Unitywater
Serving you today, investing in tomorrow.

BP8734 - Work Health Safety and Wellbeing Policy

Document Owner	Executive Manager People, Culture and Safety
Document Author	Head of Wellbeing & Continuous Improvement
Supporting Legislation and Documents	*Work Health and Safety Act 2011* (Qld) *Work Health and Safety Regulation 2011* (Qld) *Workers' Compensation and Rehabilitation Act 2003* (Qld) *Workers' Compensation and Rehabilitation Regulation 2014* (Qld) AS/NZS ISO 31000 Risk management – principles and guidelines AS/NZS ISO 45001 Occupational health and safety management systems – Requirements with guidance for use AS/NZS ISO 45003 Occupational health and safety management — Psychological health and safety at work Managing the risk of psychosocial hazards at work Code of Practice 2022, WorkSafe QLD
Documents Directly Related	OP9117 - Work Health, Safety and Wellbeing Policy Statement OP9106 - Return to Work Policy Statement Pr8196 - Safety, Health and Environment Consultation and Communication Procedure Pr10757 - Children and Young People at Work Procedure Related training: • 1WWSRE - Work Health and Safety Representative Course • Relevant Work Health & Safety Officer (WHSO) Course (BSB41419) Watercooler Resource pages: • Safe 24/7's • Health and Safety Representatives

1. Policy Statement

Health, Safety and Wellbeing is the responsibility of all Unitywater team members including relevant contractors.

Unitywater is committed to providing a Work Health and Safety (WHS) Management System together with supporting policies and procedures designed for the needs, risks and opportunities inherent in a water and wastewater utility, and will:

- Continuously improve the standard of safety systems, performance, and practices, consistent with the certification requirements of *ISO 45001* and *ISO 45003*;
- Ensure compliance with all legislative requirements and current standards;
- Promote consultation, participation and communication with team members and other stakeholders in health, safety and wellbeing matters;
- Ensure health and safety responsibilities are clearly defined and team members are accountable for performance within their scope of responsibility;
- Evaluate and maintain WHS objectives appropriate for managing water and wastewater industry issues and conditions aimed at prevention of workplace injury and illness;
- Systematically identify, assess, and manage so far as reasonably practicable all safety hazards and risks including psychosocial, which may impact our team members; and
- Provide the necessary resources to meet our safety, health and wellbeing commitments.

2. Purpose and Objectives

The purpose of this policy is to outline Unitywater's commitment to providing a safe and healthy work environment and to detail the roles and responsibilities of the Unitywater Board, team members, visitors, contractors and sub-contractors of Unitywater.

3. Policy Scope/Coverage

This policy applies to all Unitywater team members working at or attending a recognised Unitywater workplace during work hours, including:

a. Unitywater team members (both permanent, casual and fixed term contracted employees);

b. Board members; and

c. Contractors, consultants, volunteers, students, visitors or external labour hire engaged by or associated with Unitywater who are involved in any work for, on behalf of or as agents for Unitywater.
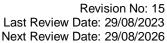
This policy forms part of the learning content in uLearn module: 1WWSRE - Work Health & Safety Representative Course.

4. Roles and Responsibilities

Unitywater will identify and provide the resources required to implement, maintain and improve the WHS Management System. Resources include human resources and specialised skills, technology, financial resources and, where necessary, external regulatory officers or inspectors that are duly authorised to access sites. All team members will be held accountable for implementing Unitywater's WHS Management System in their area and level of responsibility.

4.1 The Chief Executive Officer shall:

- Formally approve and observe Unitywater's WHS Policy;

- Be fully aware of current legislative responsibilities and requirements;

- Ensure the minimisation of risk exposures in Unitywater operations;

- Ensure appropriate resourcing is available to create safe and healthy workplaces;

- Demonstrate leadership and commitment to managing psychosocial risks by providing adequate resources to support programs that promote a mentally healthy workplace;

- Reinforce the sustainability of managing psychosocial risk by ensuring the risk is incorporated into Unitywater's strategic plans, existing systems, processes, and reporting structures;

- Encourage and support risk awareness by team members and contractors;

- Review overall WHS and Risk Management performance;

- Encourage improvements in WHS against agreed performance indicators;

- Review high potential incident investigations and support remedial actions; and

- Respond promptly to issues raised from WHS Committees and Executive Managers.
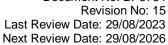
4.2 Executive Managers shall:

- Be fully aware of current legislative responsibilities and requirements;

- Ensure that business units are aware of relevant legislation and risk management procedures for operations;

- Ensure appropriate resourcing to create safe and healthy workplaces;

- Demonstrate leadership and commitment to managing and supporting psychosocial awareness and promote mental wellbeing;

- Positively participate in the development of effective WHS Policy and key procedures;

- Review the Risk Management Performance of business units;

- Review all incident investigations and participate in the investigation of all high potential incidents within business units;

- Support all agreed remedial actions;

- Respond promptly to issues raised from business units and site leaders.

