

Work Health and Safety Policy (v4.0)

Version History

Rev No.	Date	Revision Description	Approval
1.0	8 July 2014	Combined the HSE Responsibilities procedure document into the Health, Safety and Environment Policy to create the Health and Safety Policy.	July 2014
2.0	11 July 2017	Reviewed to ensure it is still fit for purpose and in line with current legislative requirements.	Board, 27 July 2017
3.0	April 2020	Periodic review conducted including amendments required as a result of the 2019 Operational Reset and 2020 COVID-19 pandemic.	Board, 30 July 2020
4.0	June 2021	Minor administrative amendments following review.	Board 24 June 2021

AUTHORISATIONS

Prepared by	People Experience Manager	April 2020
Reviewed by	General Manager People & Commercial Services	June 2020
Approved by	Board	24 June 2021
Review Cycle	Two yearly	June 2023

CONTACT FOR ENQUIRIES (POLICY OWNER)

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1. Introduction

The Work Health & Safety Policy (**Policy**) confirms Aurora Energy's commitment to its primary duty of care under the *Work Health and Safety Act 2012 (Tas)* (**Act**) and outlines the key duties, obligations and expectations required of Aurora Energy Workers.

2. Purpose

The aim of this Policy is to:

- provide and maintain a safe and healthy Workplace for Aurora Energy's Workers and Others whose health or safety could be at risk through our work;
- comply with its primary duty of care under the Act;
- eliminate or minimise, so far as is reasonably practicable, risks to health and safety;
- foster a cohesive and proactive health and safety Workplace culture;
- direct and guide Workers and Others about action considered reasonably practicable to protect health and safety;
- provide information, such as instruction and training to Workers to protect Workers from risks to their health and safety;
- increase our Workers awareness of their health and safety responsibilities and the responsibilities required of their colleagues;
- actively seek to prevent injury and illness to Workers by monitoring Workplaces and conditions;
- assist Aurora Energy's Leaders to set positive examples in health and safety; and
- provide a flexible approach to WHS activities which take into consideration the individual, operational and environmental circumstances.

3. Scope

This Policy applies to Workers and Others at all Aurora Energy Workplaces.

4. Definitions

ALT	means Aurora Energy Leadership Team.
HSR	means a health and safety representative of the workers in their work group for all WHS matters.
Manager	means anyone who is a manager of a Worker in Aurora Energy.
Officer	means a member of the ALT, and other roles that meet the definition of Officer within the WHS Act and for which the role of Officer is a key requirement outlined within their position description.
Others	means any person at the Workplace who is not a Worker including visitors and customers.

Workers	means anyone who carries out work for Aurora Energy including an employee, labour hire staff, volunteer, outworker, apprentice, trainee, work experience student, subcontractor and contractor.
Workplace	means a place where work is carried out for Aurora Energy and includes any place where a Worker goes or is likely to be, while working such as a working from a home worksite.
WHS	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 Aurora Energy aims to fulfil its commitment by:

- providing adequate supervision and monitoring for Workers and Others in the Workplace;
- allocating of sufficient resources;
- providing relevant training, information and instruction for Workers and Others in the Workplace;
- providing a safe working environment and facilities;
- complying with the Act;
- identifying hazards, assessing risk and implementing appropriate control measures as per the Workplace Health and Safety Guidelines;
- monitoring and evaluating health and safety strategies and risk management programs;
- monitoring the health of Workers;
- maintaining communication, consultation, cooperation and coordination on work health and safety with Workers;
- 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

Health and safety is everyone's responsibility and all Workers and Others have a responsibility to contribute to a healthy and safe Workplace.

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 General Manager People & Commercial Services

The WHS role of the General Manager People & Commercial Services 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
- coordinate external audits and communicate results to the Board and ALT.

The General Manager People & Commercial Services also has the same duties as other Managers and Workers as outlined in this Policy.

6.4 Aurora Energy Officers

The WHS role of the Aurora Energy Officers is to:

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

Officers, which include the ALT, will 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, coordinate and cooperate 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, and be accountable for 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 lawful and reasonable instruction or direction that is given to them by Aurora Energy;
- actively participate in WHS activities and support others to achieve a safe and sustainable working environment;
- comply with Aurora Energy's WHS procedures, work practices and this policy;
- 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 Chief Executive Officer.

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 performance management process, which may include dismissal.

8. Related Policies

- Fit for Work Procedure.
- Compliance Policy.
- Working from Home Policy.
- Workplace Health and Safety Guidelines.
- Delegation 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 at least three yearly or earlier if a significant change occurs that 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 24 June 2021.



Board Chair