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## 1. Background

This procedure applies to all workers within the organisation.

## 2. Purpose

To clearly define the duties and authorities in relation to Workplace Health and Safety and to ensure everyone is aware of their duties and accountabilities for health and safety whilst at work for the Ipswich City Council.

## 3. Regulatory Authority

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

AS/NZS 4801:2001 OH&S Management Systems – 4.4.1.2 Responsibility and Accountability

## 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

Workplace Health and Safety duties are provided for all levels of authority and accountability within Council's management structure. Workplace health and safety will be part of the criteria for all performance appraisals undertaken within Ipswich City Council. The detailed responsibilities and duties for the various levels within Council reflect the obligations imposed by legislation.

Workplace Health and Safety management will not be regarded as a separate function within Council but will form an integral part of day to day operations.

### 5.1 Responsibility of Chief Executive Officer

The Chief Executive Officer is responsible and accountable to Council for the health and safety of all Council employees and the public at Council controlled workplaces. Whilst the Chief Executive Officer may delegate responsibility under the Workplace Health and Safety Program he or she is ultimately accountable for all aspects of the program. Responsibilities include:

- a. Provide leadership and support for promotion and ongoing effective management of Council's WH&S Management System.
- b. Adopt a Workplace Health and Safety Policy and give safety equal emphasis and weight with matters of production, cost control, quality and services.
- c. Take necessary steps to protect Council's position in terms of its statutory and common law obligations in relation to workplace health and safety.
- d. Ensure annual safety goals are established, including plans of action and assignment of responsibility to ensure goals are accomplished.
- e. Ensure Managers and Supervisors are delegated adequate responsibilities and powers for which they are held accountable.

- f. Include health and safety as part of the established agenda for scheduled management meetings.
- g. Ensure the management team leads by example in the field of workplace health and safety.
- h. Monitor the system for ensuring compliance with statutory requirements of health and safety in the workplace.
- i. Ensure information is provided to Council and the Departments about Council's Workplace Health and Safety Policies, Procedures and Processes.
- j. Ensure appropriate financial and human resources for maintaining the health and safety management systems in Council are provided.
- k. Clearly set out and communicate duties with respect to health and safety in the workplace while personally demonstrating these responsibilities.
- l. Ensure a corporate system is established and maintained to ensure contractors and suppliers comply with Council's requirements, standards and procedures with respect to health and safety in the workplace whilst performing work for, or on behalf of Council.
- m. Ensure consultative arrangements are established and maintained between management and workers for the management of health and safety in the workplace.
- n. Ensure systems are established across Council to provide dissemination of information with respect to health and safety in the workplace.
- o. Ensure systems are established identifying training needs, deliver effective training to meet these needs and evaluate the efficient use of Council's resources with respect to health and safety in the workplace.
- p. Ensure a Risk Management process throughout Council that:
- q. identifies hazards;
- r. assesses risks resulting from such hazards;
- s. implements control measures; and
- t. monitors and reviews the effectiveness of such measures.
- u. Ensure systems are establish for the recording and reporting of recordable and notifiable events as detailed in the *WHS Regulations 2011* and ensure corrective action is implemented as required.

## **5.2 Department Heads and Business Unit Managers Duties**

- a. Responsible and accountable to the Chief Executive Officer for the health and safety of all workers and the public at Council controlled workplaces under their control.
- b. Set an example for all workers to follow and implement the concepts of workplace health and safety.
- c. Assess the health and safety performance of all Branches and Sections within their Department and set realistic safety targets.
- d. Ensure all subordinate management are conversant with, and comply with, the legal requirements, as well as, Council's Workplace Health and Safety Policy and Procedures.

