WSA Policy
Health, Safety and Wellbeing (HSW)

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Revision: 00 5/03/2018	**David Neville |** GM WHS & Security	**Melanie Burnicle |** Company Secretary & Corporate Counsel	**WSA Board**
	Main Changes: Original Issue		
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	Main Changes: Revise references from AS/NZ 4801 to ISO45001. Minor editorial amendments.		
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	Main Changes: Inclusion of the Wellbeing component following the retirement of the P&C's Health and Wellbeing Policy (WSA00-WSA-00000-HR-POL-000007).		
Revision: 03 9/12/2022	**David Neville |** GM WHS & Security	**Melanie Burnicle |** Company Secretary & Corporate Counsel	**WSA Board**
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Revision: 04 12/05/2023	**David Neville |** GM WHS & Security	**Steven van der Donk |** Chief Legal Officer	**WSA Board**
	Main changes: Update to reflect amendments to *Fair Work Act 2009* (Cth) and *Sex Discrimination Act 1984* (Cth) by the *Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021* (Cth), *Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022* (Cth) and *Work Health and Safety Amendment (Managing Psychosocial Risk and Other Measures) Regulations 2022* (Cth).		

POLICY

Table of Contents

POLICY

1. What is this Policy about?

This Policy sets out WSA's commitment to workers, visitors and others to protect them against harm to their health, safety and welfare (including physical and mental health, safety and welfare) arising from WSA's business or undertaking.

The Board of Directors of WSA support this Policy and the implementation of initiatives which will assist WSA in meeting its objectives.

2. Introduction

2.1. To whom does this Policy apply?

Everyone who undertakes work with WSA should read this Policy. This Policy applies to all WSA workers and WSA's operations.

2.2. Policy review

This policy will be reviewed every three years.

2.3. Policy availability

This policy is available to be accessed on the **WSA Published Documents SharePoint** site. Currency and accuracy cannot be guaranteed if sourced from other locations.

3. WSA's HSW values and objectives

WSA's Health, Safety and Wellbeing (HSW) value, and the behaviours we expect from workers, are to:

- Make safety their number one priority;
- Not participate in unsafe acts / behaviours (including bullying, harassment, workplace aggression or violence);
- Not create a hostile work environment;
- Not discriminate, harass or victimise others on the ground of sex;
- Challenge unsafe behaviours and speak up;
- Think before acting;
- Lead by example; and
- Take responsibility of their health, safety, and wellbeing the health, safety and wellbeing of others.

WSA's HSW objective is to support the health, safety and wellbeing of workers, visitors and others who work with, or are affected by, WSA's business or undertaking. This objective will be achieved by:

- Creating a health and safety management system (H&SMS).
- Continually improving the H&SMS.
- Supporting the physical and psychological health and wellbeing of our people and continually improving our work culture.
- Supporting and training workers, including via inductions, to ensure that they are able to proactively identify and control HSW risks so that HSW risks may be eliminated, and where this is not reasonably practicable, minimised.
- Supporting and training workers to report HSW risks and incidents.

- Effectively applying the principles of just culture to enable learning and continuous improvement of WSA's safety management system.

- Providing mechanisms for effective, transparent and open communication and consultation between workers, other duty holders and WSA stakeholders, including confirming the availability of systems to enable workers to be briefed in all applicable HSW policies and procedures.

- Allocating adequate resources to implement this Policy.

- Monitoring our working environment and conditions.

- Implementing effective rehabilitation and injury management processes.

Actions to achieve implementation of this policy

3.1. Monitor WHS performance

To implement this Policy, WSA will take the following actions:

- Develop the HSW Strategic Plan to achieve the objective of this Policy, while maintaining our obligations to shareholders to progress the project on-time and on-budget.

- Ensure health and safety is a KPI for WSA and that health and safety KPIs are incorporated into individual scorecards and are used as a performance measure with contractors.

- Measure and report progress against the KPIs, targets and actions to the Board Safety, Health, Environment, Sustainability and Community (SHESC) Committee and the Executive Health, Safety and Wellbeing Committee on a quarterly basis.

- Communicate the requirements of this Policy by disseminating health and safety information to workers via meeting forums, health and safety representatives, committee representatives, intranet, internet and other relevant channels.

- Publicly report on health and safety performance via WSA's annual report.

- Maintain a process that meets legislative requirements for consultation, cooperation and coordination on WHS matters.

- Review and report on WHS Due Diligence activities undertaken by WSA Officers on an annual basis.

3.2. Continuously improve our H&SMS

The H&SMS provides a planned and documented approach for the comprehensive and systematic management and improvement of health and safety. WSA undertakes to:

- Maintain a H&SMS that meets the requirements of ISO 45001, Occupational Health and Safety Management Systems.

