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1. Statement

Council is committed to undertaking our business in a manner that prevents injury or illness to employees, visitors, contractors and the public who may be impacted by our work activities. We aim to reduce the incidence and severity of injuries and workplace illnesses caused by our activities, and to improve the health and wellbeing of our people working for or on behalf of council.

We are committed to keeping our workplace free from harm by:

- Putting the health, safety and wellbeing of workers and persons ahead of all other considerations.
- Displaying safety leadership and promoting a culture of continuous improvement in health, safety, and wellbeing at all levels.
- Living up to and demonstrating the safety standards as an integral part of doing council business.
- Employing the Just and Fair Culture standard as a transparent guide to consistent and appropriate leadership responses to safety behaviour.
- Utilising the risk management process and ensuring consistency with the nature of our workplace activities and scale of WHS risks.
- Complying with relevant WHS legislation and other requirements placed upon the organisation or to which we subscribe.
- Establishing measurable objectives and targets for work health and safety to ensure continuous improvement aimed at eliminating work-related illness and injury.
- Ensuring that each worker receives information, instruction and training regarding their workplace safety and wellbeing responsibilities.
- Employing the consultation process to ensure all stakeholders are included in the decision making processes impacting on work health and safety.
- Disseminating of WHS information to all workers and stakeholders at the workplace.
- Implementing the provisions of this Administrative Directive consistently in all areas of our business activity and on all sites where our activities are undertaken.

2. Purpose and Principles

To provide and maintain a healthy and safe work environment, it is essential that all workers participate in adopting safe work practices as part of their day to day activities. To assist workers in achieving this aim, council has committed to developing and maintaining a Workplace Safety and Wellbeing Management System (WSW MS).

The WSW MS provides a framework for managing health and safety risks and opportunities. The aim and intended outcomes of the WSW MS are to prevent work related injuries and ill health to workers and to provide safe and healthy workplaces. To achieve this, all leaders and employees have a responsibility to eliminate hazards and minimise WSW risks by taking effective preventive and protective measures.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

4. Regulatory Authority

Work Health and Safety Act 2011, Qld.

AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, 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.

6. Scope

This Administrative Directive provides an overview of how the council manages its work, health and safety obligations and details how the council meets the requirements of AS/NZS ISO 45001:2018, Occupational Health and Safety Management System requirements. This management framework applies to all council workers (full-time, temporary, casual, contractors, volunteers and stakeholders).

7. Roles and Responsibilities

The Chief Executive Officer (CEO) and the Executive Leadership Team (ELT) will provide leadership by committing to and actively promoting accountability, sustainability and worker health, safety and wellbeing and compliance with legal obligations as cornerstones of council business.

The CEO will establish the Workplace Safety and Wellbeing (WSW) Administrative Directive, set expectations and provide resources for the successful implementation of the WSW Directive and WSW Management Systems (WSW MS). Councillors, managers, supervisors, workers, contractors and volunteers at all levels demonstrate leadership and commitment to WSW.

8. Key Stakeholders

- All workers
- Mayor, Councillors and Executive Leadership Team
- Legal and Governance Branch

- People and Culture Branch
- Internal Audit

9. Monitoring and Evaluation

Monitoring and evaluation measures will be as follows:

- People and Culture reviews of matters being addressed in accordance with Council Administrative Directives and Procedures;
- Demonstration by the leadership team and active promotion of this policy and the associated practices to employees;
- Analysis of complaints or grievances related to poor governance practices;
- General awareness and sentiment of staff; and
- Feedback from external agencies or organisations.

10. Definitions

Key terms used or relevant to the administrative directive can be found in this link: [Definitions register](#)

11. Related Documents

Workplace Safety and Wellbeing Management System Framework

12. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.