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## OCCUPATIONAL HEALTH AND SAFETY POLICY



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# 1. INTRODUCTION

## 1.1 Definitions

Employees	All staff, contractors, consultants and temporary workers of the Pacific Energy group of companies (Group).
Manager	An individual employee's direct supervisor/manager.
CEO	Chief Executive Officer
Health, Safety and Environmental Management System (HSEMS)	A set of strategies, actions, policies, procedures and templates that assist in the efficient and organised management of health, safety and environmental risks associated with the activities of the Group

## 1.2 General Statement of Policy

This policy supports the Group's commitment to ensuring, as far as is reasonably practicable, that all employees are safe from injury and risk to health while they work. The policy reflects the value the Group places on the health and wellbeing of its employees and how the Group considers OHS equally with all other financial and operational considerations.

## 1.3 Purpose

The purpose of this policy is to ensure, as far as is reasonably practicable, that all employees of the Group take an active role in examining their occupational health and safety practices, and then determine how their impacts should best be managed using creative and relevant solutions.

The OHS Policy can assist the Group to both improve its safety performance, and enhance its business efficiency, while ensuring that its performance is within regulatory requirements.

The Group will use this OHS Policy as a guide for the Group towards zero harm:

- minimise health and safety liabilities;
- build awareness and knowledge of health concern among employees;
- gain a better understanding of the health and safety impacts of business activities; and
- increase efficiency by improving performance through safety awareness.

## 1.4 Scope

This policy applies to all staff, contractors, consultants and temporary workers of the Group.

## **1.5 Enquiries and Faults**

Adherence to this policy will generally ensure compliance with the requirements of the Group and relevant legislation. However, there may be instances where inadvertent breaches could occur. When in doubt, employees requiring assistance with interpretation of this policy, or who wish to report a breach of this policy, should contact the CEO of the Group.

## **2. POLICY**

### **2.1 Policy Statements**

The Group commits to establishing and maintaining a formal Health, Safety and Environmental Management System (HSEMS) in accordance with this policy.

The Group will communicate this OHS Policy to all staff, contractors, consultants, temporary workers, visitors, technicians and clients.

The Group will continually improve its business performance and conduct its operations in a safe and responsible manner, clearly reflecting a commitment to the health and safety of all employees, contractors, clients and visitors.

### **2.2 Policy Objectives**

Through the implementation of this Occupational Health and Safety Policy, the Group aims to ensure, as far as is reasonably practicable, that all employees, sub-contractors and visitors are safe from injury and risk to health while they work. This will be achieved by striving to continually improve our health and safety systems and practices, and by comparing those against industry standard.

So far as reasonably practicable, the Group will provide the following:

- A safe workplace and a safe healthy working environment.
- Safe systems of work.
- Machinery, equipment and substances in a safe condition.
- Information, instruction, training and supervision necessary to ensure that each employee is safe from injury and risks to health.
- Effective consultation with employees on all issues that may affect health and safety at work.
- Effective injury and illness reporting and investigation, and effective rehabilitation measures for employees who suffer work-related injuries and illnesses.
- Compliance with relevant Occupational Safety and Health legislation, standards and codes of practice.
- A commitment by employees to minimise risk and injury within the workplace and to provide a safe work environment.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 Group CEO**

The Group CEO is ultimately responsible for ensuring that the Group adheres to its obligations within the law and within the confines of the desired parameters of the Australian Standards.

The Group CEO will ensure that adequate resources are made available to meet OHS aims and objectives to implement this policy, and that all levels of management are given the responsibilities and authority to ensure its success.

The Group CEO will ensure that all levels of management are responsible for the successful implementation of the OHS policy and programs for which they have control.

#### **3.2 Managers**

Managers and supervisors are responsible for the health and safety of employees and for members of the public, clients and other employees who are in their area of operation. In the area of Occupational Health and Safety, the strongest message that can be sent to employees and contractors is when managers lead by example. This includes:

- Implementing various health and safety procedures and checklists.
- Encouraging a positive workplace culture which includes safe work practices.
- Day-to-day management of safety issues within their area of responsibility.
- Ensuring all employees undertake health and safety awareness training.
- Ensuring that agreed systems for consultation regarding all safety issues are followed.

