Policy

Health and Safety

Endorsed: 23 August 2016

Brief description

The GPC Health and Safety Policy and its supporting standards and procedures provide a framework to protect the health and safety of people entering, or working on, GPC owned and operated sites; and undertaking activities on behalf of GPC.

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Owner	GPC Board
Current version	13
Effective by	23 August 2016
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This document is a POLICY.

A POLICY is a concise statement that clearly sets out GPC's commitment to GPC Board directives, legislative requirements, Government directives and good business practice.

A POLICY translates the vision and values reflected in GPC's Corporation Charter, into ethical and responsible expectations as required by all employees and contractors conducting business activities for the Corporation.

A POLICY is approved by the Board.

The document hierarchy provides a visual representation of Gladstone Ports Corporation's approved Governance Document Hierarchy Framework.

Policy

Standard

Specification | Procedure

Work Instruction | Form | Template
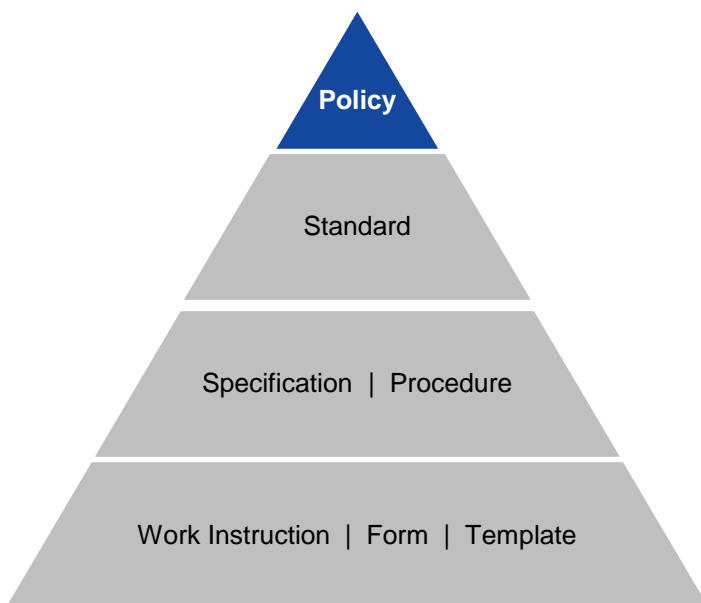
Tier 1 – Documents in this tier will explain **WHY** we are going to do what we say we are going to do.

Tier 2 – Documents in this tier will explain **WHAT** we are going to do.

Tier 3 – Documents in this tier will explain **HOW** we are going to do what we say we are going to do.

Tier 4 – Documents in this tier are the tools **WITH** which we ensure we do the things we say we are going to do.

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1. Policy purpose

The purpose of this Health and Safety Policy is to promote safe and healthy workplace practices and behaviours throughout Gladstone Ports Corporation through the adoption of best practices in health and safety management.

2. Policy Scope

This Policy applies to all Personnel (Employees, Board Members, Contractors, Port Users and Visitors) entering GPC workplaces.

3. Policy statement

GPC recognises that the health, safety and wellbeing of its personnel are of primary importance. GPC is committed to undertaking it's business in a manner that prevents injury or illness to personnel who may be impacted by GPC work activities. We strive for best practice in health & safety management and process safety. GPC is committed to instilling a culture focussed on continuous improvement and sustainability.

3.1   Gladstone Ports Corporation Charter

This Policy supports the achievement of GPC's Corporation Charter through focused risk management practices. Our Corporation Charter clearly articulates the vision, mission and values of the organisation.

Vision: To be the most respected Ports Corporation in the Nation.

Mission: To responsibly manage, develop, and operate port facilities and services for the sustainable growth and social prosperity of our Region, Queensland and Australia.

Values:

- SUSTAINABILITY: We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment and our community. We engage with and contribute to the communities in which we operate.

- EXCELLENCE: We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.

- CUSTOMERS: We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.

- RESPECT: We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.

- EMPOWERMENT: We support and empower people to give their best and reach their potential. We fully apply our skills and capacity, are accountable in our actions, and perform to the best of our ability.
- TEAMWORK: We are one company, one team. We work together to achieve our objectives.

