

# IPC Work Health & Safety Plan 2021 to 2023

Year 1: 2021			Year 2: 2022		Year 3: 2023		
Embedding a Health and Safety landscape	<b>OBJECTIVES</b> <b>Leadership from the top</b> Our leaders visibly demonstrate their commitment to work health and safety			<b>Worker capability</b> Our people have the skills and attitudes to work safely		<b>Recover at work</b> Our people are helped back to work in a timely way that is best for them and the agency	
	<b>Organisational safety capability and practices</b> We have put in place safe systems, procedures and policies that translate to safe practices			<b>Safe environment</b> Safe supply chains (Procurement) support and enable a healthy and safe environment		<b>Learn – improve - respond</b> We have a meaningful improvement cycle for our WHS approach	
Focus on key priority areas	<b>OBJECTIVES</b> <b>Enable a mentally healthy workplace environment</b> We minimise harm and identify opportunities for safe healthy and productive working environments			<b>Workplace bullying</b> We address workplace bullying		<b>Ageing work infrastructure</b> Risks posed by ageing work infrastructure are addressed	
	<b>Client and Public Violence</b> Incidence of client and public violence significantly reduced			<b>Musculoskeletal Disorders (MSDs)</b> Serious musculoskeletal injuries and illnesses effectively controlled			

Year 1: 2021			Year 2: 2022		Year 3: 2023		
Embedding a Health and Safety landscape	<b>Leadership from the top</b> <ul style="list-style-type: none"> <li>Performance reviews reflect WHS objectives</li> <li>Leaders at all levels demonstrate their commitment to WHS by allocating appropriate resources to manage risks</li> <li>Leaders at all levels demonstrate their understanding of their Officer Due Diligence obligations</li> </ul>	<b>Organisational safety capability and practices</b> <ul style="list-style-type: none"> <li>We demonstrate a robust risk management approach</li> <li>We conduct regular reviews of risk to ensure controls are effective</li> <li>We have an integrated approach to enabling a physical &amp; mentally healthy work environment</li> </ul>	<b>Consultation and communication</b> <ul style="list-style-type: none"> <li>Defined formal consultation structures &amp; commitments are in place</li> <li>We have clear, documented &amp; well publicised procedures in place for safety issue resolution &amp; reporting</li> <li>Consultation arrangements including those involving Work, Health and Safety Representatives are resourced and given adequate training and time to fulfil their duties</li> <li>Leaders at all levels talk formally and informally to staff on safety issues</li> </ul>	<b>Worker capability</b> <ul style="list-style-type: none"> <li>Management commitment &amp; resources allocated to enable every position to have initial training, support &amp; supervision to ensure their work is undertaken safely</li> <li>Our people have WHS outcomes included in their performance review</li> <li>Leaders at all levels have the skills &amp; capability to support workers</li> </ul>	<b>Safe environment</b> <ul style="list-style-type: none"> <li>We demonstrate a robust safety audit approach for all existing workplaces</li> <li>We demonstrate an integrated design process for roles &amp; workplaces that includes a strong WHS framework including worker consultation &amp; mentally healthy workplace initiatives</li> <li>We have appropriate WHS considerations incorporated into our procurement practices for assets &amp; services including staff consultation</li> </ul>	<b>Recover at work</b> <ul style="list-style-type: none"> <li>Our policies support strong recover at work practices &amp; reflect the intent of the legislation &amp; relevant guidelines including the "safe recovery at work" philosophy</li> <li>Recover at work processes apply to all injured / ill workers regardless of compensable status of the injury / illness</li> <li>We demonstrate a recover at work system that is committed to six key principles including early intervention, timely address of mental health risks &amp; issues, opportunities to recover at work, tailored return to work plans developed in consultation, ongoing &amp; appropriate communication in line with relevant guidelines &amp; legislation</li> </ul>	<b>Learn – improve - respond</b> <ul style="list-style-type: none"> <li>We demonstrate effective testing, evaluation &amp; monitoring with consultation demonstrated to drive continuous improvement</li> <li>We have a positive culture of reporting incidents</li> <li>Leaders at all levels meet &amp; discuss safety regularly</li> </ul>
	<b>Enable a mentally healthy workplace environment</b> <p>We have:</p> <ul style="list-style-type: none"> <li>a clear &amp; ongoing process that identifies high consequence risks &amp; eliminates or controls them</li> <li>processes in place to ensure changes to the work environment include consultation with impacted staff &amp; subject matter experts to identify &amp; eliminate / control high consequence risks</li> <li>IT infrastructure to enable flexible working practices</li> <li>Processes in place for systems of work and these processes have been clearly communicated to staff and documented</li> <li>an Incident Management plan is in place to manage high consequence incidents like emergencies</li> <li>actions to address psychosocial hazards and risks are addressed in each priority area and included in regular work health and safety inspections</li> </ul>	<b>Client and Public Violence</b> <p>NSW Government implements a cross agency approach to address the issue of client &amp; public violence.</p> <p>We have:</p> <ul style="list-style-type: none"> <li>initiatives in place to ensure: all incidents are reported; investigations are robust; &amp; support &amp; action is appropriate</li> <li>identified &amp; assessed risks, &amp; have prioritised actions to eliminate or reduce these risks</li> <li>actively reviewed any changes to the work environment with affected staff &amp; subject matter experts</li> <li>educated &amp; trained leaders in their legal rights &amp; obligations</li> <li>leaders who understand &amp; are aware of the relevant risk &amp; control measures</li> <li>post incident review processes in place</li> </ul>	<b>Workplace bullying</b> <p>We demonstrate the adoption of the principles from the Public Sector Commission's Positive &amp; Productive Workplaces guide, including:</p> <ul style="list-style-type: none"> <li>robust plan for prevention of bullying, where:</li> <li>clear set of values &amp; appropriate behaviour expectations adopted throughout including clear language on what constitutes bullying &amp; unreasonable behaviours;</li> <li>data &amp; evidence are used to identify problem areas</li> <li>early intervention actively occurs</li> <li>active demonstration of due diligence requirements in managing workplace bullying</li> <li>the implementation &amp; supervision of workplace policies &amp; procedures that ensure timely resolution</li> </ul>	<b>Musculoskeletal Disorders (MSDs)</b> <p>We have:</p> <ul style="list-style-type: none"> <li>a clear &amp; ongoing process that identifies MSDs risks, assesses them, prioritised actions are in place to eliminate or reduce these</li> <li>processes to ensure changes to the work environment include consultation with impacted people &amp; subject matter experts to identify &amp; eliminate/reduce MSD risks</li> </ul>	<b>Ageing work infrastructure</b> <p>We have: A process for reviewing aged infrastructure eg. Technology, office furniture and workstations</p>		
Focus on key priority areas							