4.3 Leaders shall:

- Ensure that appropriate actions are taken to ensure legislative and WHS Management System compliance;

- Support and encourage team members to actively participate in the management of psychosocial risks in the workplace;

- Support ongoing consultation, participation, and engagement in implementing initiatives in relation to managing psychosocial risks;

- Maintain workplaces in a safe condition;

- Supervise and monitor the WHS performance of team members and contractors;

- Undertake hazard and incident investigation and rectification;

- Monitor and review the reporting and nature of hazards, incidents, and injuries;

- Communicate standard procedures for work activities;

- Take corrective action if team members do not comply with procedures;

- Liaise with health and safety representatives;

- Participate in local WHS Committees;

- Ensure all team members receive induction and training specific to their role;

- Ensure the WHS requirements are always included in contractor engagement processes;

- Retain records and report on prevention, training, injury and incidents;

- Facilitate the Rehabilitation and Return to Work Program of injured team members;

- Participate in the monthly safety site inspections; and

- Lead Behavioural Safety Management by providing coaching and mentoring.

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4.4 WHS Advisors shall:

- Be fully aware of legislative and WHS Management System responsibilities;

- Initiate appropriate actions to improve WHS within area of responsibility;

- Support, consult and encourage team members to actively participate in the reporting of psychosocial risks in the workplace;

- Observe and monitor Leaders, team members and contractors to minimise risk and injury and report observations;

- Actively monitor hazard identification and initiate action to rectify hazards found;

- Ensure effective resources, induction and training are provided to team members and contractors;

- Support injured team members' return to work and assist with the identification of suitable duties;

- Review incident reports and support incident investigation processes;

- Recommend and authorise corrective actions;

- Regularly review the performance of business units and discuss the results with the WHS Committee, WHS Representatives, Health and Safety Representatives (HSR) as elected under the *Health and Safety Act* and site team(s);

- Support the Rehabilitation and Return to Work programs of team members; and

- Lead Behavioural Safety Management by providing coaching and mentoring.

4.5 Team members shall:

- Comply with this policy and Unitywater's WHS Management System;

- Work in a safe manner and not put themselves or others at risk;

- Actively participate in conversations and initiatives to minimise their risk of exposure to psychosocial risks in the workplace;

- Report all hazards, near misses, incidents and injuries in accordance with legislation and Unitywater's reporting procedures, e.g. report injuries and incidents immediately (once safe to do so) to their leader;

- Participate in hazard and incident investigation procedures;

- Liaise with WHS Representatives, HSR's and Leaders relating to the notification of hazards in the workplace;

- Participate in risk assessments and audits when required;

- Participate in induction programs and training sessions when required;

- Comply with all legislative requirements in relation to PPE including, without limitation, using or wearing PPE in accordance with any information, training or reasonable instruction given by Unitywater;

- Maintain personal standards of dress, piercings, facial hair and other presentation standards to ensure that the team member complies with specific fitting requirements or instructions for PPE as applicable; and

- Encourage other team members to consider safety factors within the working environment.

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4.6 Contractors shall:

- Complete the necessary documentation provided by Unitywater in an honest manner;

- Comply with their own and Unitywater WHS policies and procedures as far as they apply to the proposed works;

- Comply with their own and Unitywater's policies and procedures in relation to managing psychosocial risks in the workplace;

- Develop Job Safety Analysis (JSA) or Safe Work Method Statement and ensure that all identified control measures are in place prior to commencing any work;

- Complete worksite inductions and ensure all subcontractors are provided with site specific inductions and records retained of the training. These records should be provided to Unitywater on request;

- Ensure only competent and licensed operators (if applicable) operate plant and equipment;

- Work in a safe manner and not put themselves or others at risk;

- Comply with all relevant WHS legislation, Australian Standards and other industry guidelines;

- Provide appropriate training to their team members to ensure adequate competency to perform particular tasks. These records should be made available to the Unitywater team member if requested; and

- Report all incidents/near misses involving any of their own team members and/or subcontractors which have occurred on Unitywater work sites to the site manager and/or WHS Advisors immediately or within 24 hours of the incident occurring.

5. Definitions

Term	Meaning
Health and Safety Representative	Team member as elected under the *Work Health and Safety Act 2011*
Psychosocial Risk	Combination of the likelihood of occurrence of exposure to work related hazards of a psychosocial nature and the severity of injury and ill-health that can be caused by these hazards *(AS/NZS ISO 45003)*.
Risk Management	Coordinated activities to direct and control an organisation with regard to risk *(AS/NZS ISO 31000)*.
Risks	Effect of uncertainty on objectives *(AS/NZS ISO 31000)*.
WHS	Work Health and Safety
WHS Advisor	Team member within the Safety function of People, Culture and Safety business unit
WHS Management System	That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OH&S policy and so managing the risk associated with the business of the organisation *(ISO 45001)*.
Workplace	The *WHS Act 2011* (Qld) recognises a workplace as: *A workplace 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.*