

### Variation to the terms of the Logan City Council Enforceable Undertaking (EU) accepted on 9 June 2022

A variation to the following terms of the Logan City Council (LCC) EU is proposed:

- **Under Term 3.2.2 – Commitment to Improve implementation of the OHSMS – This is Health and Safety Workshops**

Council previously embarked on a behavioural based safety program built around the mantra of “From now on this is Safety”. Council commits to move this program to a new level by refining and developing skills and behaviours that support the progression of this to “This is Health and Safety”. The widening of the scope, to include health, also recognises the importance of this element and will be supported through a Council wellbeing program. The “This is Health and Safety” team workshops are a refined version of the “From now on this is Safety” program delivered to all Council staff and will be delivered to groups in two-hour sessions or through e-learning, taking into account any social distancing restrictions that may apply at the time. The session is designed to develop a fundamental shift in thinking when it comes to health and safety awareness. It is aimed at individual team members and will equip them with the beliefs, skills and expertise to positively influence the health and safety culture within Council. The session encourages teams to be personally responsible for their own health and safety, to be safe in everything they do and maintain a healthy environment and approach - whether at work or at home. This program will be delivered in the most appropriate format through face-to-face workshops, team briefs and toolbox talks, or e-learning.

**Benefits from this Undertaking:** A Council wide “This is Health and Safety” philosophy aimed at creating a shared belief across Council's entire organisation that all incidents are preventable, and the wellbeing of our workers are the most important factors in an engaged workforce. It will promote awareness of hazard identification in the workplace and at home and encourages participants to recognise and acknowledge others when they see unsafe and safe acts and conditions. It will also build on the Council wellness program. The program provides an opportunity to change how employees think about health and safety as part of everyday life. Individual worker wellness interventions will not form part of this work.

#### **Activities - Term 3.2.2 - Provision of “This is Health and Safety” Workshops**

Council will deliver this through various methods to reach all staff.

“This is Health and Safety” face to face workshops, 2hour sessions.

“This is Health and Safety” toolbox talks and team briefs. Set content for inclusion in existing forums.

“This is Health and Safety” e-learning module. Set content for completion through Council e-learning platform

#### **Costs include:**

Development of set contents for workshops, team briefs and toolbox talks (\$900).

Delivery of workshops \$360 x 10 sessions (\$3,600)

Development of content for e-learning module (\$1,000).

Staff costs will be borne under normal staff wages, costs indicated are for development of materials and workshop content and external facilitator assistance with presentation

A copy of content will be reviewed with OIR to ensure alignment with Regulator messaging.

**Note:** A copy of this approved (signed) Addendum will be published on the OIR Website with the EU and Reasons for Decision and is to be attached to a copy of the EU and made available to the Office of Industrial Relations when requested or during compliance audits.

**Evidence:**

Council will provide documented evidence to the regulator at the completion of this deliverable including:

- Attendance and e-learning completion reports / records.
- One-page summary for briefing to ELT on outcomes.
- Evidence of expenditure via invoice copies.
- Copies of program content as delivered.

Minimum cost - \$5,500

Timeframe – Within 12 months of acceptance of this undertaking (12 June 2023)

- **Replace entire term with:**

**Term 3.2.2 – Commitment to Improve implementation of the OHSMS - “Target Zero” Workshops:**

Council previously embarked on a behavioural based safety program built around the mantra of "From now on this is Safety". Council commits to move this program to a new level by refining and developing skills and behaviours that support the progression of this to "This is Health and Safety".

The widening of the scope, to include health, also recognises the importance of this element and will be supported through a Council wellbeing program. The "This is Health and Safety" team workshops are a refined version of the "From now on this is Safety" program delivered to all Council staff and will be delivered to groups in two-hour sessions or through e-learning, taking into account any social distancing restrictions that may apply at the time.

**Benefits from this Undertaking:** A Council wide “Target Zero” philosophy aimed at creating a shared belief across Council's entire organisation that all incidents are preventable, and the wellbeing of our workers are the most important factors in an engaged workforce. It will promote awareness of hazard identification in the workplace and at home and encourages participants to recognise and acknowledge others when they see unsafe and safe acts and conditions. It will also build on the Council wellness program. The program provides an opportunity to change how employees think about health and safety as part of everyday life. Individual worker wellness interventions will not form part of this work.

**Activities - Term 3.2.2 - Provision of “Target Zero” Workshops**

This program will be delivered in the most appropriate format through face-to-face workshops, team briefs.

It is envisaged that the program will cover the following topics:  
Target Zero is broken down into seven (7) elements.

1. Revision / recovery:
  - Review current state of completed activities.
  - Review / enhance Target Zero program.
  - Map progress forward ensuring full implementation of the program.
  - Gain Council approval for said program.
2. Awareness & Knowledge:

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- Online eLearning module assigned to LCC employees to complete within 6 weeks of release.
  - Opportunity to attend face-to-face sessions delivered by corporate HSW Advisors (if eLearning is not an option or face-to-face is preferred).
3. Focus on HS&W Risks:
    - Two new training modules for Psychosocial Risk and CoR Awareness will be created & disseminated as appropriate to all LCC employees.
    - A new framework for Silica (RCS) Management & will be created & disseminated to LCC employees as appropriate.
    - Consultation will occur with HSR committee's and the wider council for revised procedures for Audit, Change, Risk and CoR Management.
  4. Targeted Safety Interactions:
    - A key element of the Target Zero Strategy is for our senior leaders to engage in leadership interactions with the workforce. What will this mean for you?
    - A member of the ELT or the CEO may attend your worksite for a safety conversation – please note, this is not a compliance inspection! This is your opportunity to show off your work site, depot, site office or warehouse and have direct interaction with our ELT.
  5. Increased Reporting.
  6. Incident Management.
  7. Enhance full capability of Intelex and TapRoot.

**Costs include:**

Development of set contents for workshops, team briefs and toolbox talks (\$900).

Delivery of workshops \$360 x 10 sessions (\$3,600)

Development of content for e-learning module (\$1,000).

Staff costs will be borne under normal staff wages, costs indicated are for development of materials and workshop content and external facilitator assistance with presentation.

A copy of content will be reviewed with OIR to ensure alignment with Regulator messaging.

**Evidence:**

Council will provide documented evidence to the regulator at the completion of this deliverable including:

- Attendance and e-learning completion reports / records.
- One-page summary for briefing to ELT on outcomes.
- Evidence of expenditure via invoice copies.
- Copies of program content as delivered.

Minimum cost - \$5,500

Timeframe – within 25 months of acceptance of this undertaking (5 July 2024)

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## Variation Proposed



**Darren Scott**  
CEO  
Logan City Council

30/01/2024

## Variation Accepted



**Peter McKay**  
Deputy Director-General  
Office of Industrial Relations

01 / 03 / 2024

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