



**Doc ID:**  
C-WHS-PO-00001

**Section:**  
Corporate

**Function:** WHS  
**Version:** 0.9

**OFFICIAL:**  
**Sensitive**

## **1. WHAT IS THIS POLICY ABOUT?**

This Policy sets out WSA's commitment to workers, visitors and others to protect them against harm to their health, safety and welfare arising from WSA's business or undertaking.

The Board of Directors of WSA support this Policy and the implementation of initiatives which will assist WSA in meeting its objectives.

## **2. WHO NEEDS TO READ THIS POLICY?**

Everyone who undertakes work with WSA should read this Policy. This Policy applies to all WSA workers and WSA's operations.

## **3. WSA's WHS VALUES AND OBJECTIVE**

WSA's safety value, and the behaviours we expect from workers, are:

- Make safety your number one priority.
- Do not participate in unsafe acts.
- Challenge unsafe behaviours and speak up where you think it appropriate.
- Think before you act.
- Lead by example.
- Take responsibility for your health and safety and the health and safety of others.

WSA's work health and safety (WHS) objective is to support the health, safety and welfare of workers, visitors and others who work with, or are affected by, WSA's business or undertaking. This objective will be achieved by:

- Creating a health and safety management system (H&SMS).
- Continually improving the H&SMS.
- Supporting the physical and psychological health and wellbeing of our people and continually improving our work culture.
- Supporting and training workers, including via inductions, to ensure that they are able to proactively identify and control WHS risks so that WHS risks may be eliminated, and where this is not reasonably practicable, minimised.
- Supporting and training workers to report WHS risks and incidents.
- Providing mechanisms for effective, transparent and open communication and consultation between workers, other duty holders and WSA stakeholders, including confirming the availability of systems to enable workers to be briefed in all applicable WHS policies and procedures.



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- Allocating adequate resources to implement this Policy.
- Monitoring our working environment and conditions.
- Implementing effective rehabilitation and injury management processes.

## **4. ACTIONS TO ACHIEVE IMPLEMENTATION OF THIS POLICY**

### **4.1. Monitor WHS performance**

To implement this Policy, WSA will take the following actions:

- Develop the WHS Strategic Plan in order to achieve the objective of this Policy, while maintaining our obligations to shareholders to progress the project on-time and on-budget.
- Ensure WHS is a KPI for WSA and that WHS KPIs are incorporated into individual scorecards and are used as a performance measure with contractors.
- Measure and report progress against the KPIs, targets and actions to the Board Safety, Health, Environment and Community (SHEC) Committee on a quarterly basis.
- Communicate the requirements of this Policy by disseminating health and safety information to workers via meeting forums, health and safety representatives, committee representatives, intranet, internet and other relevant channels.
- Publicly report on health and safety performance via WSA's annual report.
- Maintain a process that meets legislative requirements for consultation, cooperation and coordination on WHS matters.

### **4.2. Continuously improve our H&SMS**

The H&SMS provides a planned and documented approach for the comprehensive and systematic management and improvement of health and safety. WSA undertakes to:

- Maintain a H&SMS that meets the requirements of ISO 45001, Occupational Health and Safety Management Systems.
- Regularly evaluate the effectiveness of the H&SMS against industry practice, legislative requirements and relevant standards.
- Provide a structured approach to incident management including by formulating an incident management framework which includes a focus on preventative and corrective actions.
- Establish and continuously improve WSA's contractor management processes to support a safe work environment for all workers involved in the delivery of the Project.



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- Establish a risk-based audit program to assess conformance and compliance with the H&SMS, industry standards and to drive continual improvement.

### **4.3. Manage risk effectively**

WHS risks will be effectively managed, so far as is reasonably practicable, by:

- Developing a consistent health and safety risk profile approach to identify, evaluate, monitor and manage risks.
- Assigning accountability for the management of health and safety risks.
- Implementing measures to prevent and respond to WHS incidents.
- Increasing workers' awareness of health and safety risks and preventative measures, through effective communication and consultation.
- Implementing and maintaining systems to mitigate public safety risks arising from WSA's activities.
- Monitoring and reviewing the performance of the risk management process.

