



## Aurora Energy

### Work, Health and Safety Policy (v2.0)

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#### Version History

REV NO.	DATE	REVISION DESCRIPTION	APPROVAL
1	08/07/2014	Combined the HSE Responsibilities procedure document into the Health, Safety and Environment Policy to create the Health and Safety Policy.	July 2014
2	11/07/2017	Reviewed to ensure it is still fit for purpose and in line with current legislative requirements.	Board 27 July 2017

#### Authorisations

<b>Prepared by</b>	Anna Appleby, HR Officer	8 July 2014
<b>Reviewed by</b>	Michelle Brooks, Manager People and Performance	10 July 2017
<b>Approved by</b>	Board	27 July 2017
<b>Review Cycle</b>	3 years	July 2020

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## 1. Introduction

This Policy outlines the key duties, obligations and expectations required of Aurora Energy and people who work on behalf of Aurora Energy.

## 2. Purpose

The aim of this Policy is to:

- meet the applicable obligations under the *Work Health and Safety Act 2012 (Tas)*;
- foster a cohesive and proactive Health and Safety culture;
- increase our Workers awareness of their Health and Safety responsibilities and the responsibilities required of their colleagues;
- assist Aurora Energy's Leaders to set positive examples in Health and Safety; and
- provide a flexible approach to Work, Health and Safety (WHS) activities which take into consideration the individual, operational and environmental circumstances.

## 3. Scope

This Policy applies to everyone working for or on behalf of Aurora Energy and visitors to the Aurora Energy sites.

## 4. Definitions

<b>ALT</b>	Aurora Energy Leadership Team.
<b>Health and Safety Representatives (HSR)</b>	A representative of the workers in their work group for all Work, Health and Safety (WHS) matters.
<b>Manager</b>	Anyone who is a manager of a worker in Aurora Energy.
<b>Worker</b>	Anyone who carries out work for Aurora Energy. A worker includes an employee, labour hire staff, volunteer, outworker, apprentice, trainee, work experience student, subcontractor and contractor.
<b>Workplace</b>	Is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.
<b>WHS</b>	Work, Health and Safety.

## 5. Policy

Aurora Energy is committed to ensuring the health and safety of all workers across all activities, and to raise awareness and to change behaviours to continually improve the way in which it works by:

- providing adequate supervision and monitoring for Workers and others in the Workplace;
- the allocation of sufficient resources;
- providing relevant training and instruction for Workers and others in the Workplace;
- compliance with the relevant WHS legislation;
- identification of hazards, assessment of risk and implementation of appropriate control measures;
- monitoring and evaluating health and safety strategies and risk management programs;
- ensuring incidents are reported and fully investigated and actioned appropriately; and
- ensuring this Policy is accessible and communicated to all Workers and others in the Workplace.

## 6. Key Stakeholder Responsibilities

Aurora Energy has many WHS duties with managers and workers having duties under applicable WHS laws. Aurora Energy manages its duties and assists others to meet theirs by systematically managing WHS. Aurora Energy and the key stakeholders listed below will do all that is reasonably practicable to fulfil these responsibilities.

### 6.1 Board

The Board is responsible for the overall strategy and direction for the organisation in relation to WHS. The Board also has the duties of Managers and Workers as outlined below.

### 6.2 Chief Executive Officer (CEO)

As a leader of Aurora Energy, the CEO holds a vital role in advising the Board on WHS matters, promoting and driving WHS change. In relation to this, the CEO's role is to:

- model appropriate WHS attitudes and behaviours;
- pro-actively promote WHS within Aurora Energy;
- promote compliance with Applicable Laws and applicable WHS policies;

- report WHS performance to the Board for review; and
- reasonably monitor and take corrective action where reasonably practicable to do so.

The CEO also has the duties of a Manager and Worker as outlined in this Policy.

### **6.3 Manager People and Performance**

The WHS role of the Manager People and Performance is to:

- maintain Aurora Energy's WHS system;
- facilitate the development of Aurora Energy's management goals, objectives, KPIs and plans;
- provide support to others to handle WHS matters by providing advice and support through mentoring and coaching;
- report applicable WHS issues to ALT meetings and to the Board;
- supervise people within his/her work area for their WHS performance;
- procure technical expertise from external sources as appropriate;
- liaise with external stakeholders, such as State Government departments, on WHS and environmental matters; and
- co-ordinate external audits and communicate results to the Board and ALT.

