



# Safety Policy

## Brief description

The 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.

### Document information

Current version	#365624v17
First released	29/04/2011
Last updated	22/04/2021
Effective by	27/05/2021
Review frequency	Every three years or as required
Review before	22/04/2024
Audience	Board, Executive Management Team, Employees, Contractors, Labour Hire Workers, Workers, port users and visitors

### Document accountability

Role	Position
Owner	Board
Custodian	Chief Executive Officer

Endorsed by Board on 27/05/2021

If you require any further information, please contact the Custodian.

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The current version of this Policy is available on GPC's Intranet.

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# 1 Terms and definitions

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In this Policy:

Terms that are capitalised and not otherwise defined in this Policy are defined in the Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

## 2 Introduction

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### 2.1 Purpose

The purpose of this Safety Policy is to promote safe and healthy workplace practices and behaviours throughout GPC through the integration of best practices in health and safety management with whole of GPC business perspectives including culture, asset management, management of change, operational management systems and capital expenditure.

### 2.2 Scope

This Policy applies to Board, Executive Management Team, Employees, Contractors, Labour Hire Workers, Workers, port users and visitors entering GPC workplaces.

### 2.3 Objectives

The objectives of this Policy are to:

- ensure the health, safety and wellbeing of Board, Executive Management Team, Employees, Contractors, Labour Hire Workers, Workers, port users and visitors entering, or working on, GPC owned and operated sites, and undertaking activities on behalf of GPC;
- 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;
- actively promote the zero harm philosophy at all levels of GPC;
- establish measurable objectives and targets for monitoring safety performance;
- ensure compliance with all relevant legislative requirements; and
- ensure continual improvement in GPC's health and safety performance.

## 3 Commitments

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GPC recognises that the health, safety and wellbeing of its Board, Executive Management Team, Employees, Contractors, Labour Hire Workers, Workers, port users, visitors, and other people entering, or working on, GPC owned and operated sites, and undertaking activities on behalf of GPC, are of primary importance. GPC holds a very low risk tolerance for harm. To operate within this risk tolerance, GPC is committed to:

- providing and maintaining a safe and healthy workplace for all Workers as well as visitors and members of the public;
- undertaking its business activities and undertakings in compliance with all relevant legislation and in a manner that prevents injury or illness to persons who may be impacted by GPC work activities;

- ensuring fundamental risk management processes are established to ensure hazards and risks to health and safety are eliminated or minimised as far as reasonably practicable;
- instilling an internal and external culture focussed on continuous improvement and safety sustainability;
- promoting active Worker participation in the safety management system and ensuring adequate communication and consultation opportunities for Workers and Workers' representatives; and
- striving for continual improvement and best practice in health & safety management.

This commitment aligns to GPC's values of: Growth, Prosperity and Community and the guiding principle of "We ensure the safety of all employees, contractors and the community".

GPC and the surrounding community are a family, and as such we look out for each other and empower people to avoid harm. We care about our people and the community and want all people to go home from work without harm every day.

## 4 Achieving objectives and commitment

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The Safety Policy objectives and commitment will be achieved by:

- conducting business activities and undertakings in compliance with all relevant legislation and auditing legislative compliance on a routine basis;
- developing, implementing and maintaining a Safety Management System which is accredited under ISO 45001;
- developing and implementing strategies to enhance GPC's safety culture and safety leadership, including the implementation of Life Saving Commitments;
- 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's activities through a robust risk management process;
- 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 Workers;
- developing and implementing a systematic approach to fitness for work including training, education and testing to ensure Workers are attending work in a fit state;
- providing adequate facilities and access to those facilities for the welfare of Workers;
- regularly monitoring the health of Workers and the conditions at the workplace for the purpose of preventing illness or injury;
- promptly investigating all work related incidents, injuries or illnesses;
- actively managing injuries, occupational illnesses, rehabilitation and return to work processes;

- providing adequate processes and opportunities for consultation and participation of Workers and Workers' representatives in regards to GPC's safety management system;
- educating Workers on health concerns through targeted health communications and promotions;
- setting objectives and targets that can be measured, monitored, audited, reviewed and reported for all aspects of GPC's safety management system; and
- management commitment to continuously improving all aspects of the safety management system.

## 5 Implementation framework

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To support and demonstrate these policy commitments, GPC has a number of Policies, Standards, Procedures, Strategies and Employees in place. These include:

- GPC's safety management system that provides the framework to demonstrate and implement the safety objectives and commitments;
- GPC's Safety and Training Strategy that identifies how GPC will achieve its safety objectives and commitments;
- GPC's Safety Business Plan, included in the Safety and Training Strategy, that outlines specific actions, responsibilities and timeframes for implementing the Safety and Training Strategy; and
- Standards and Procedures to further support GPC's safety objectives and commitments.