- e. Ensure when planning new operations or changing present operations or introducing new plant or equipment, health and safety aspects are fully considered and all health and safety measures practicable are taken before the plant or operation is commissioned.
- f. Ensure all accidents, serious bodily injury, work-related illness or dangerous occurrences are reported to the Workplace Health and Safety Unit.
- g. Actively assist in the investigation of all incidents and accidents to determine their causes and to take all necessary corrective actions to prevent a recurrence.
- h. Ensure all statutory obligations in respect of equipment, tests and equipment security are fully complied with.
- i. Identify workers training needs within their area of duties and ensure to the fullest extent the training of workers in safe methods of work. New workers and internal transferees must be given job induction training and appropriate job safety instructions.
- j. Enforce the wearing of all required personal protective equipment and ensure that the equipment is worn correctly.
- k. Ensure no hazardous chemicals are purchased or used in Council operations without first carrying out a Risk Assessment and gaining the approval of the Health, Safety and Environment Board.
- l. Ensure that Safety Data Sheets (SDS) are made available to workers under their control and they understand the importance of this information.
- m. Ensure all workers under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
- n. Provide information to the Department's employees about Council's Health and Safety Policies, Procedures and Processes.
- o. Identify appropriate financial and human resources for maintaining the Department's health and safety management system and seek to provide funding in a timely and consistent manner.
- p. Demonstrate and communicate effectively throughout their Department the responsibilities set down for health and safety in the workplace.
- q. Provide Managers and Supervisors with the support and authority to implement the Council's Workplace Health and Safety Policy.
- r. Implement and maintain within the Department a system for ensuring all contractors and suppliers comply with Council's requirements and standards with respect to workplace health and safety.
- s. Ensure all contractors and/or suppliers provide such documentary proof, as required, that they, or the product they supply, conforms or complies with legislative Standards or Codes of Practice.
- t. Implement and monitor consultative arrangements for managing health and safety within the Department with particular reference to Health, Safety and Environment Board and Committees.

- u. Implement, maintain and monitor a system within the Department to provide current information with respect to workplace health and safety.
- v. Consult with the Workplace Health and Safety Unit and Health and Safety Representatives on any changes, or proposed changes, to the workplace as required by statute.
- w. Implement and monitor the use of Risk Management systems and processes with respect of workplace health and safety within the Department.

### **5.3 Branch and Section Managers Duties**

- a. Responsible to their Department Head for the health and safety of all workers and contractors working within their area of responsibility also will be responsible to ensure that other persons such as the general public will not be effected by Council's business or undertaking.
- b. Maintain and monitor Council and Departmental systems for ensuring workplace health and safety within their Branch/Section including the identification of changes required to the system to maintain relevance.
- c. Provide information to workers regarding Council's Workplace Health and Safety Policies, procedures and processes.
- d. Identify appropriate financial and human resources for maintaining the Branch/Section's workplace health and safety system and seek or provide resources in a timely and consistent manner.
- e. Demonstrate and clearly communicate throughout the Branch/Section the responsibilities set down for workplace health and safety.
- f. Provide support and authority to Supervisors ensuring they are able to perform their duties correctly in accordance with Council's Workplace Health and Safety Policy and Procedures.
- g. Implement and maintain Council's workplace health and safety system within their Branch/Section ensuring contractors and suppliers comply with Council's requirements and standards.
- h. Ensure that identified hazards, or prior to the implementation of new work practices, hazardous Chemicals or plant, a risk assessment is carried out and recorded in accordance with the requirements of legislation and this manual.
- i. Ensure all accidents, serious bodily injury, work-related illness or dangerous occurrences are reported to the Workplace Health and Safety Unit.
- j. Actively assist in the investigation of all incidents and accidents to determine their causes and to take all necessary corrective actions to prevent a recurrence.
- k. Ensure all statutory obligations in respect of equipment tests and equipment security are fully complied with.
- l. Identify workers training needs within their area of responsibility and ensure to the fullest extent the training of workers in safe methods of work. New workers and internal transferees must be given job induction training and appropriate job safety instructions.
- m. Enforce the wearing of all required personal protective equipment and ensure that the equipment is worn correctly.

- n. Ensure that no hazardous chemicals are purchased or used in Council operations without first carrying out a Risk Assessment and gaining the approval of the Health, Safety and Environment Board.
- o. Ensure that Safety Data Sheets (SDS) are made available to workers under their control and that all workers understand the importance of this information.
- p. Ensure that all workers under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.

#### **5.4 Supervisors Responsibilities**

- a. Responsible and accountable to their Branch and Section Manager for the health and safety of all workers and contractors working within their area of responsibility also will be responsible to ensure that other persons such as the general public will not be effected by Councils business or undertaking.
- b. Set an example for all workers to follow and implement the concepts of workplace health and safety.
- c. Be familiar with Council and legal requirements applicable to the health and safety of the workers for whom they are accountable for and to operate within the terms of these requirements.
- d. Assist in the preparation of safe working procedures.
- e. Discuss the safety aspects of all operations with their workers and ensure they understand that workplace health and safety is important to themselves and Council.
- f. Ensure that safety is included in all workers induction and on the job training sessions, and in particular no worker is required to undertake a task without adequate safety instructions.
- g. Enforce the wearing of all required personal protective equipment and ensure that the equipment is worn correctly.
- h. Ensure that workers under their control follow standard work procedures that are established for their health and safety.
- i. Investigate all accidents and near miss incidents to determine the causes and recommend corrective action needed to prevent a recurrence.
- j. Respond to all worker safety suggestions and take appropriate action to correct any unsafe conditions.
- k. Ensure that all workers under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
- l. Ensure the highest possible standard of housekeeping is maintained throughout their area of control.
- m. Carry out regular health and safety inspections of all areas and operations under their control, and record the results of those inspections and corrective action taken to eliminate hazards during the inspections.
- n. Ensure all statutory obligations in respect of equipment tests and equipment security are fully complied with.

