

Workplace Health & Safety Leadership and Governance Procedure

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1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to ensure equity, consistency and transparency in the application of Work Health & Safety (WHS) leadership and governance to ensure the safety of our employees.

2. RESPONSIBILITIES

- 2.1. The business director shall produce a Safety Policy Statement that includes the Ecoplant & Seeddown WHS objectives and targets, values and expectations. The Safety Policy Statement must be reviewed annually or updated when there are significant changes to WHS practices/requirements.
- 2.2. The business director's Safety Policy Statement must be communicated to, understood by, and adhered to, by all Ecoplant & Seeddown employees, contractors and visitors.
- 2.3. Managers must develop and maintain a WHS plan to support the business director's Safety Policy Statement for the implementation and management of WHS within their area of responsibility.
- 2.4. Managers must provide appropriate resources (people, time, finance and equipment) for the implementation and management of health, safety, and wellbeing within their area of responsibility.
- 2.5. Managers must integrate WHS matters into the agenda of strategic and operational forums.

3. DEFINITIONS

- 3.1. **WHS Leadership** - The ability to make decisions which influence behaviour to achieve a balance between work, personnel health, safety and welfare. It is the most influential variable affecting job performance and job satisfaction.

3.2. **WHS Governance** - The organisational and management structure, including roles, responsibilities and accountabilities, for managing WHS risk, developing and implementing WHS improvement strategies and maintaining an effective WHS management system.

4. REFERENCES

- 4.1. Safety Policy
- 4.2. Safety Policy Statement
- 4.3. Relevant WHS legislation
- 4.4. AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- 4.5. HB 211 – 2001, Occupational Health & Safety Management Systems, A guide to AS4801 for small businesses

5. PROCEDURE

5.1. WHS Leadership

5.1.1. In order to make informed decisions, the leaders of Ecoplant & Seeddown must:

- display visible and pro-active commitment to WHS issues;
- be familiar with Ecoplant & Seeddown's WHS risks;
- provide encouragement and leadership in the implementation of WHS systems; procedures and initiatives and in the facilitation of improvement programmes.
- be aware of Ecoplant & Seeddown's WHS performance;
- require regular reporting of risk issues;
- visit workplaces and interact with employees under their control to identify and consult with employees on WHS issues and gauge WHS performance; and
- be aware of their responsibilities to provide welfare support within the organisation.

5.1.2. Within Ecoplant & Seeddown, leaders can demonstrate their commitment to safety by:

- providing the resources (people, time, finance and equipment) to manage WHS risks associated with Ecoplant & Seeddown's activities;

- being consistent in applying the Ecoplant & Seeddown risk management principles;
- setting a personal example in day-to-day work and promoting WHS initiatives;
- putting WHS matters on the agenda of meetings at all levels;
- being actively involved in WHS activities;
- conducting formal and informal safety interactions;
- listening to employees and encouraging employee suggestions for WHS performance improvement;
- recognising and rewarding WHS achievement;
- using the performance management process where required.

5.2. WHS Objectives and targets

- 5.2.1. The business director must provide measurable safety objectives and targets aimed at the elimination of work-related injury and illness and continual safety improvement. All Managers must interpret the business director's safety objectives and targets and where required, set subordinate objectives and targets for their teams.
- 5.2.2. WHS objectives and targets and any subsequent subordinate objectives and targets must be communicated to all employees and contractors.
- 5.2.3. Managers must provide reports at intervals, determined by the business director, on their progress towards meeting the assigned objectives and targets.

5.3. WHS Governance.

WHS matters shall be integrated into the agenda of strategic and operational committees, forums or meetings to facilitate their effective management and also to support the satisfaction of officer due diligence obligations. These forums provide a platform for essential WHS consultation and shall include but not be limited to:

- 5.3.1. the review of WHS incidents and injuries;
- 5.3.2. the review of WHS risks;
- 5.3.3. the review of WHS action and task closure;
- 5.3.4. the review of WHS performance against KPIs; and
- 5.3.5. oversight and coordination of WHS activities and projects.

5.4. **WHS Planning**

5.4.1. Managers must develop WHS Plans for the management of health, safety and wellbeing within their areas and that clearly set out how the WHS objectives and targets will be met. The plans need to be expressed in terms of who has to do what by when or how often and with what resources.

5.4.2. The WHS Plan must also have a review mechanism that ensures it is reviewed when the activities, products, or services change within the area that the plan applies.

6. **RECORDS**

6.1. All documentation must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.

7. **REVIEW**

7.1. Annual