- Regularly evaluate the effectiveness of the H&SMS against industry practice, legislative requirements and relevant standards.

- Provide a structured approach to incident management including by formulating an incident management framework which includes a focus on preventative and corrective actions.

- Establish and continuously improve WSA's contractor management processes to support a safe work environment for all workers involved in the delivery of the Project or business operations.

POLICY

- Evaluate emerging psychosocial risks against established risk controls, and consider any revised or additional risk controls.

- Establish a risk-based audit program to assess conformance and compliance with the H&SMS, industry standards and to drive continual improvement.

3.3.   Manage risk effectively

WHS risks will be effectively managed, so far as is reasonably practicable, by:

- Developing a consistent HSW risk profiling approach to identify, evaluate, monitor and manage risks.

- Assigning accountability for the management of HSW risks.

- Implementing measures to prevent and respond to HSW incidents.

- Increasing workers' awareness of HSW risks and preventative measures, through effective communication and consultation.

- Implementing and maintaining systems to mitigate public safety risks arising from WSA's activities.

- Monitoring and reviewing the performance of the risk management process. 4.4. Support and improve our leaders and workers

- Continuous improvement in performance and effective implementation of the H&SMS requires strong leadership. Actions for leaders and workers include:

- Assisting and guiding workers to understand and comply with WHS legal requirements.

- Ensuring the WSA executive is aware of and undertake steps to comply with WHS legal requirements.

- Creating a strong culture of HSW leadership and accountability.

- Recognising excellence in health and safety performance shown by teams and individuals.

3.4.   Consultation and communication

Effective consultation and communication with workers and other duty holders is necessary to achieve satisfactory outcomes for the resolution of health and safety matters. Consultation will take place via formal and informal consultation forums.

Working with the Delivery Partner and contractors, health and safety information may be disseminated to workers via various forms including meeting forums, through Health and Safety Representatives, Mental Health Working Group/s, HSW Committee Representatives, toolbox talks, hard copy documentation posted on dedicated safety noticeboards, internet and intranet.

Health and safety requirements of WSA will be communicated and disseminated to other parties, including contractors and visitors, for example, through inclusion of WSA's health and safety requirements in contractual documentation, contractor safety forums and provision of WHS information to visitors.

3.5.   Improve our work environment and conditions

WSA will set and promote appropriate health and safety standards including at office locations and on-site, with a focus on encouraging healthy and safe behaviour of our workers and others, which provides a safe environment for others. This is supported by

WSA's commitment to the principles of just culture. More information on WSA's approach to just culture is set out in WSA's Just and Fair Culture Guideline.

WSA will also undertake fitness for work activities to protect workers at their workplaces. Contractors will be required to comply with the standards set by WSA in relation to fitness for work testing.

3.6.   Injury management

WSA is committed to preventing injury and illness to workers and will strive to achieve the timely and durable return to work of the injured worker through the implementation of effective rehabilitation and injury management procedures and programs. The same commitment and demonstration of relevant procedures and programs will be required of WSA contractors.

3.7.   Availability of the Health, Safety and Wellbeing Policy

This Policy is available to all interested parties.

3.8.   H&SMS documentation

To support this Policy WSA will develop, implement, communicate and clearly articulate the policies and procedures framework that meet the intent and performance objectives of the H&SMS.

These processes and procedures, including this Policy, will be accessible and effectively communicated to workers.

3.9.   Review

This Policy will be reviewed on a three-yearly cycle to ensure that it remains current, appropriate to health and safety risk and reflects WSA's WHS objectives. A review may be initiated at any time where a need has been identified.

4.   Authorities & responsibilities

Everyone is responsible for their own health and safety at work and must ensure that their acts or omissions do not adversely affect the health and safety of others. Where appropriate, specific authorities and responsibilities for WHS will be identified in position descriptions or other documents.

POLICY

5. Definitions

Word/Term	Definition
Due diligence	Refers to the 'reasonable steps' that Officers are required to take in keeping themselves informed and accountable for WHS matters, as specified under section 27 of the Work Health and Safety Act 2011 (NSW).
Duty Holder	Refers to any person who owes a work health and safety duty under the WHS Act including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred.
Officers	A person who makes or participates in making, decisions that affect the whole, or substantial part of, WSA.
Person Conducting a Business or Undertaking (PCBU)	As prescribed under section 18 of the Work Health and Safety Act 2011 (NSW) this term means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.
Reasonably practicable	As prescribed under section 18 of the Work Health and Safety Act 2011 (NSW) this term means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: a. an employee; or b. a contractor or subcontractor; or c. an employee of a contractor or subcontractor; or d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e. an outworker, i.e. a person who performs work for an employer at their own home or at another location that is separate from their employer's factory, workshop, office or worksite; or f. an apprentice or trainee; or g. a student gaining work experience; or h. a volunteer.

POLICY