- o. Encourage to the fullest extent the training of workers in safe methods of work. New workers and internal transferees must be given all necessary job induction training and job safety instructions.
- p. Ensure that no hazardous chemicals is purchased or used in Council operations without first carrying out a Risk Assessment and gaining approval of the Health, Safety and Environment Board.
- q. Ensure that Safety Data Sheets (SDS) are made available to workers under their control and all workers understand the importance of this information.
- r. Provide information to their Section or work group about Council's Health and Safety Policies, Procedures and Processes. Provide regular information sessions with work groups.
- s. Demonstrate and clearly communicate throughout their Section or work group the duties set down for workplace health and safety.
- t. Within their Section or work group apply Council's system for ensuring contractors and suppliers comply with Council's requirements and standards with respect to work health and safety in areas under their control. Any observed non-compliance will be brought to the attention of their Manager for action.
- u. Contribute to, participate in, and monitor the effectiveness of consultative arrangements for managing workplace health and safety within their Section or work group.
- v. Ensure that no worker under their control operates or uses any plant or equipment unless they are competent to do so. Ensure that workers holds current and appropriate licences, permits or certificates and their ability to operate and/or use the plant or equipment has been determined prior to use.
- w. Ensure that adequate emergency / evacuation procedures and processes are in place at premises and work sites under their control. Notify their Manager of any changes, which might affect Council or Departmental emergency procedures.
- x. In liaison with Council's Rehabilitation Co-ordinator, implement and maintain Council's rehabilitation procedures within their Section to facilitate an early return to work for injured workers. Identify positions within their Section or work group that are suitable for rehabilitation placements.
- y. Notify the Workplace Health and Safety Unit of all injuries or illnesses if the worker is unable to do so.
- z. Provide support and encouragement to injured workers who are performing alternative duties following a work related injury or illness.

## 5.5 Duties of All Council Workers

The ultimate success of Council's Workplace Health and Safety Program will depend on the degree to which all workers of the Ipswich City Council accept and participate in the Program.

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

How does a Worker meet his/her Duties?

- a. Perform all work and associated functions in a safe manner in accordance with Training and Instruction given to the worker.
- b. Use correctly and maintain all personal protective clothing and equipment supplied by Council.
- c. Take corrective action to identify and eliminate hazards within the workplace and/or report those hazards that the employee cannot correct.
- d. Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
- e. Seek appropriate first aid and/or medical treatment for injuries and report all injuries, illnesses and near misses, however minor.
- f. Report and assist with the investigation of all accidents and non-injury incidents.
- g. Comply with all procedures that may be introduced or varied from time to time.
- h. Strictly follow all standard work procedures laid down for particular equipment or tasks.
- i. Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- j. Work in a manner that will not endanger themselves or other Council workers or the general public.

All workers are reminded that Ipswich City Council's Policy is that no worker is required to perform any task that is reasonably considered to be unsafe.

#### **5.6 Duties of Workplace Health & Safety Manager and Workplace Health & Safety Advisors**

- a. Responsible for implementing, maintaining and coordinating Council's WH&S Management System.
- b. Monitor key performance indicators of the organisation and its operations, and advise management of trends.
- c. Ensure incidents are investigated (including injuries, illnesses, near misses and dangerous occurrences) throughout the organisation.
- d. Notify relevant authorities of all notifiable events, and keep management informed of incident status.
- e. Inform management about the overall state of workplace health and safety.
- f. Ensure corporate health and safety policies, procedures and work instructions are developed and implemented as required.
- g. Assist the organisation in the prevention and resolution of health and safety issues.



- h. Develop and/or assist with the provision of health and safety educational and training programs.
- i. Provide advice to management when required in relation to health and safety decision-making.
- j. Monitor trends of incidents (including injuries, illnesses, near misses and dangerous occurrences) and providing reports on incident statistics to management and the Health, Safety and Environment Committee.
- k. Monitor the hazard / risk inspection system throughout the organisation and conduct documented random inspections of all areas.
- l. Participate in carrying out risk assessments for identified hazards as required.
- m. Conduct or arrange for annual health and safety audits including management systems and compliance (total systems audits, spot audits or assessment within the organisation).

