Framework

Workplace Safety and Wellbeing Management System

Our Values: Collaboration | Communication | Integrity | Efficiency | Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR

Table of Contents

1. Aim of Workplace Safety and Wellbeing Management System ... 2
2. Purpose ... 2
3. Scope ... 2
4. Objectives ... 2
5. Methodology ... 3

For more information, visit the Workplace Safety and Wellbeing page via The Wire

1. Aim of Workplace Safety and Wellbeing Management System

To ensure that the council provides and maintains a healthy and safe work environment, it is essential for all workers to adopt safe work practices as a regular part of their daily activities. To facilitate this, the council has pledged to maintain a Workplace Safety and Wellbeing Management System (WSW MS).

The Workplace Safety and Wellbeing Management System (WSW MS) aims to maintain a framework for effectively managing health and safety risks and opportunities within the workplace. Its primary objective is to prevent work-related injuries and illnesses by providing a safe and healthy work environment for all workers. To achieve its goal, the council needs to identify and eliminate potential hazards while minimizing risks through the implementation of effective preventive and protective measures.

Applying these measures, the council can improve its WSW MS performance. An effective WSW management system takes early action to address opportunities for improvement.

The Workplace Health, Safety, and Wellbeing Management System (WSW MS) is a comprehensive set of plans, actions, and procedures that aims to manage health, safety, and wellbeing in the workplace. It is actively endorsed by the Executive Leadership Team and is based on the elements identified within the AS/NZS ISO 45001:2018 standard. The framework is designed to help the council achieve:

- providing a safe and healthy workplace and preventing or reducing the severity of illness and injury for its workers
- identifying workplace hazards, assessing, and controlling all risks arising from the council's business
- encouraging managers, supervisors, and workers to actively participate in health and safety matters
- offering information and training for workers at all levels so that they can work in a safer environment
- conducting audits and reviews of WSW MS to ensure continuous improvement.

2. Purpose

To establish the requirements for Ipswich City Council’s workplace safety and wellbeing management system.

3. Scope

This document provides an overview of how the council manages its work health and safety obligations. It details how the council meets the requirements of AS/NZS ISO 45001:2018 Occupational Health and Safety Management System.

This management framework applies to all council workers, including full-time, temporary, casual, contractors, volunteers, and stakeholders.

4. Objectives

The Workplace Safety and Wellbeing Management System (WSW MS) serves as a foundation for integrating safety into the workplace using a structure that aligns with the principles outlined in AS/NZS ISO 45001:2018. To maintain an effective safety management system, the following objectives have been established by the council:

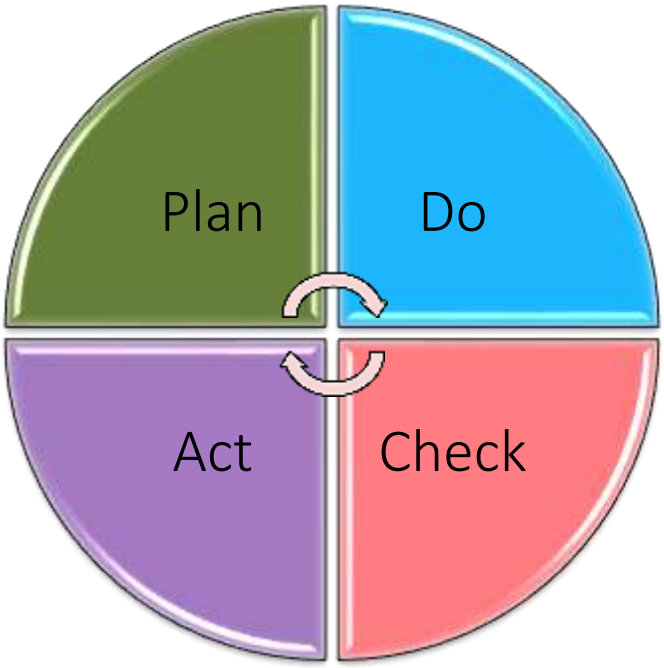
- Improve and strengthen safety performance in work areas or activities where hazards have been identified.
- Monitor workplace safety performance to identify and reduce work-related injuries and illnesses, and to implement necessary improvements to the safety management system.
- Fulfil health and safety duties or obligations to ensure compliance with legal requirements.
- Ensure the continual improvement of our performance and the effectiveness of the Safety Management System
- Ensure compliance with the workplace rehabilitation process supporting ICC workers' return to work after an injury.