3.2   Health and Safety Objectives

The objectives of this Policy are:

- To ensure the health, safety and wellbeing of all workers and visitors entering, or working on, GPC owned and operated sites; and undertaking activities on behalf of GPC;
- To ensure, so far as is reasonably practicable, that the health and safety of people is not put at risk from work carried out as part of the conduct of GPC's business activities or undertakings;
- To actively promote the Zero Harm philosophy at all levels of GPC;
- To establish measurable objectives and targets for monitoring safety performance;
- To ensure compliance with all relevant Legislative requirements; and
- To ensure continual improvement in GPC's health and safety performance.

These objectives will be achieved by:

- Conducting business activities and undertakings in compliance with all relevant Legislation and auditing Legislative compliance on an annual basis;
- Developing, implementing and maintaining a Health and Safety Management System which is accredited under AS4801;
- Providing a safe and healthy work environment by maintaining: safe plant and structures, safe systems of work; and ensuring the safe use, handling and storage of plant, structures and substances;
- Appropriately managing risks arising from GPC business or undertakings through a risk management process that includes: identification, analyses, evaluation, and implementation of controls; monitoring and measuring the effectiveness of those controls;
- Developing and implementing safe work procedures, job risk analyses and work method statements for all identified high risk tasks;
- Providing appropriate information, training, instruction or supervision to ensure the protection of all people from risks to their health and safety arising from work carried out as part of the conduct of the business activities or undertakings;
- Developing and implementing a systematic approach to fitness for work including training, education and testing to ensure personnel are attending work in a fit state;
- Providing adequate facilities and access to those facilities for the welfare at work of workers;
- Regularly monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking;
- Promptly investigating all work related incidents, injuries or illnesses;
- Actively managing injuries, occupational illnesses, rehabilitation and return to work processes;

- Engaging and educating personnel on health concerns through targeted health communications and promotions;
- Management commitment to continuously improving all aspects of the OHS Management System; and setting objectives and targets that can be measured, monitored, audited, reviewed and reported.

3.3 Responsibilities

Stakeholder	Roles and Responsibilities
GPC Board	To ensure that GPC complies with its health and safety duties and obligations by exercising due diligence and fulfilling its primary duty of care by: • Reviewing and approving the Health and Safety Policy and ensure GPC systematically moves towards zero harm. • Ensuring that GPC has, and uses, appropriate resources and processes to eliminate or reduce health and safety risks; • Ensuring that GPC has robust safety management systems in place detailing incident management, hazard identification, risk management, communication, consultation, training and reporting;
Chief Executive Officer / General Managers	To ensure that GPC complies with its health and safety duties and obligations by exercising due diligence and fulfilling its primary duty of care by: • Promoting and supporting this Policy across GPC. • Providing adequate resources to promote and ensure compliance with this Policy. • Ensuring this Policy and the Health and Safety Management System are used as a framework in business planning to set and review health and safety objectives and targets. • Reviewing and reporting to the Board any material non-conformances with this Policy and overseeing corrective actions.
Managers, Superintendents, Supervisor	Ensuring the safety of the operations under their control, and the provision of a safe and healthy work environment by: • Ensuring this Policy is made available, and understood. • Acting in accordance with this Policy and ensuring personnel are aware of, understand and comply with the safety obligations applicable to tasks undertaken. • Reviewing and reporting to the CEO and General Managers any non-conformances with this Policy and overseeing corrective actions accordingly.

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Stakeholder	Roles and Responsibilities
	• Identifying, assessing and controlling health and safety risks associated with GPC workings
Personnel	As workers in a business: • Encourage others to work in a healthy and safe manner. • Cooperating with, supporting and promoting workplace health and safety at the workplace. • Understand and work in accordance with this Policy. • Take reasonable care of their own health and safety, and ensuring that their acts or omissions do not adversely affect the health and safety of others. • Reporting and rectifying any unsafe conditions they observe.

4. Policy monitoring and review

Conformance to this Policy will monitored through external and internal audit processes.

Formal review, consultation and authorisation processes are to be led by the Safety, Environment and Risk General Manager on a three year cycle (or earlier as required) to ensure the Policy remains current and fit for purpose.

