



BP8734 - Work Health Safety and Wellbeing Policy

Document Owner	Executive Manager People, Culture and Safety
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Supporting Legislation and Documents	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) Workers' Compensation and Rehabilitation Act 2003 (Qld) Workers' Compensation and Rehabilitation Regulation 2014 (Qld) <i>AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use</i>
Documents Directly Related	OP9117 - Work Health, Safety and Wellbeing Policy Statement OP9106 - Return to Work Policy Statement Related training: 1WWSRE - Work Health & Safety Representative Course

1. Policy Statement

“Safety is a primary priority and is the responsibility of all team members in Unitywater.”

Unitywater’s Workplace Health and Safety (WHS) Management System, provides the supporting policies and procedures that create a healthy and safe workplace. They are designed to:

- Continuously improve the standard of safety systems, performance and practices, consistent with the certification requirements of *ISO 45001*
- Ensure compliance with all legislative requirements and current standards
- Provide the means for effective communication relative to health, safety and wellbeing
- Define the safety roles and responsibilities for all our people
- Rigorously identify hazards ensuring timely and effective measures to control risks and eliminate hazards where possible
- Provide written guidance to ensure safe systems of work are maintained
- Provide appropriate resourcing and training to achieve safety and wellbeing outcomes
- Implement early and effective return to work programs for our people
- Provide support systems to assist all team members in maintaining their health and wellbeing
- Facilitate active participation and consultation with relevant team members and their representatives in a range of wellbeing initiatives that support the healthy behaviours and practices of our people
- Regularly assess and review the Work Health, Safety and Wellbeing Policy and procedures to ensure objectives are being met and to identify enablers and barriers to ongoing effectiveness.

2. Purpose and Objectives

The purpose of the Unitywater Work Health Safety and Wellbeing Policy is to outline our commitment to providing a safe and healthy work environment and to detail the roles and responsibilities of the Unitywater Board, team members, visitors, contractors and sub-contractors of Unitywater.



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3. Policy Scope/Coverage

This Policy applies to all Unitywater people working at or attending a recognised Unitywater workplace during work hours, including:

- a. Unitywater team members (both permanent, casual and fixed term contracted employees);
- b. Board members;
- c. Contractors, consultants, volunteers, students, visitors or external labour hire engaged by or associated with Unitywater who are involved in any work for, on behalf of or as agents for Unitywater.

This policy forms part of the learning content in uLearn module: 1WWSRE - Work Health & Safety Representative Course.

4. Roles and Responsibilities

Management shall identify and provide the resources required to implement, maintain and improve the WHS Management System. Resources include human resources and specialised skills, technology and financial resources. Each management representative and team member will be held accountable for implementing Unitywater's WHS Management System in their area of responsibility.

4.1 The Chief Executive Officer (CEO) shall:

- Formally approve and observe Unitywater's WHS Policy and Procedures;
- Be fully aware of current legislative responsibilities and requirements;
- Ensure the minimisation of risk exposures in Unitywater operations;
- Ensure appropriate resourcing is available to create safe and healthy workplaces;
- Encourage and support risk awareness by team members and contractors;
- Review overall WHS and Risk Management performance;
- Encourage improvements in WHS against agreed performance indicators;
- Review high potential incident investigations and support remedial actions; and
- Respond promptly to issues raised from WHS Committees and Executive Managers.

4.2 The Executive Manager shall:

- Be fully aware of current legislative responsibilities and requirements;
- Ensure that business units are aware of relevant legislation and risk management procedures for operations;
- Ensure appropriate resourcing to create safe and healthy workplaces;
- Positively participate in the development of effective WHS Policy and key procedures;
- Review the Risk Management Performance of business units;
- Review all incident investigations and participate in the investigation of all high potential incidents within business units;



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- Support all agreed remedial actions;
- Respond promptly to issues raised from business units and site managers; and
- Participate in the monthly safety site inspections.

