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| Be healthy, be safe, be well framework | Key responsibilities and accountabilities |

Health, safety and wellbeing (HS&W) depends on organisations, managers and employees working together. When responsibilities are shared, better outcomes are achieved for all. Each party has slightly different, but important roles to play.

## Organisation

Your organisation sets the strategic direction that aligns with the *Be healthy, be safe, be well framework* and cultural change that underpins it.

Organisations should strive to:

* proactively work towards **creating** **healthy and** **safe workplaces** where **people can thrive** and achieve their best
* effectively discharge the duty of care for the HS&W of all employees
* commit to integrating HS&W in the organisation’s **values** **and** **strategic plans**
* develop HS&W **strategies and plans based on evidence**, from research, audits and evaluations
* support development of **organisational HS&W maturity** through the review, integration and continuous improvement of systems and practices
* embed HS&W **governance systems** into the way work is done
* implement effective **risk management practices and systems** to identify and manage exposure to hazards especially **physical and psychological ones** in the workplace
* **increase employees’ awareness** and understanding of their rights and responsibilities in HS&W
* **develop capability** across the organisation for HS&W and include it in **inductions**, **leadership programs** **and corporate training**
* ensure **employees are proactively engaged** in initiating and discussing HS&W issues and solutions
* improve **early intervention** and resolution of workplace issues
* keep in **contact** with staff on prolonged periods of **leave** and **support reasonable adjustment** back into the workplace
* ensure **programs and interventions promote HS&W** and achieve better outcomes for the individual and organisation:
* support **the uptake of flexible work**
* **promote and encourage** individuals’ pursuit of **healthy lifestyle behaviours**
* ensure work environments are conducive to healthy behaviours and reducing chronic disease risks
* understand and **implement the principles of good work design through needs assessments and prevention activities**
* design roles/work tasks/workloads/systems to **eliminate or minimise exposure to physical, biomechanical, cognitive and psychosocial risks**
* **clearly communicate** the benefits of HS&W to the **workforce** as well as the **workplace**
* **measure and review progress** against HS&W performance indicators
* embed accountability for HS&W in chief executive **performance agreements and cascade** to senior managers
* **network** with other agencies and the sector to **share information** and identify **integrated and proactive approaches** to HS&W
* provide **incentives and recognition** for integrated and proactive approaches to HS&W

recognise integrated and proactive approaches to HS&W are a key **attraction and retention strategy.**

## Managers

Managers have responsibilities to ensure the HS&W of employees while at work. This includes keeping people safe and improving their health and wellbeing by using an integrated approach.

Managers should strive to:

* be an **active champion and** **role model** for HS&W
* ensure compliance with WH&S **legislation** **and** **work practices**
* focus on outcomes, including better health, decreased injuries/illness, improved recovery, improved workplace culture and increased organisational maturity
* Use **healthy supervision practices**
* encourage **access** to flexible work arrangements regardless of **employment status** **or reason** for request
* recognise diversity and that individuals all have **different needs which** **change** over time
* be aware of the impact of all **dimensions** of a person’s wellbeing – **physical, psychological, social, work and financial aspects**
* design and provide **meaningful work** with HS&W in mind
* promote positive HS&W **workplace culture** and address areas for improvement
* review **work schedules** **and** **rosters** (if necessary) in collaboration with staff
* **encourage** and **support staff participation** in programs that support healthy lifestyle behaviours
* help staff **work/life** integration
* actively encourage **staff participation** in identifying the issues and impacts of workplace culture, leadership, work environment and work design on their HS&W and contributing to improvements
* implement best practice **return to work** processes for injured workers.

## Employees

An employee’s responsibility is to take ownership of their HS&W, and to work with their manager to discover mutually workable solutions. Employees should strive to:

* **take reasonable care** for their **own HS&W** and the health and safety of others
* **show respect for and embrace** workplace strategies and practices that support HS&W
* **contribute to creating a positive, healthy and safe team and workplace culture**
* **generate and share ideas** and suggestions for improvements in workplace HS&W
* **discuss with their manager key HS&W issues** and propose possible solutions
* participate in employee engagement forums, such as committees, working groups and review teams
* seek to continually build knowledge and skills in the application of HS&W.

Human resource (HR), occupational health and safety (OH&S), and wellbeing personnel

* **champion the framework’s principles**, agency HS&W strategy and healthy and safe workplace culture
* support the vision for **integrated and proactive** HS&W in the workplace
* position HS&W programs and initiatives to align with specific business context and needs
* **use HR, OH&S and wellbeing data** and benchmarking information to inform to development of HS&W strategies, programs and policies
* proactively assess, identify and provide advice on HS&W risks and areas for improvement
* design and deliver HS&W initiatives that achieve **better outcomes** for individuals and the organisation
* **ensure employee engagement practices allow for active participation** of the workforce in initiating, discussing and planning for HS&W programs and practices
* **lead and facilitate initiatives** that support the implementation of the framework
* **liaise with colleagues** within the agency, across the sector and more broadly to ensure agency approach to HS&W is incorporating **the latest research, evidence and good practice**
* continuously seek to innovate and improve HS&W in the workplace.

## More information

Visit the [ForGov website](https://www.forgov.qld.gov.au/be-healthy-be-safe-be-well-framework) for more information.