

**Policy Number:****Approved by** SRW Board of Directors**Date Approved:** 5 December 2023**Date Effective:** Immediately**Date of Next Review:** December 2025**Applicable to:** SRW Employees**Contact:** General Manager Finance, Safety and Risk**POLICY STATEMENT**

Southern Rural Water is committed to providing a healthy and safe environment for its employees, contractors, customers and members of the public who visit SRW facilities.

We have no tolerance for non-compliance to OH&S legislation. We aim for zero harm, and work to eliminate or reduce risks so far as is reasonably practicable

We will provide a safe, healthy, diverse and caring workplace that as a minimum meets legal obligations and complies with all applicable laws.

Our Health, Safety and Wellbeing (HSW) Policy is based on the two principles:

- that our people are at the heart of everything we do, and
- the safety of our people is our number one priority.

Health, safety and wellbeing is a shared responsibility and all of us must not only take responsibility for our own safety, but also for the safety of others.

**OBLIGATIONS**

In fulfilling this responsibility SRW will:

- Safeguard all employees from occupational injury and illness through the provision of appropriate resources and funding to maintain an effective health, safety wellbeing program.
- Consult with employees on all health, safety and wellbeing related matters.
- Comply with all Statutory and Common Law requirements regarding health, safety and wellbeing.
- Maintain a Safety Management System.
- Ensure that our buildings and structures are designed to be safe and without risk to the health of persons using them as a workplace for the purpose for which they were designed.

- Empower staff at all levels to take any reasonable action necessary to protect themselves and others from work related injury or illness.
- Employ contractors with an ongoing competency in health, safety and wellbeing management.
- Continually monitor and measure health, safety and wellbeing performance with the aim of improving workplace safety outcomes.

## **RESPONSIBILITIES**

All **managers** and **supervisors** will be responsible and accountable for:

- Maintaining a safe workplace as far as is reasonably practicable.
- Diligently applying SRW health, safety and wellbeing policies and procedures.
- Ensuring the implementation of SRW Safety Management System requirements.
- Ensuring employees have the knowledge and skills to safely perform the tasks required of them.
- Ensuring the implementation of safe systems of work.
- Ensuring that items of plant and equipment are safe and without risk to health.
- Providing competent and adequate supervision.
- Empowering employees to identify and where possible, resolve safety issues.

All **employees** will:

- Take reasonable care to protect their own health and safety and that of others.
- Co-operate with managers in achieving a safe and healthy work environment.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety.
- Actively participate in workplace safety initiatives.
- Identify and support measure to eliminate or minimise unsafe work practices or conditions.

Our **visitors and contractors** must:

- Not put themselves or any other person at the workplace at risk.
- Comply with our safety policy and procedures.

## **BREACH OF THIS POLICY**

Any breach of this policy will be considered serious misconduct and action will be taken in accordance with SRWs disciplinary and termination processes.

Any breach of this policy by a Contractor will result in the Contractor being required to show cause as to why their contract should be maintained and not terminated for a serious breach of the terms and conditions of the contract.

## **REPORTING**

The Health, Safety and Wellbeing Committee will meet at least four times a year and receive Health Safety and Wellbeing Reports, these reports will be available to all employees. The Executive will meet monthly to review Health Safety and Wellbeing Data. Annual action plans and regular progress reports will be monitored by the People Safety and Culture Committee to determine the effectiveness of initiatives, including progress against measurable objectives and audits.

## GRIEVANCE AND DISPUTES

Any grievances or disputes regarding the enforcement of SRWs Health, Safety and Wellbeing Policy shall follow the process set by Safe Workplace Procedure no. 229 – OH&S Resolution Procedure.

## RELATED POLICIES AND DOCUMENTS

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017*

*Workplace Injury Rehabilitation and Compensation Act 2013*

*Safe Workplace Procedure No. 229 – OH&S Resolution Procedure*

## COMMUNICATIONS

The Health, Safety and Wellbeing Policy is posted on SRW's intranet, and is to be signed by the Chairman and the Managing Director and displayed prominently in each SRW workplace.

### Approved

SRW Board

05 December 2023

### Review and Modification History

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Jo Giannini	November 2021	SRW Board	1 February 2022	Policy update
1.1	Stuart Wrigglesworth	November 2023	SRW Board	05 December 2023	Policy review