5. Methodology

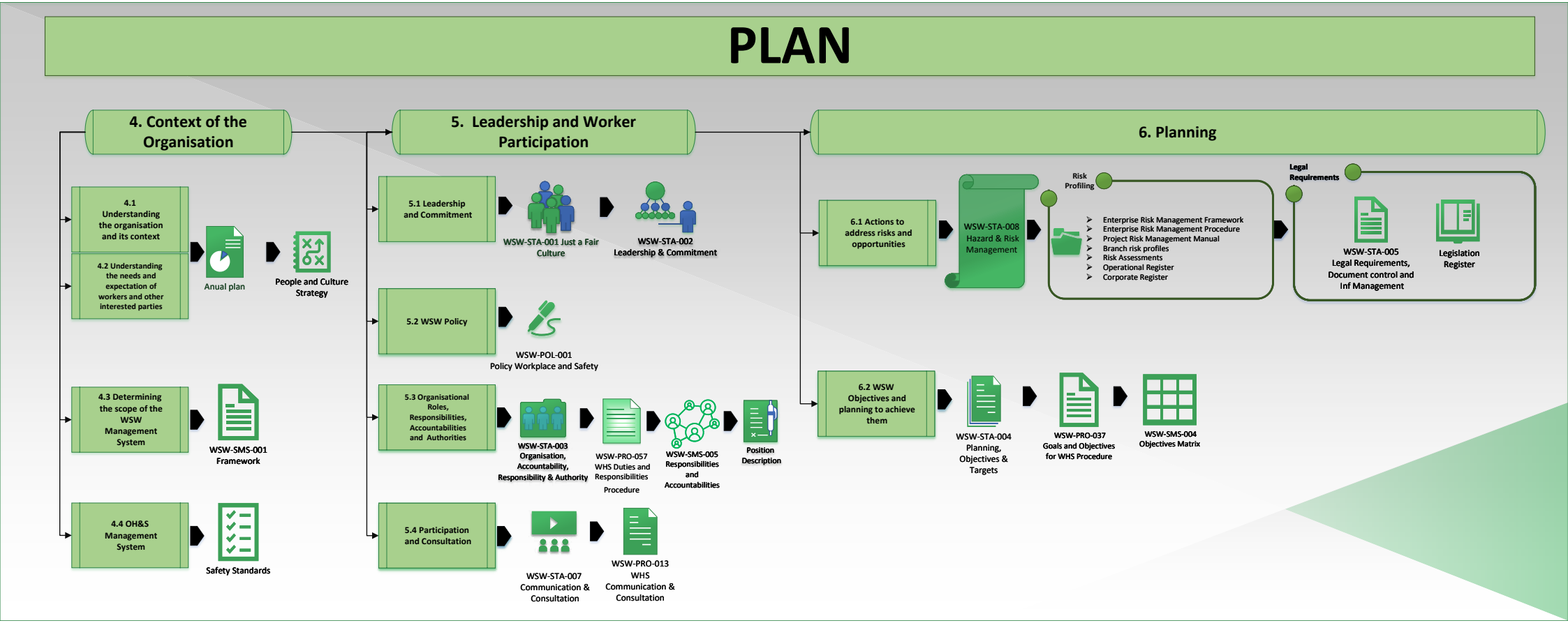
The Council's WSW Management system approach is based on the PDCA cycle, which is used to achieve continuous improvement. The cycle is applied to both the framework and individual elements as follows:

- P - PLAN: determine and assess WSW risks, WSW opportunities and other risks and other opportunities;
- D - DO: implement the processes as planned;
- C - CHECK: monitor and measure activities and process with regard to the WSW policy and WSW objectives, and report the results;
- A - ACT: take actions to continually improve the WSW performance to achieve the intended outcomes.

The PCDA concept is shown in the diagram below:



