

Health Wellbeing and Safety Policy (v5.0)

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
5.0	June 2023	Periodic review conducted internally and externally including policy name change.	Board 27 July 2023

AUTHORISATIONS

Prepared by	People Experience Partner Lead	June 2023
Reviewed by	Chief People Officer	July 2023
Approved by	Board	27 July 2023
Review Cycle	Two yearly	July 2025

CONTACT FOR ENQUIRIES (POLICY OWNER)

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1. Introduction

The Health, Wellbeing and Safety **(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 and Others.

2. Purpose

The aims of this Policy are, as far as is reasonably practicable, to:

- provide and maintain a safe and healthy Workplace for Aurora Energy's Workers and Others whose Health, Wellbeing or Safety could be at risk through our work;
- manage risks to Health, Wellbeing and Safety;
- foster a cohesive and proactive Health, Wellbeing and Safety Workplace culture;
- direct and guide Workers and Others about actions considered reasonably practicable to protect Health, Wellbeing and Safety;
- provide information, such as instruction and training to Workers to protect Workers from risks to their Health, Wellbeing and Safety;
- increase our Workers awareness of their Health, Wellbeing and Safety responsibilities and the responsibilities required of their colleagues;
- seek to prevent injury and illness to Workers by monitoring Workplaces and conditions;
- assist Aurora Energy's Leaders to set positive examples in Health, Wellbeing and Safety;
- provide a fair and flexible approach to Health, Wellbeing and Safety activities which take into consideration the individual, operational and environmental circumstances; and
- comply with the law, industrial instruments and other Aurora Energy policies and procedures.

3. Scope

This Policy applies at all Aurora Energy Workplaces in relation to:

- behaviour at the workplace;
- the performance of work for or in connection with Aurora Energy; and
- conduct outside the workplace or working hours if the acts or omissions:
 - are likely to cause serious damage to the relationship between Aurora Energy, employees, contractors and visitors at the workplace;
 - are incompatible with a worker's duty to Aurora Energy or employment relationship or engagement; or
 - damage or are likely to damage Aurora Energy's interests or reputation.

4. Definitions

ALT	means Aurora Energy Leadership Team.
Health, Wellbeing and Safety	includes mental and physical health, wellbeing and safety.
HSR	means a health and safety representative of the workers in their work group for all Health, Wellbeing and Safety matters.
Leaders	means anyone who is a manager or a people leader of a Worker in Aurora Energy.
Officer	means a member of the Board or ALT, and other roles that meet the definition of Officer within the 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 directors, 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.

5. Policy

Aurora Energy is committed to, as far as is reasonably practicable, ensuring the Health, Wellbeing 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, as far as is reasonably practicable:

- 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 law, industrial instruments and other Aurora Energy policies and procedures;
- identifying hazards, assessing risk and implementing appropriate control measures as per the Workplace Health and Safety Guidelines;
- monitoring and evaluating Health, Wellbeing and Safety strategies and risk management programs;
- monitoring the Health, Wellbeing and Safety of Workers;
- maintaining communication, consultation, cooperation and coordination on Health, Wellbeing and Safety with Workers;

- ensuring incidents are reported and 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 reasonably 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 Health, Wellbeing and Safety. The Board also has the duties of Officers, Leaders 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 Health, Wellbeing and Safety matters, promoting and driving Health, Wellbeing and Safety change. In relation to this, the CEO's role is to:

- model appropriate Health, Wellbeing and Safety attitudes and behaviours;
- pro-actively promote Health, Wellbeing and Safety within Aurora Energy;
- promote compliance with applicable laws and applicable Health, Wellbeing and Safety policies;
- report Health, Wellbeing and Safety 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 an Officer a, Leader and Worker as outlined in this Policy.

6.3 Chief People Officer

The Health, Wellbeing and Safety role of the Chief People Officer is to:

- maintain Aurora Energy's Health, Wellbeing and Safety system;
- facilitate the development of Aurora Energy's Health, Wellbeing and Safety management goals, objectives, KPIs and plans;
- provide support and advice to others to handle Health, Wellbeing and Safety matters through mentoring and coaching;
- report applicable Health, Wellbeing and Safety issues to ALT and to the Board;
- supervise people within their work area for Health, Wellbeing and Safety compliance and performance;
- procure technical expertise from external sources as appropriate;

- liaise with external stakeholders, such as State Government departments, on Health, Wellbeing and Safety and environmental matters; and
- coordinate external audits and communicate results to the Board and ALT.

The Chief People Officer also has the same duties as other Leaders and Workers as outlined in this Policy.

6.4 Aurora Energy Officers

The Health, Wellbeing and Safety role of the Aurora Energy Officers is to exercise due diligence to ensure that Aurora Energy complies with its duties and obligations under the law. This includes but is not limited to taking reasonable steps to:

- acquire and keep up-to-date knowledge of Health, Wellbeing and Safety matters;
- gaining an understanding of the nature of the operations of Aurora Energy's business and generally of the hazards and risks associated with those operations;
- ensure that Aurora Energy has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to Health, Wellbeing and Safety from work carried out as part of its operations;
- ensure that Aurora Energy has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- ensure that Aurora Energy has, and implements, processes for complying with any duty or obligation of Aurora Energy under the Act.

Officers, which include the ALT, will also have the duties required of Leaders and Workers.

6.5 Leaders

The Health, Wellbeing and Safety role of Leaders is to:

- encourage all Workers in the organisation to work safely and manage Health, Wellbeing and Safety;
- use and promote the use of Aurora Energy Health, Wellbeing and Safety 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-misses, investigations, control measures and Health, Wellbeing and Safety 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 Workers within their work area for their Health, Wellbeing and Safety performance;

- monitor and review Health, Wellbeing and Safety objectives and targets;
- manage Health, Wellbeing and Safety using Aurora Energy's Health, Wellbeing and Safety procedures;
- actively participate in Health, Wellbeing and Safety issues and Health, Wellbeing and Safety initiatives, where required; and
- initiate and/or approve actions to address any non-compliance.

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 sub-contractors compliance with Aurora Energy's procedures and Health, Wellbeing and Safety legislation; and
- consult, coordinate and cooperate with contractors and sub-contractors to manage shared Health, Wellbeing and Safety 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 Health, Wellbeing and Safety matters;
- assist with consultation with Aurora Energy Management on Health, Wellbeing and Safety 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 Workers for Aurora Energy have the following Health, Wellbeing and Safety responsibilities:

- take reasonable care of, and be accountable for their own Health, Wellbeing and Safety;
- take reasonable care that their acts or omissions do not adversely affect the Health, Wellbeing 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 Health, Wellbeing and Safety activities and Health, Wellbeing and Safety initiatives, and support Others to achieve a safe and sustainable working environment;
- reasonably comply with Aurora Energy's Health, Wellbeing and Safety procedures, work practices, this policy and any other policy or procedure of Aurora Energy relating to health or safety at the workplace;

- with any necessary assistance from their Leader or Team Leader, manage any Health, Wellbeing and Safety hazards using Aurora Energy's procedures and work practices;
- actively identify and report Health, Wellbeing and Safety hazards and incidents, and where reasonable, prevent an incident from occurring;
- report Health, Wellbeing and Safety incidents and near misses to their Leader or Team Leader immediately and through the use of the incident/near miss report form; and
- provide and implement solutions to Health, Wellbeing and Safety 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 27 July 2023.



Board Chair