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1. Statement

Council values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls. Accordingly, the Council will endeavour to pursue the highest possible standard of workplace health and safety (WHS) management in all its operations. Ipswich City Council is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health.

2. Purpose and Principles

This policy supports the principles of the *Local Government Act 2009* and the Work Health and Safety Regulation 2011. It demonstrates the commitment of Council to the provision of a workplace where employees feel safe, supported and free to raise concerns. It demonstrates in addition to Council Administrative Directives and Procedures that all employees should feel included regardless of race, religion, gender, political beliefs or abilities. The policy also confirms Council's commitment to transparency, accountability and ethical behavior.

2.1 Workplace Health and Safety

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 the Workplace Health and Safety Administrative Directive and associated Procedures and work instructions consistently in all areas of the organisation.
- Implementing the provisions of the Rehabilitation Administrative Directive, the Workplace Rehabilitation Procedure and associated safety standards to promote a culture of acceptance for workplace rehabilitation and for ensuring the early and safe return to work of injured or ill workers.

3. Strategic Plan Links

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

- A Trusted and Leading Organisation

4. Regulatory Authority

Human Rights Act 2019 (Qld)

Industrial Relations Act 2016 (Qld)

Work Health and Safety Act 2011 (Qld)

Local Government Act 2009

Local Government Regulation 2012

Work Health and Safety Regulation 2011 (Qld)

Workers Compensation and Rehabilitation Act 2003 (Qld)

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, 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 policy applies to all Council employees, and others that act on Council's behalf to ensure compliance with Council's commitment to a safe and equitable workplace.

7. Roles and Responsibilities

Elected representatives in partnership with the Executive Leadership Team play a key role in leading the direction of Council through the demonstration of ethical behaviour and positive reinforcement of accountability and transparency through adherence to Council's policy standards.

Members of the community and any person that may visit, transact business or use the many facilities it manages must take reasonable care for his or her own health and safety; and ensure that they:

- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- 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
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

8. Key Stakeholders

- 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;
- Feedback from external agencies or organisations.

10. Definitions

N/A

11. Related Documents

Good Governance Guide

Code of Conduct

12. Policy Owner

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