#### **3.3 Employees**

Employees will take reasonable care to:

- undergo health and safety awareness training as required by employer;
- follow safe work practices;
- report safety hazards in the workplace and make recommendations to management on how to reduce the level of risk;
- avoid adversely affecting their own health and safety or the health and safety of others at work;
- comply with any reasonable instruction from an employer in relation to health and safety at work;
- report any accidents and “near miss” incidents to their manager as soon as is practicably possible after the event; and
- actively support the consultation process.

## **4. POLICY APPROACH AND APPLICATION**

### **4.1 Strategy**

The Group acknowledges the need to manage occupational health and safety through effective policy development, management systems and prevention programs, which will be developed and implemented, incorporating the following strategies:

- A strong commitment and active involvement by senior management.
- Clearly established and defined responsibilities for managers and supervisors regarding the health and safety of employees and contractors under their control.
- Effective consultation with employees and reviews.
- Clearly defined and assigned roles, responsibilities and procedures for achieving the Group's aims and objectives.
- Providing appropriate and adequate training, instructions and information to enable managers, supervisors and employees to fulfil their responsibilities.

### **4.2 Implementation**

- The Occupational Health and Safety Policy is to be implemented through established procedures and processes which have been designed to provide the highest level of employee health and safety while at work.
- Breach of policy could harm the Group's ability to achieve our occupational health and safety obligations. Failure to comply with the principles of this policy, or the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment, or termination of vendor contracts/agreements. Additionally, individuals may be subject to loss of Group access and privileges.
- The associated procedures, processes and forms will be reviewed annually in consultation with relevant employees, using established consultative mechanisms, and will be revised as necessary to keep in line with new legislation and company changes and/or growth.

### **4.3 Objectives and Targets**

- Health and safety objectives and targets will be derived from consideration of the following:
- Initial risk assessments
- Management review and internal auditing
- Health and safety incidents
- Relevant legislative and regulatory requirements
- Group policies
- Financial, operational and business requirements
- The views of relevant interested parties

#### **4.4 Breach of this Policy**

Breach of this policy could harm the Group's ability to achieve health and safety obligations. Failure to comply with the principles of this policy, or of the support procedures and forms, could result in appropriate disciplinary actions, including termination. Additionally, individuals may be subject to loss of the Group access and privileges.

#### **4.5 Policy Review**

The CEO will monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Company Secretary.

This policy will be reviewed annually by 20 December.

#### **4.6 Dissemination of Policy**

A copy of this policy will be provided to each employee upon commencement of employment and additional copies will be made available upon request.

#### **4.7 Related Documents**

##### **4.7.1 Forms & Plans**

- (i) Incident form
- (ii) Hazard Report
- (iii) Health and Safety Management Plan
- (iv) MSDS register
- (v) Breach of OHS Requirements Notification
- (vi) Induction Manual

##### **4.7.2 Legislation**

- (i) Occupational Health and Safety Act 1984
- (ii) Occupational Health and Safety Regulations 1996
- (iii) AS/NZ 4801 Occupational Health and Safety Management Systems



Jamie Cullen  
Group CEO

7 October 2020

## 5. POLICY VERSION CONTROL

Date	Author/Department	Version Number	Change Summary
28/02/2010	M Hall	1.0	Original
08/01/2011	M Hall	2.0	Update Roles & Responsibilities
10/01/2012	M Hall	3.0	Amend Strategy
14/02/2013	B Hall	4.0	Amend Objectives
24/01/2014	A Crawford	5.0	Update Legislation and Forms
08/01/2015	D Manning	6.0	Policy Rename
08/04/2015	T Jenkins	7.0	Format update & Employee Sign off
30/11/2017	M Macaskill	8.0	Policy updated
30/11/2017	J Cullen	8.0	Approved
11/02/2020	M Macaskill	9.0	Reviewed
13/02/2020	J Cullen	9.0	Approved
08/09/2020	S Cake	10.0	Reviewed
07/10/2020	M Macaskill	10.0	Updated
07/10/2020	J Cullen	10.0	Approved