PLAN



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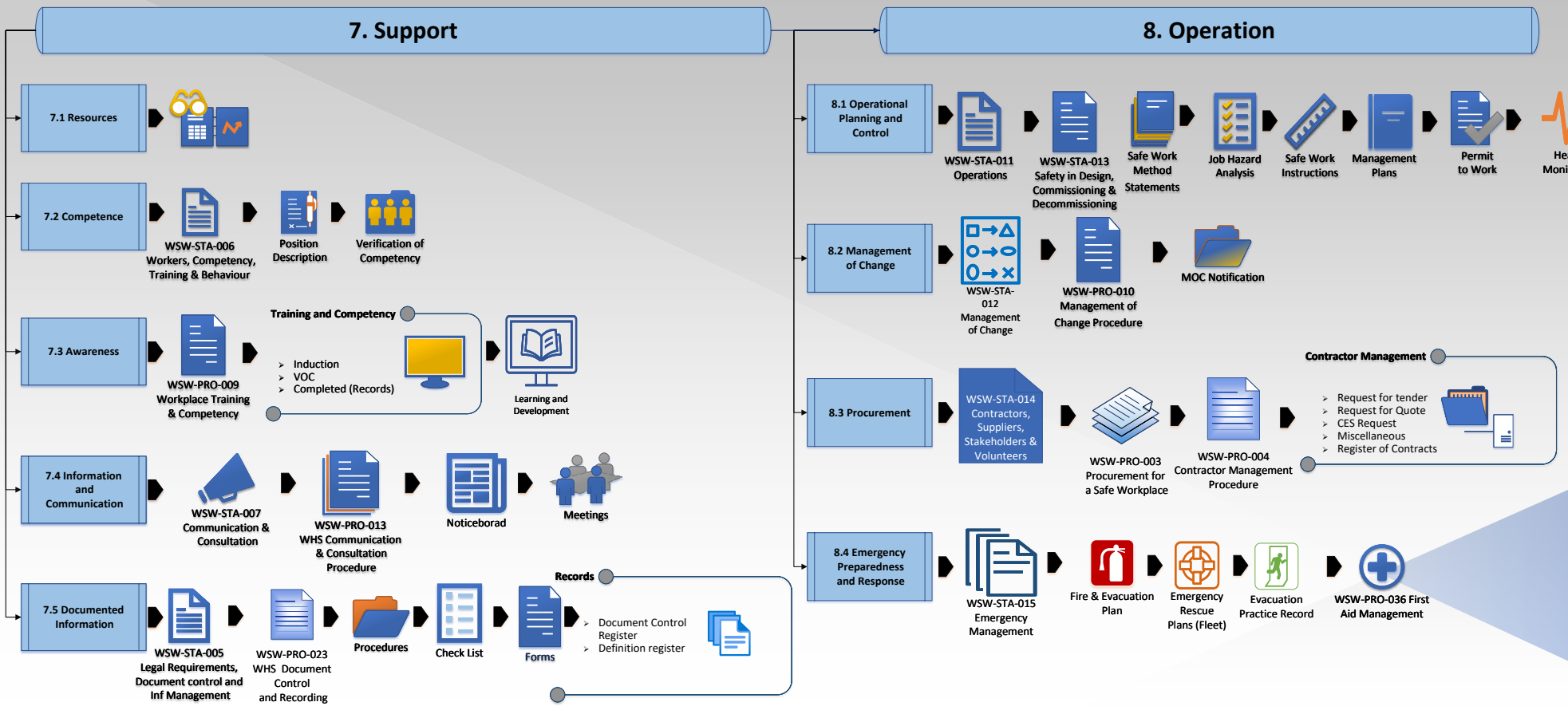
DO



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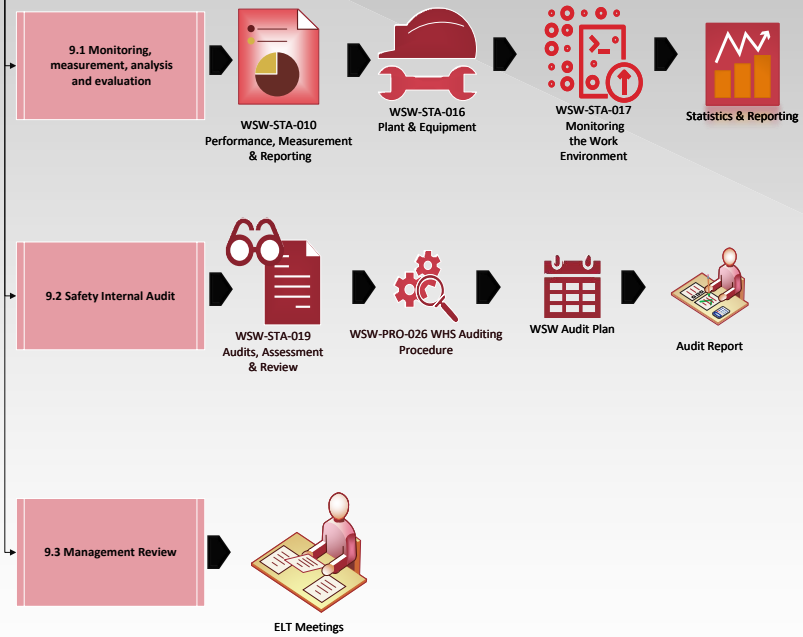
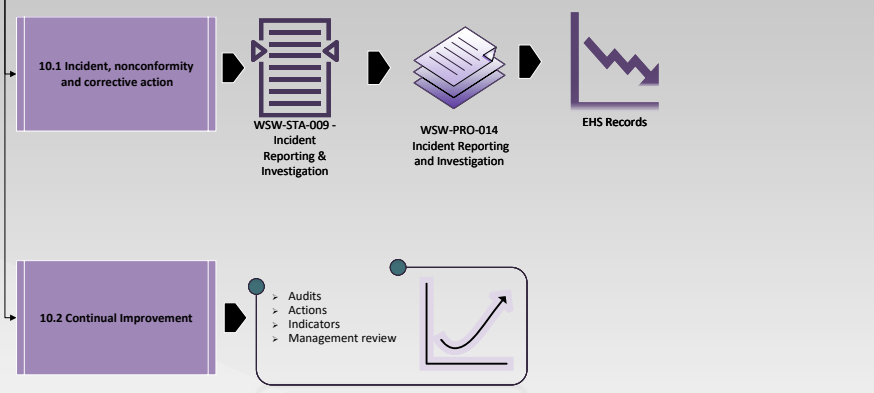
CHECK

9. Performance and Evaluation



ACT

10. Improvement



Click to back Methodology section