsible for authoring and reviewing this procedure.