## 6 Monitoring and review

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Conformance to this Policy will be monitored through external and internal audit processes. Formal review, consultation and authorisation processes are to be led by the Executive General Manager People and Community on a three-year cycle (or earlier as required) to ensure the Policy remains current and fit for purpose.

## 7 Appendices

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### 7.1 Appendix 1 – Related documents

#### (a) Legislation and regulation

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

Type	Legislation/regulation/guidelines
State Acts	<i>Work Health and Safety Act 2011 (Qld)</i>
	<i>Work Health and Safety Regulation 2011 (Qld)</i>
	<i>Electrical Safety Act 2002 (Qld)</i>
	<i>Electrical Safety Regulation 2013 (Qld)</i>

Type	Legislation/regulation/guidelines
Other	Codes of Practices approved under the <i>Work Health and Safety Act 2011</i> (Qld)

**(b) Gladstone Ports Corporation documents**

The following documents relate to this Policy:

Type	Document number and title
Policy	#1412364 Enterprise Risk and Resilience
Standard	#829152 Enterprise Risk Management Standard #854303 Safety Management Framework Standard #1356248 Safety and Training Strategy #1331115 Fit for Work Standard
Specification/Procedure	#1285540 Safety Risk Management Procedure #1245255 HSEQ Assurance Activities Procedure #1092359 HSEQ Consultation and Communication Procedure #1075526 Incident Management and Investigation Procedure #142189 HSEQ SAI360 Action Management Procedure
Instruction	#1621179 Corporate Glossary
Other	#1061661 Safety Commitment Poster

## 7.2 Appendix 2 – Roles and responsibilities

Role	Responsibilities
Board	To ensure that GPC complies with its health and safety duties and obligations by exercising due diligence, including: <ul style="list-style-type: none"> <li>reviewing and approving this Policy and ensuring GPC systematically moves towards zero harm;</li> <li>ensuring that GPC has, and uses, appropriate resources and processes to eliminate or reduce health and safety risks; and</li> </ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>ensuring that GPC has robust safety management systems in place detailing incident management, hazard identification, risk management, communication, consultation, training and reporting.</li> </ul>
Executive Management Team	<p>To ensure that GPC complies with its health and safety duties and obligations by exercising due diligence, including:</p> <ul style="list-style-type: none"> <li>promoting and supporting this Policy across GPC;</li> <li>providing adequate resources to promote and ensure compliance with this Policy;</li> <li>ensuring this Policy and the safety management system are used as a framework in business planning to set and review health and safety objectives and targets; and</li> <li>reviewing and reporting to the Board any material non-conformances with this Policy and overseeing corrective actions.</li> </ul>
Managers, Superintendents, Supervisors	<p>Taking reasonable care to ensure the safety of the operations under their control, and the provision of a safe and healthy work environment by:</p> <ul style="list-style-type: none"> <li>ensuring this Policy is made available and understood;</li> <li>acting in accordance with this Policy and ensuring Workers are aware of, understand and comply with the safety obligations applicable to tasks undertaken;</li> <li>reviewing and reporting to the EMT any non-conformances with this Policy and overseeing corrective actions accordingly; and</li> <li>identifying, assessing and controlling health and safety risks associated with GPC workings.</li> </ul>
Workers (including Employees and Contractors)	<p>Taking reasonable care of their own health and safety, and ensuring their acts or omissions do not adversely affect the health and safety of others, including:</p> <ul style="list-style-type: none"> <li>supporting and promoting workplace health and safety at the workplace;</li> <li>understanding and working in accordance with this Policy;</li> <li>encouraging others to work in a healthy and safe manner; and</li> <li>reporting and rectifying any unsafe conditions they observe.</li> </ul>

### 7.3 Appendix 3 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
23/08/16	Scheduled review amendments and change to 'Health and Safety Policy'	Tony Young, Safety Manager	GPC Board	GPC Board
29/08/19	Scheduled review amendments and change to 'Safety Policy'	Tony Young, Safety Manager	GPC Board	GPC Board
16/09/20	Legal review performed by HSF. Amendments as required from ISO 45001 internal SMS audit.	Kirsty Iszlaub, Acting Safety & Training Specialist – Systems	Tony Young, Safety Manager	Rowen Winsor, Executive General Manager People & Community
24/02/2021	Review of audience in line with Glossary and update of EGMPC position title.	Rowen Winsor, Executive General Manager People & Community	CEO	Board
22/04/2021	Update of purpose and commitments in response to March 2021 GAP Meeting feedback.	Kirsty Iszlaub, Safety & Training Specialist - Systems	EMT	Board