



IPSWICH CITY COUNCIL

WSW Responsibilities & Accountabilities

WSW-SMS-003
Revision - 01

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

Date of Issue: 15/06/2020

Date of Review: 15/06/2024

Role	Responsibility & Accountability		
	Workplace Safety and Wellbeing	Management system compliance	Injury Management/ workers compensation
CEO	<ul style="list-style-type: none">• Ensuring that a systematic approach to safety and wellbeing has been established, is appropriately resourced, monitored and aligned with legislation, codes of practice and Australian standards• Providing a safe and healthy working environment for all workers• Lead the development and continual improvement of safety and wellbeing related policies and procedures• Set safety and wellbeing objectives for council• Set performance targets aligned with industry best practice• Monitor and review performance of each department• Ensure accountability of General Managers• Communication of safety and wellbeing policies, procedures, objectives and targets to general managers	<p>Ensure compliance with legislation and the safety management framework. Distribute resources to enable continual improvement of the safety management system</p>	<p>Implement the LGW Injury prevention and management program</p>
General Managers	<ul style="list-style-type: none">• Implement safety and wellbeing policies and procedures.• Ensure achievement of safety and wellbeing objectives and targets• Provide adequate resources and training for all workers to carry out their work safely• Monitor and review workplace safety and wellbeing performance• Implement continuous improvement programs• Ensure accountability of branch managers• Communication of safety and wellbeing policies, procedures, objectives and targets to workers and stakeholders	<p>Ensure compliance with legislation and the safety management framework. Distribute resources to enable continual improvement of the safety management system</p>	<p>Implement the LGW Injury prevention and management program</p>
Branch Managers	<ul style="list-style-type: none">• Measure implementation and operational safety and wellbeing performance within area of responsibility.• Ensure compliance with safety and wellbeing policies and procedures.• Identify workforce skills and safety and wellbeing training needs• Ensure all projects and sites have a safety management plan• Participate in the monitoring and review of safety and wellbeing issues, project safety performance and ensure implementation of corrective action(s)• Report on safety and wellbeing (including hazards and incidents)• Ensure accountability of managers and supervisors• Provide resources and support to Safety Reps as required	<p>Monitor compliance with legislation and the safety management framework. Coordinate internal audits to measure compliance with safety management systems</p>	<p>Monitor the implementation of the LGW Injury prevention and management program</p>



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Other Managers	<ul style="list-style-type: none">• Plan work activities identifying hazards and controls in consultation with workers• Conduct and record site inspections and risk assessments (including hazard identification , risk analysis, control measures and treatments• Investigate all accidents and near misses using the appropriate tools and recording systems• Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely• Participate in the resolution of WHS issues in work areas, projects and sites• Cease and reassess work if a hazard control measure fails or is ineffective• Assist in workforce planning and training• Ensure workers attend scheduled safety training• Communicate hazards and controls as identified in the planning process• Report on issues/incidents/hazards and near misses related to work activities• Conduct regular safety conversations/observations• Ensure accountability of workers	Assist workers to comply with legislation and the safety management framework. Participate in internal audits to measure compliance with safety management systems	
Workers	<ul style="list-style-type: none">• Participate in planning, hazard identification and risk assessment of work activities• Report any new work hazard(s) to your supervisor• Undertake work only for which you are competent and skilled• Question any actions or decisions that you think are unsafe• Follow documented work instructions, control measures and procedures• Actively participate in all training provided• Correctly use and maintain PPE provided• Protect yourself , your colleagues and others• Consider safety every day		Take part in all rehabilitation designed to assist your recovery. Be part of planning your return to work together with your employer.