### **5.7 Duties of Health, Safety and Environment Board**

The primary function of a Health, Safety and Environment Board and Committees is to assist cooperation between Council and its workers in developing and carrying out measures to ensure work health and safety at a workplace. Also, the Health, Safety and Environment Board may give information and advice to Council about work health and safety.

- a. Set an example of a high level of personal compliance to Council's Workplace Health, Safety and Environmental Policies and Procedures and conscientiously represent the workers in their areas;
- b. To enable workers to take an active part in the promotion of health, safety and good environmental practice in the workplace;
- c. To review measures taken to ensure the health and safety of workers and other persons at the workplace;
- d. To assist in the development of policies, procedures and safe systems of work relevant to workplace health, safety and environment within Ipswich City Council;
- e. To monitor measures taken to ensure appropriate personal protective equipment (PPE) is made available to Council staff;
- f. To make recommendations to the management regarding health and safety matters within Ipswich City Council;

### **5.8 Entitlements of Health and Safety Representatives**

To assist with the ongoing development of the Council's Workplace Health and Safety Program and to be actively involved with Council's Health, Safety and Environment Board and Committees by undertaking the following responsibilities.

- a. Undertake inspections of the workplace or the part of the workplace within the representative's area of representation;
- b. Assist in the investigation of any workplace incident happening at the workplace;
- c. Assist in reviewing circumstances surrounding workplace incidents;

- d. Advise Council of the results of the workplace inspections and to make recommendations arising out of the workplace inspections;
- e. Provide assistance when proposed change to the workplace, or plant or chemicals used at the workplace, that affects, or may affect, the work health and safety of persons at the workplace;
- f. Provide assistance in the resolution of work health and safety issues within the representative's area of representation;
- g. Provide assistance to an Inspector from Queensland Workplace Health and Safety when they visit the workplace, if the representative is at the workplace;
- h. Report orally or in the approved form to Council's Workplace Health and Safety Advisors issue that in the representative's opinion affects, or may affect, the work health and safety of worker at the workplace;
- i. Seek Council's cooperation in remedying the issue and, if the issue is not remedied to the representative's satisfaction, to report the issue to an Inspector;
- j. Report orally or in the approved form to an inspector an issue that has been reported previously to Council or workplace health and safety advisor;
- k. Actively take part in Council's Health, Safety and Environment Committee and Board;
- l. Attend a training course as required and provided by Council in respect to their role as Health and Safety Representatives;
- m. Undertake workplace inspections at least monthly or as otherwise negotiated between the Health and Safety Representatives and their supervisor;
- n. Constantly review the health, safety and environmental procedures established for Council operations and recommend changes when necessary;
- o. Carry out investigations on any matters that are considered to be unsafe or a health, safety or environmental risk. Recommend corrective action if considered necessary and review subsequent action;
- p. Carry out routine inspections at workplaces or part of the workplace within the representative's area of representation;
- q. When required, participate in assessments of the health, safety and environmental aspects, changes to the workplace, work activities or materials and recommend to Council's management, any action considered necessary to achieve proper health, safety and environmental standards;
- r. Recommend areas of training or general education of workers in health, safety and environmental matters;
- s. Review environmental incidents and accident investigation reports (including dangerous occurrences) and provide comment to Council where necessary on any corrective action taken or proposed;
- t. Encourage or participate in effective workplace health, safety and environmental communication and education with employees at all levels;
- u. Ensure that copies of minutes of all health, safety and environment meetings are distributed within Council's operations;

- v. Actively disseminate knowledge and promote awareness of workplace health, safety and environmental issues with all workers throughout Ipswich City Council;
- w. Report to the Workplace Health and Safety Unit all matters concerning health and safety at the workplace. Also report all environmental matters to the Health and Environmental Protection Department.

## **5.9 Contractors and Sub-Contractors Responsibility**

All contractors and sub-contractors engaged to perform work on the Ipswich City Council premises or locations are required, as part of their contract, to comply with the Workplace health and safety policies, procedures and programs of the Council and to observe directions on health and safety from designated officers of the Ipswich City Council.

Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## **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**

N/A

## **9. Monitoring and review**

Workplace Health and Safety duties, authorities, will be reviewed as part of the Standard Employee Performance Review Process.

This procedure will be reviewed annually during the Workplace Health and Safety Audit Program.

## **10. Related documents**

Workplace Safety and Wellbeing Framework – Safety Standard No. 2.

## **11. Definitions**

For all definitions and acronyms, please refer to the 'Corporate Register of all Definitions and Acronyms' located on the 'WIRE'.

## **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.