

## 1. INTRODUCTION

GWMWater recognises that Occupational Health and Safety (OHS) and Injury Management are integral parts of our business. We have an ongoing commitment to achieving zero harm in the workplace and maintaining a safe working environment that ensures, so far as is reasonably practicable, that the risk of injury or illness to employees, consultants, contractors, customers and the public is minimised.

## 2. POLICY

In order to minimise work-related injuries and illness, GWMWater will monitor the workplace for hazards; manage hazards using the 'hierarchy of controls'; investigate incidents to prevent recurrence; provide safe plant, equipment and work facilities; safe systems of work; and adequate resources, information, instruction, training and supervision necessary to maintain a safe and healthy work environment.

If an employee sustains a work-related injury or illness, GWMWater will make every effort to ensure the injured worker receives first aid and/or medical treatment as soon as possible. GWMWater is committed to providing an effective, equitable and proactive Injury Management Program. This includes the provision of suitable duties whenever practicable to facilitate a timely return to work.

GWMWater aims to ensure effective two-way communication and consultation between management and employees on health and safety matters, using the Safety Committee structure to facilitate this approach. Consultation with injured employees (and their authorised representatives as necessary) is an integral step in the development, implementation and monitoring of Injury Management and Return to Work Programs.

## 3. RELATED LEGISLATION

- a) Occupational Health and Safety Act 2004
- b) Workplace Injury Rehabilitation and Compensation Act 2013
- c) Other relevant Regulations, Code of Practice and Standards, particularly AS/NZS 4801 – Occupational Health and Safety Management Systems will be used as the minimum acceptable requirements throughout the Organisation.

## 4. RELATED POLICY AND PROCEDURES

A range of operational procedures, forms, guidance notes and reference materials support the policy objectives stated within this document and are located within the corporate management system (CMS). Including the following:

[Health and Wellbeing Policy \(CMS/3040\)](#)  
[OH&S management checklist procedure](#)  
[Workcover claims procedure](#)

[Occupational rehabilitation and risk management](#)

[Managing and investigating misconduct](#)

[Managing Underperformance](#)

[Disciplinary action procedures](#)

## 5. EXPECTED OUTCOMES

- a) Promotion of a work culture that recognises safety as an integral part of everyone's job that cannot be delegated or transferred.
- b) Compliance with all applicable Occupational Health and Safety and Workers Compensation Legislation.
- c) Continuous improvement of Occupational Health and Safety performance through the development of our people and systems.
- d) Provision of an effective, equitable and proactive Injury Management program to ensure a successful and timely recovery and return to work.
- e) Reducing harm in the workplace

## 6. RESPONSIBILITY

Everyone plays a role in maintaining a safe and healthy work environment. The following descriptions summarises the responsibilities of managers, supervisors and employees.

### 6.1 Managers and Supervisors

Are responsible for maintaining a safe working environment. This includes ensuring that safe work practices are in place and observed and hazards are managed, as well as supporting Return to Work programs and the injury management of injured employees. Consequences of not meeting these responsibilities will be addressed through the Managing and Investigating Misconduct or Managing Underperformance and Disciplinary Action Procedures.

### 6.2 Employees

Are responsible for observing safe work procedures and instructions, appropriately using equipment and clothing provided, notifying management of any incidents, accidents or potential hazards, participating fully in Return to Work programs, and for working in such a way that limits the risk of injury to themselves, fellow employees, consultants, contractors, customers and the public. Consequences of not meeting these responsibilities will be addressed, through the Managing and Investigating Misconduct or Managing Underperformance and Disciplinary Action Procedures.

### 6.3 Resources

GWMWater recognises that health and safety ranks equally with other prime organisational objectives. It employs specialist Occupational Health and Safety personnel to assist managers and employees to fulfil their responsibilities outlined in this policy. Additional external Occupational Health and Safety or Injury Management expertise and assistance may also be utilised from time to time as appropriate.

The success of this policy depends upon the commitment of every employee in maintaining a safe and healthy workplace throughout all of our operations.

GWMWater will review this policy at a minimum every two years.

## **7. REFERENCES**

- a) Occupational Health and Safety Act 2004
- b) Workplace Injury Rehabilitation and Compensation Act 2013
- c) AS/NZS 4801:2001 Occupational Health and Safety Management Systems