

Workplace Health & Safety Management System Procedure

Policy Number: *Reference No:* QPR10052

Revision:	2
Issue Date:	9 September 2017
Review Date:	25 November 2022

INDEX

1. PURPOSE
2. RESPONSIBILITIES
3. DEFINITIONS
4. REFERENCES
5. PROCEDURE
6. RECORDS
7. REVIEW

PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seiddown and all Business Units and entities owned or managed by Ecoplant & Seiddown.
- 1.2. The purpose of this procedure is to ensure equity, consistency and transparency in the application and management of Work Health & Safety (WHS) to ensure the safety of our employees.
- 1.3. The WHS Management System is designed to meet the requirements of relevant legislation, regulations, codes of practice and standards and addresses the following key areas:
 - 1.3.1. WHS Policy;
 - 1.3.2. WHS Leadership and Governance;
 - 1.3.3. Communication and Consultation;
 - 1.3.4. Hazard identification and risk assessment;
 - 1.3.5. Incident management, reporting and investigation;
 - 1.3.6. Emergency preparedness and response;
 - 1.3.7. WHS training and skilling; and
 - 1.3.8. Measurement and evaluation of the system.
- 1.4. This procedure addresses the requirements associated with the Company's management structure and organisation, as they relate to Work Health and Safety. The procedure also addresses the areas of appointments, accountabilities and individual responsibilities.

2. RESPONSIBILITIES

- 2.1. Workplace health and safety duties and responsibilities are not transferable to another person. More detailed responsibilities are provided within the respective procedures of the WHS Management System.
- 2.2. WHS responsibilities shall be incorporated into Ecoplant & Seiddown position descriptions (including all Business Units and entities owned or managed by Ecoplant & Seiddown).

2.3. **Person Conducting a Business or Undertaking (PCBU)**

- 2.3.1. The PCBU has a primary duty of care to ensure employees and others are not exposed to a risk to their health and safety when it:
 - 2.3.1.1. directs or influences work carried out by an employee;
 - 2.3.1.2. engages or causes to engage an employee to carry out work (including subcontracting); and
 - 2.3.1.3. has management or control of a workplace.
- 2.3.2. The PCBU must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for employees or other persons by ensuring, among other things:
 - 2.3.2.1. safe systems of work;
 - 2.3.2.2. a safe work environment;
 - 2.3.2.3. accommodation for employees, if provided, is appropriate;
 - 2.3.2.4. safe use of plant, structures and substances;
 - 2.3.2.5. facilities for the welfare of employees are adequate;
 - 2.3.2.6. notification and recording of workplace incidents;
 - 2.3.2.7. adequate information, training, instruction and supervision is given;
 - 2.3.2.8. compliance with the requirements under the WHS regulation; and
 - 2.3.2.9. effective systems are in place for monitoring the health of employees and workplace conditions.

2.4. **Officers**

- 2.4.1. It is an officer's duty to exercise due diligence to ensure the business or undertaking fulfils obligations under the WHS Act. The specified elements of due diligence for an officer are interrelated and cumulative in nature. These elements require an officer to:
 - 2.4.1.1. Acquire, and keep up to date, knowledge of Work Health and Safety matters;
 - 2.4.1.2. gain an understanding of the operations of the business and the hazards and risks involved;
 - 2.4.1.3. ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised;
 - 2.4.1.4. ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way;
 - 2.4.1.5. ensure the PCBU has, and implements, processes for complying with legal duties or obligations; and
 - 2.4.1.6. ensure processes are verified, monitored and reviewed.

2.5. **Managers**

2.5.1. Managers are responsible for WHS in their area of responsibility and to aid Officers in satisfying their due diligence responsibilities to the PCBU. In addition to this requirement, Managers must ensure that:

2.5.1.1. WHS requirements in their area of responsibility are identified and resourced appropriately;

2.5.1.2. all personnel are provided with clear, documented procedures and instruction to define how work is to be carried out safely and in compliance with WHS legislation;

2.5.1.3. WHS inspectors are able to exercise their functions and powers when required.

2.6. **Employees**

2.6.1. All employees are responsible for the WHS implications of their own actions and have a duty to carry out their work in a manner consistent with the WHS Policy and the requirements of the WHS Management System.

2.6.2. In accordance with the requirements of the Work Health and Safety Act 2011, all employees must:

2.6.2.1. take reasonable care for their own health and safety;

2.6.2.2. take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons;

2.6.2.3. comply, so far as the employee is reasonably able, with any reasonable instruction that is given by the PCBU related to compliance with the act; and

2.6.2.4. co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to employees.

2.6.3. As per the duties defined above, Managers and Officers are accountable to the PCBU for the allocation and appropriate use of WHS resources.

3. **DEFINITIONS**

3.1. **PCBU (Person Conducting a Business or Undertaking)**

3.1.1. The WHS legislation removes the term 'Employer' and replaces it with 'Person Conducting a Business or Undertaking' (PCBU). A 'person' is defined in laws to include a body corporate (Company), unincorporated body or association and a partnership. An individual is also a 'person', but will only be a PCBU where that individual is conducting the business in their own right (as a sole trader or self-employed person).

3.1.2. Individuals in a partnership that is conducting a business will individually and collectively be a PCBU.

3.1.3. In the case of Ecoplant & Seeddown, the PCBU is [insert name].

3.2. **Officer** - An officer is a person who makes decisions, or participates in making decisions that affect the whole or a substantial part of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. If a person is responsible only for implementing those decisions, they are not considered an officer.

3.3. **Manager** - Any employee who has others reporting to him or her or who has the authority to allocate resources.

3.4. **Employee** - Any person who has a signed contract of employment with Ecoplant & Seeddown.

3.5. **Worker** - A 'worker' means a person who carries out work in any capacity for a PCBU, including work as:

3.5.1. an employee, or

3.5.2. a contractor or subcontractor, or

3.5.3. an employee of a contractor or subcontractor, or

3.5.4. an employee of a labour hire company who has been assigned to work in the business or undertaking, or

3.5.5. an outworker, or

3.5.6. an apprentice or trainee, or

3.5.7. a student gaining work experience, or

3.5.8. a volunteer, or

3.5.9. a person of a prescribed class.

4. REFERENCES

4.1. Safety Policy

4.2. Relevant WHS legislation

4.3. AS/NZS 4801:2001 Occupational Health and Safety Management Systems

4.4. HB 211 – 2001, *Occupational Health & Safety Management Systems, A guide to AS4801 for small businesses*

5. PROCEDURE

5.1. **Health and Safety Obligations.** In accordance with the requirements of the relevant Work Health and Safety Act 2011, arrangements shall be in place to ensure, so far as is reasonably practicable, the health and safety of all workers and to fully comply with the responsibilities of the PCBU.

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