### **4.4. Support and improve our leaders and workers**

Continuous improvement in performance and effective implementation of the H&SMS requires strong leadership. Actions for leaders and workers include:

- Assisting and guiding workers to understand and comply with WHS legal requirements.
- Ensuring the WSA executive is aware of and undertake steps to comply with WHS legal requirements.
- Creating a strong culture of WHS leadership and accountability.
- Recognising excellence in health and safety performance shown by teams and individuals.

### **4.5. Consultation and communication**

Effective consultation and communication with workers and other duty holders is necessary to achieve satisfactory outcomes for the resolution of health and safety matters. Consultation will take place via formal and informal consultation forums.

Working with the Delivery Partner and contractors engaged on the Project, health and safety information may be disseminated to workers via various forms including meeting forums, through Health and Safety Representatives, committee representatives, toolbox talks, hard copy documentation posted on dedicated safety noticeboards, internet and intranet.



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Health and safety requirements of WSA will be communicated and disseminated to other parties, including contractors and visitors, for example, through inclusion of WSA's health and safety requirements in contractual documentation, contractor safety forums and provision of WHS information to visitors.

#### **4.6. Improve our work environment and conditions**

WSA will set and promote appropriate health and safety standards including at office locations and on-site, with a focus on encouraging safe behaviour of our workers and others. WSA will also undertake fitness for work activities to protect workers at their workplaces. Contractors will be required to comply with the standards set by WSA in relation to fitness for work testing.

#### **4.7. Injury management**

WSA is committed to preventing injury and illness to workers and will strive to achieve the timely and durable return to work of the injured worker through the implementation of effective rehabilitation and injury management procedures and programs. The same commitment and demonstration of relevant procedures and programs will be required of WSA contractors.

#### **4.8. Availability of the Work Health and Safety Policy**

This Policy is available to all interested parties.

#### **4.9. H&SMS documentation**

To support this Policy WSA will develop, implement, communicate and clearly articulate the policies and procedures framework that meet the intent and performance objectives of the H&SMS.

These processes and procedures, including this Policy, will be accessible and effectively communicated to workers.

#### **4.10. Review**

This Policy will be reviewed annually to ensure that it remains current, appropriate to health and safety risk and reflects WSA's WHS objectives. A review may be initiated at any time where a need has been identified.



## 5. AUTHORITIES & RESPONSIBILITIES

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Everyone is responsible for their own health and safety at work and must ensure that their acts or omissions do not adversely affect the health and safety of others. Where appropriate, specific authorities and responsibilities for WHS will be identified in position descriptions or other documents.

## 6. DEFINITIONS

**Due diligence** – refers to the ‘reasonable steps’ that Officers are required to take in keeping themselves informed and accountable for WHS matters, as specified under section 27 of the Work Health and Safety Act 2011 (NSW).

**Duty Holder** - refers to any person who owes a work health and safety duty under the WHS Act including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred.

**Officers** – a person who makes or participates in making, decisions that affect the whole, or substantial part of, WSA.

**Person Conducting a Business or Undertaking (PCBU)** - has the meaning as prescribed under section 5 of the Work Health and Safety Act 2011 (NSW) and for the purpose of this Policy, includes WSA or a contractor or sub-contractor of WSA.

**Reasonably practicable** – as prescribed under section 18 of the Work Health and Safety Act 2011 (NSW) this term means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.

**Worker** - a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee; or
- b. a contractor or subcontractor; or
- c. an employee of a contractor or subcontractor; or
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- e. an outworker, i.e. a person who performs work for an employer at their own home or at another location that is separate from their employer's factory, workshop, office or worksite; or
- f. an apprentice or trainee; or
- g. a student gaining work experience; or
- h. a volunteer.



## 7. Document control

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