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Name of parent policy/administrative directive	N/A	
Approved by General Manager on	24 November 2020	
Date of Review	24 November 2024	

1. Background

N/A

2. Purpose

This procedure outlines the process for developing and monitoring workplace health and safety goals, objectives and performance measures.

3. Regulatory Authority

AS/NZS 4801:2001 OH&S Management Systems – Objectives and Targets and Workplace Health and Safety Management Plans

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

The **Chief Executive Officer** has the overall responsibility for approval of goals and targets and implementation of the workplace health and safety program.

The **Health, Safety and Environment Board and Workplace Health and Safety Section** are responsible for setting annual goals, objectives and plans aimed at continual improvement of workplace health and safety, and for actively supporting these and monitoring performance towards achieving same.

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

Setting Goals and Objectives

Each year Senior Management and Councils Health, Safety and Environment Board and Committees will contribute to the formulation and adoption of workplace health and safety goals and objectives for the coming year. Goals and objectives should consist of a combination of both proactive (positive) and reactive performance measures.

The objectives and targets as authorised by the Chief Executive Officer will form the basis for budgets and programs for the next year and must be submitted to the appropriate level for authorisation.

The Health, Safety and Environment Board and Committees will monitor progress towards achievement of the various objectives and targets. Outcomes will be reported to the Chief Executive Officer and Senior Management.

Workplace Health and Safety Schedule

The Health, Safety and Environment Board and Committees will assist in the preparation of an Annual Workplace Health and Safety Schedule of routine Workplace Health and Safety activities for the coming year. These will generally be entered into a calendar style format – refer Table 1 below for a suggested format.

Activities	Financial Year											
	J	F	M	A	M	J	J	A	S	O	N	D
Monthly												
Quarterly												

Annual												
2 Yearly												

Table 1

The Workplace Safety and Wellbeing Manager and the Health, Safety and Environment Board will review progress towards achievement of the program.

Communication

It is important that goals and objectives are widely communicated within the organisation and staff are encouraged to participate in and support achievements. Specific goals and objectives adopted will be displayed on noticeboards and communicated through toolbox talks and inductions. Positive results will be reported back to employees and updated on noticeboards.

9. Monitoring and review

This procedure will be reviewed in accordance with Council's four (4) year review cycle or sooner if required.

10. Related documents

Workplace Safety and Wellbeing Framework – Safety Standard No. 4.

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.