4.3 Managers and supervisors shall:

- Ensure that appropriate actions are taken to ensure legislative and WHS Management System compliance;
- Maintain workplaces in a safe condition;
- Supervise and monitor the WHS performance of team members and contractors;
- Undertake hazard and incident investigation and rectification;
- Monitor and review the reporting and nature of hazards, incidents and injuries;
- Communicate standard procedures for work activities;
- Take corrective action if team members do not comply with procedures;
- Liaise with health and safety representatives;
- Participate in local WHS Committees;
- Ensure all team members receive induction and training specific to their role;
- Ensure the WHS requirements are always included in contractor engagement processes;
- Retain records and report on prevention, training, injury and incidents;
- Facilitate the Rehabilitation and Return to Work Program of injured team members;
- Participate in the monthly safety site inspections; and
- Lead Behavioural Safety Management by providing coaching and mentoring.

4.4 WHS Advisors shall:

- Be fully aware of legislative and WHS Management System responsibilities;
- Initiate appropriate actions to improve WHS within area of responsibility;
- Observe and monitor supervisors, team members and contractors to minimise risk and injury and report observations;
- Actively monitor hazard identification and initiate action to rectify hazards found;
- Ensure effective resources, induction and training are provided to team members and contractors;
- Support injured team members' return to work and assist with the identification of suitable duties;
- Review accident reports and support accident investigation processes;
- Recommend and authorise corrective actions;
- Regularly review the performance of business units and discuss the results with the WHS Committee, WHS Representatives and site team(s);



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- Ensure that contracts within business units cover WHS, risk exposures, work specifications, supervision and corrective actions;
- Support the Rehabilitation and Return to Work programs of team members; and
- Lead Behavioural Safety Management by providing coaching and mentoring.

4.5 Team members shall:

- Comply with Unitywater's WHS Policy and WHS Management System;
- Work safely and not place at risk the health and safety of other team members, contractors or the public;
- Report all hazards, incidents and injuries in accordance with legislation and Unitywater's reporting procedures;
- Participate in hazard and incident investigation procedures;
- Liaise with Health and Safety Representatives and Supervisors relating to the notification of hazards in the workplace;
- Participate in WHS assessments and audits when required;
- Participate in induction programs and training sessions when required;
- Comply with all legislative requirements in relation to PPE including, without limitation, using or wearing PPE in accordance with any information, training or reasonable instruction given by Unitywater;
- Maintain personal standards of dress, piercings, facial hair and other presentation standards to ensure that the team member complies with specific fitting requirements or instructions for PPE as applicable;
- Encourage other team members to consider safety factors within the working environment; and
- Report all injuries and accidents immediately to their supervisor.

4.6 Contractors shall:

- Complete the necessary documentation provided by Unitywater in an honest manner;
- Comply with their own and Unitywater WHS policies and procedures as far as they apply to the proposed works;
- Develop Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS) and ensure that all identified control measures are in place prior to commencing any work;
- Complete worksite inductions and ensure all subcontractors are provided with site specific inductions and records retained of the training. These records should be provided to Unitywater on request;
- Ensure only competent and licensed operators (if applicable) operate plant and equipment;
- Work in a safe manner and not put themselves or others at risk;
- Comply with all relevant WHS legislation, Australian Standards and other industry guidelines;
- Provide appropriate training to their team members to ensure adequate competency to perform particular tasks. These records should be made available to the Unitywater team member if requested; and



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- Report all incidents/near misses involving any of their own team members and/or subcontractors which have occurred on Unitywater work sites to the site manager and/or WHS Advisors immediately or within 24 hours of the incident occurring.

5. Definitions

Term	Meaning
WHS	Work Health and Safety
WHS Management System	That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OH&S policy and so managing the risk associated with the business of the organisation (ISO 45001).
Zero Harm	Zero Harm is an inspirational goal and aims to build a positive safety culture in the workplace to help reduce the number and seriousness of WHS incidents within Unitywater workplaces. Zero harm means no harm to anyone, anytime while at work (WHS Qld).
Risks	Effect of uncertainty on objectives (AS/NZS ISO 31000:2009).
Risk Management	Coordinated activities to direct and control an organisation with regard to risk (AS/NZS ISO 31000:2009).