The Manager People and Performance also has the same duties as other Managers and Workers as outlined in this Policy.

### **6.4 Aurora Energy Leadership Team (ALT)**

The WHS role of the ALT is to:

- actively acquire knowledge of WHS matters;
- understand the operations being carried out by Aurora Energy; and
- ensure appropriate processes and resources are available to minimise risks to health and safety.

The ALT are considered Officers under the WHS Act and also have the duties required of Managers and Workers.

## **6.5 Managers and Team Leaders**

The WHS role of Managers and Team Leaders is to:

- encourage all people in the organisation to work safely;
- use and promote the use of Aurora Energy WHS policies and procedures;
- develop and implement objectives and targets for their Business Unit/Team;
- develop and implement management plans and programmes for achieving objectives and targets;
- provide adequate resources to assist Aurora Energy to comply with its obligations;
- report incidents, near-hits, investigations, control measures and WHS initiatives in accordance with the requirements of the Compliance Policy;
- assist and monitor competency and qualifications for Workers to perform their work;
- support HSRs;
- supervise people within his/her work area for their WHS performance;
- monitor and review WHS objectives and targets;
- manage WHS using Aurora Energy's WHS procedures;
- actively participate in WHS issues, where required; and
- initiate and/or approve actions to address any non-compliance.

Managers and Team Leaders also have the duties required of Workers.

## **6.6 Contract Managers**

The role of a Contract Manager is to:

- review and monitor contractors and subcontractors compliance with Aurora Energy's procedures and WHS legislation; and
- consult, co-ordinate and co-operate with contractors and subcontractors to manage shared WHS duties on behalf of Aurora Energy.

## **6.7 Health and Safety Representatives (HSR)**

The role of a HSR is to:

- represent the workers in their work group for WHS matters;
- assist with consultation with Aurora Energy management on WHS matters and initiatives;

- monitor the measures taken by Aurora Energy to comply with applicable laws in relation to their work group members; and
- undertake training appropriate to the HSR role.

## **6.8 Workers**

All people working for Aurora Energy have the following WHS responsibilities:

- take reasonable care of their own health and safety and not adversely affect the health and safety of other people at work;
- comply, so far as they are reasonably able to, with any reasonable instruction that is given to them by Aurora Energy;
- actively participate in WHS activities and support others to achieve a safe and sustainable working environment;
- with any necessary assistance from their Manager or Team Leader, manage any WHS hazards using Aurora Energy's procedures and work practices;
- actively identify and report WHS hazards and incidents, and where reasonable, prevent an incident from occurring;
- report WHS and incidents to their Manager or Team Leader immediately; and
- provide and implement solutions to WHS problems within their authority.

## **7. Non-compliance with this Policy**

All non-compliances with this Policy will be recorded in accordance with the Compliance Policy.

Any non-compliances that are risk-rated as Severe or Major will be escalated to the Board or a relevant Board Committee through Aurora Energy's non-compliance reporting processes. Non-compliances that are risk-rated as Moderate or Minor will be reported to the CEO.

Incidents of wilful non-compliance with this Policy are considered to be serious and will be dealt with in accordance with Aurora Energy's normal disciplinary process, which may include dismissal.

## **8. Related Policies**

- Fit for Work Procedure
- Compliance Policy

## 9. Precedence

In the event of a conflict between policies, the following precedence will apply in this order to the extent of any inconsistency:

- Board approved Policy
- CEO approved Policy
- Business approved Procedure
- Business approved Work Practice

## 10. Policy Approval and Review

The Board is responsible for approving this Policy.

This Policy is to be reviewed and approved at least three yearly or earlier if there is a significant change to the business or relevant legislation which may impact the Policy.

## 11. Whistleblowing Statement

In extreme circumstances an individual may be concerned that a serious breach of this Policy has occurred but considers that it would be personally damaging to pursue it through normal channels. In such circumstances the individual should refer to Aurora Energy's Public Interest Disclosure Policy for information about how to report such a concern and to whom.

Aurora Energy's Public Interest Disclosure Policy ('whistleblower' policy) is based on the Public Interest Disclosures Act 2002. This policy is available on both Aurora Energy's external website and its internal intranet.

Delegated Officers under the Public Interest Disclosure Policy will do all that is possible and practicable to ensure the identity of the individual and the identity of the person who is the subject of the disclosure are kept confidential.

## 12. Publication

This Policy is approved for publication on Aurora Energy's website.

**Approved by the Board on 27 July 2017.**



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