

## Health, Safety and Wellbeing Policy

### 1. Purpose

Greater Western Water (GWW) is committed to providing a healthy and safe workplace for our people (employees, contractors, and visitors), and for customers and the community.

This policy outlines how Greater Western Water seeks to deliver on this commitment.

### 2. Objectives

Greater Western Water is committed to providing an environment which is free from physical and psychological harm and promotes and enables employee wellbeing.

### 3. Scope

This Policy applies to all operations and functions of Greater Western Water, regardless of where work is being performed.

This Policy applies to all Greater Western Water employees, visitors, and delivery partners and contractors engaged by Greater Western Water.

### 4. Commitment

Greater Western Water is committed to:

- 4.1 the provision and maintenance of a work environment that is free from physical and psychological harm;
- 4.2 carrying out its operations in a manner that does not compromise the health, safety or wellbeing of our employees, contractors, visitors, and members of the public;
- 4.3 continuously evaluating and improving its approach to health, safety and wellbeing, including our performance and health and safety management system, with the aim of eliminating the incidence of work-related harm, so far as is reasonably practicable.

Our aim is to have zero work-related harm and to foster a culture that promotes health, safety and wellbeing beyond the workplace, all day, every day.

This will be achieved by:

- 4.4 Thinking health, safety and wellbeing first and role-modelling this through all our interactions and activities;
- 4.5 Promoting excellence in health, safety and wellbeing leadership and enhancing our safety culture;
- 4.6 Ensuring compliance with applicable health and safety legislation and regulations, compliance codes and other prescribed requirements;
- 4.7 Maintenance and continuous improvement of a systematic health and safety management system including systems for review and management of health, safety and wellbeing issues;
- 4.8 Open and engaging communication and consultation with all stakeholders on health, safety and wellbeing matters, whilst ensuring we protect individual privacy; and
- 4.9 Allocating appropriate financial and human resources to ensure our commitment to achieve our health, safety and wellbeing goals.

The means to achieving this will be to:

- 4.10 Reinforce that safety is everyone's responsibility;
- 4.11 Empower our people to speak up or to stop work where they feel the situation or activity is unsafe for themselves or others;
- 4.12 Provide safety leadership and management commitment at all levels;
- 4.13 Investigate and identify the root cause/s of incidents when they occur, or potential risks when they are identified, so lessons can be learnt, and corrective actions put in place to enhance workplace health, safety and wellbeing;
- 4.14 Reduce risk of harm by utilising elimination, substitution, engineering and other innovative controls as far as reasonably practicable;
- 4.15 Provide such information, instruction, training and supervision as may be necessary to ensure our people can safely, confidently and competently carry out their work;
- 4.16 Build and maintain a workplace environment and culture that supports holistic health and wellbeing (physical and psychological);
- 4.17 Provide relevant health, safety and wellbeing information and instructions to contractors, sub-contractors and visitors;
- 4.18 Promote a culture of proactive risk management where all health, safety and wellbeing hazards are identified, and risks are effectively managed;

- 4.19 Ensure effective communication channels and the visibility and accessibility of safety information;
- 4.20 Ensure that People Leaders and Employees are accountable and responsible for their individual actions concerning health and safety performance;
- 4.21 Maintain a collaborative, active and supportive early intervention, injury management, and return to work program;
- 4.22 Set measurable objectives and targets to eliminate hazards and reduce risks, continually improve performance and increase awareness of health, safety and wellbeing.

Everyone working for Greater Western Water (including delivery partners and contractors) and visitors must:

- 4.23 Take reasonable care for their own health, safety and wellbeing, and that of others in the workplace, including those impacted by our work; and
- 4.24 Take all reasonable actions to comply with our Policy.

## 5. Strategy / Implementation

To ensure Greater Western Water continues to meet its commitment to workplace health, safety and wellbeing, we will regularly monitor and evaluate our workplace practices, processes and safety culture through existing mechanisms such as our risk audit process, employee surveys and by also ensuring effective two-way communication channels are maintained with our employees, delivery partners, contractors, visitors and members of the public.

## 6. Roles and Responsibilities

The Board of Greater Western fully endorse this policy.

Everyone working for Greater Western Water is required to fully support, promote and follow this Policy.

### People Leader responsibilities

- 6.1 Designing health, safety and wellbeing responsibilities into business planning and operational activities;
- 6.2 Providing appropriate resources to support safe and healthy work;
- 6.3 Proactively engaging with our people through participation and consultation;
- 6.4 Maintaining open and safe environments for our people to challenge health, safety and wellbeing behaviours;

- 6.5 Ensuring appropriate risk management and continuous improvement processes are applied;
- 6.6 Complying or exceeding all legislative and other obligations; and
- 6.7 Understanding, implementing, maintaining, and continuously improving the health and safety management system via evidence-based initiatives.

### **Employee responsibilities**

- 6.8 Presenting themselves fit for work;
- 6.9 Contributing to a healthy and safe workplace;
- 6.10 Addressing any unsafe activities or behaviours;
- 6.11 Supporting and promoting any programs that reduce risk;
- 6.12 Reporting any health and safety event or hazard of which they are aware;
- 6.13 Monitoring their wellbeing, and taking appropriate steps to support their health, including speaking up when needed; and
- 6.14 Complying with relevant GWW policies, guidelines and processes related to this policy.

## **7. References**

- 7.1 Occupational Health and Safety Act 2004
- 7.2 Occupational Health and Safety Regulations 2017
- 7.3 Workplace Injury Rehabilitation and Compensation Act 2013
- 7.4 Workplace Injury Rehabilitation and Compensation Regulations 2014

## **8. Review process**

The Policy will be reviewed every two years or more frequently as required.

Approved by the Board: May 2021

Next review date by the Board: May 2023

## 9. Version Control Table

Version Number	Author Title	Purpose/ Change	Date
V1	Manager, Health Safety and Wellbeing	Combined GWW HSW Policy	May 2021