5. More information

This Policy will be available to all employees, contractors and consultants.

This document is uncontrolled when printed. The current version of this Policy is available on Gladstone Ports Corporation's Intranet.

If you require any further information, please contact the Facilitator, listed under Document Accountability, section 6.2.

6. Document history

6.1   Document information

Current version	13
First released	29/04/2011
Last updated	17/08/2016
Effective by	23/08/2016
Review frequency	Within three (3) years or when business risk changes
Review before	23 August 2019

6.2 Document accountability

Term	Definition	Position
Owner	Accountable for approval and authorised discretion to implement or significantly change the system	Board
Custodian	Accountable for monitoring the application of the system and advising the owner of the monitoring outcomes	Chief Executive Officer
Facilitator	Accountable for proposing system design or redesign and facilitation of conformance	Safety Environment & Risk General Manager

6.3 Document version control

Version	Date	Author	Change description
10	23/07/2013	John Sherriff	Updated to new Governance document format
11	28/06/2016	Tony Young	Reviewed Policy. Added responsibilities.
12	12/08/2016	John Sherriff	Update based on Board feedback
13	17/08/2016	John Sherriff	Updated Format

7. Appendices

Appendix 1 – Related Documents

Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	What
State Acts	Work Health and Safety Act 2011
	Work Health and Safety Regulations 2011
	Electrical Safety Act 2002
	Electrical Safety Regulations 2011

Guiding principles

The following guiding principles relate to this Policy:

Type	What
GOC Principles	*Government Owned Corporation Guidelines* • Foundations of management and oversight • Recognise and manage risk
GPC Principles	*Gladstone Ports Corporation Values* • Sustainability • Excellence • Customer • Respect • Empowerment • Teamwork

Gladstone Ports Corporation documents

The following documents relate to this Policy:

Type	What
Policy	Risk Management
Standards	Risk Management Business Resilience Injury and Illness Management Safety Management Fit for Work Occupational Health Management
Specifications/Procedures	

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Appendix 2 – Safety Commitment

The safety commitment is the primary communication tool used to convey the contents of this policy across GPC workplaces.

GPC Gladstone Ports Corporation
Growth, Prosperity, Community.

Our Health & Safety Commitment

GPC recognises that the health, safety and wellbeing of its personnel are of primary importance. GPC is committed to undertaking our business in a manner that prevents injury or illness to personnel who may be impacted by GPC work activities. We strive for best practice in health & safety management, process safety and instilling a committed culture to continuous improvement and sustainability.

This commitment and the overall safety objectives of GPC will be achieved through the development, implementation and maintenance of a Health and Safety Management System accredited under AS/NZS4801, and specifically by:

Conducting business activities and undertakings in compliance with all relevant Legislation and auditing Legislative compliance on an annual basis;

Providing a safe and healthy work environment by maintaining: safe plant and structures, safe systems of work; and ensuring the safe use, handling and storage of plant, structures and substances;

Managing risks arising from GPC business or undertakings through a risk management process that includes: identification / analyses / evaluation / implementation of controls and monitoring and measuring the effectiveness of those controls;

Developing and implementing safe work procedures, job risk analyses and work method statements for all identified high risk tasks;

Providing appropriate information, training, instruction and supervision to ensure the protection of all people from risks to their health and safety arising from work carried out as part of the conduct of business activities or undertakings;

Providing adequate facilities and access to those facilities for the welfare at work of workers;

Providing a workplace free of alcohol and other drugs that impair a person's fitness for work to ensure the safety of all individuals and rehabilitation for workers where appropriate;

Developing and implementing a systematic approach to fitness for work including training, education and monitoring to ensure personnel are attending work in a fit state;

Monitoring the health of workers and the conditions at the workplace regularly for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking;

Investigating all work related incidents, injuries or illnesses promptly;

Actively managing injuries, occupational illnesses, rehabilitation and return to work processes;

Engaging and educating personnel on health concerns through targeted health communications and promotions;

Continuously improving all aspects of the OHS Management System / and setting objectives and targets that can be measured, monitored, audited, reviewed and reported.

Peter O'Sullivan
Chief Executive Officer