



Policy 4.34 Occupational Safety and Health

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Strategic Alignment

Key Result Area:	People
Commitment:	Development, Equity and Safety
Objective:	Maintain a safe working environment and culture

Policy

Aqwest values the wellbeing of our employees, contractors, visitors, customers and the communities in which we operate. We are committed to responsible management practices that minimise any adverse health or safety impacts.

Aqwest will have in place a Health and Safety Management System for all activities that drives continual improvement.

Responsibility for ensuring the proper oversight and discharge of this policy is delegated under the *Water Corporations Act 1995 (WA) s35*, by the Board, to the Chief Executive Officer.

Aqwest will establish and maintain a Safety Committee in accordance with the Safety Committee Charter attached at Appendix "1".

Objective

- a) Identify hazards and reduce risks to as low as reasonably practicable.
- b) Achieve a safety system that is compliant with *ISO 45001 Occupational health and safety management* systems.
- c) Provide safe work places and systems of work, empower employees and contractors to address unsafe or hazardous behaviours and carry out their work in a manner that does not present a risk to themselves or others.
- d) Support the recovery and rehabilitation of employees in the event of work related injury or illness.
- e) Set objectives and targets which promote Health and Safety within the workplace and the continual improvement of the Health and Safety Management System with an aim to eliminate work related injury and illness.
- f) Comply with relevant Occupational Health and Safety legislative requirements and other commitments.
- g) Ensure that all employees are provided with adequate instruction, training and supervision appropriate to the scope of work being undertaken.
- h) Consult with employees on any issues that may affect their safety and health at work.
- i) Maintain and promote regular forums for the discussion and resolution of workplace safety issues.
- j) Require Contractors to manage Health and Safety using standards and practices that accord with



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this Policy.

- k) Ensure that all Managers, Supervisors, Employees and Contractors are aware of their roles, responsibilities and accountabilities with regard to occupational safety and health.
- l) Regularly review and report Health and Safety performance and provide external audit as required.

Guidelines

N/A

Definitions

N/A

Background

Water Corporations Act 1995 – Section 35
Occupational Safety and Health Act 1984

Document Management					
AUTHORITY FOR CHANGES					
Owner: Board of Directors					
Responsible Manager: Manager Water Services					
PUBLICATION REQUIREMENTS					
Security Level - Available to all staff					
Distribution - Available on Intranet					
Change Advice - Email advice to all staff					
Revision History					
Rev.	Resolution Date	Resolution No.	Revision Due	Reviewer	Source
Original	13/05/1998	17	June 1999	Engineer Water Supply	Engineer Water Supply
1	14/06/2000	19c	June 2001	Engineer Water Supply	Engineer Water Supply
2	13/06/2001	18b	June 2002	Engineer Water Supply	Engineer Water Supply
3	14/04/2003	11b	June 2004	Engineer Water Supply	Engineer Water Supply
4	09/06/2004	14d	June 2005	Engineer Water Supply	Engineer Water Supply
5	10/08/2005	13d	June 2006	Engineer Water Supply	Engineer Water Supply
6	04/07/2007	8(a)	June 2008	Safety Committee	Safety Committee
7	09/07/2008	8	June 2009	Safety Committee	Safety Committee
8	08/07/2009	9	June 2010	Safety Committee	Safety Committee
9	08/09/2010	10	June 2011	Safety Committee	Safety Committee
10	06/07/2011	15	June 2012	Safety Committee	Safety Committee
11	04/07/2012	15	June 2013	Safety Committee	Safety Committee
12	14/08/2013	13	June 2014	Safety Committee	Safety Committee
13	13/08/2014	12	June 2015	Safety Committee	Safety Committee
14	08/07/2015	15	June 2016	Safety Committee	Safety Committee
15	21/09/2016	5	June 2017	Safety Committee	Safety Committee
16	11/10/2017	5	June 2018	Safety Committee	Safety Committee
17	12/11/2018	9	June 2019	Safety Committee	Safety Committee

SECTION A – APPLICABLE REGULATIONS AND STANDARDS

Mandatory – *Occupational Safety and Health Act 1984*

SECTION B – BACKGROUND DETAILS

GOAL

People - Maintain a safe working environment and culture

PURPOSE

To provide a consultative forum that can effectively address the health and safety matters arising in AQWEST with particular reference to the requirements of the AQWEST Occupational Safety and Health Staff-Policy 2.21 and the *Occupational Safety and Health Act 1984*.

MEMBERSHIP

Employees must have equal or greater representation than the Employer

Management representatives will be appointed by the employer. The composition of management Representation shall be:

- Chief Executive Officer (Chair)
- Manager of Water Services
- Manager of Finance and Administration

Employees will select their representatives by a method of their choosing. However, as a guide health and safety representatives should sit as committee members. Employee members should be representative of the following areas:

- Administration
- Water Treatment
- Water Distribution

The following personnel attend meetings as advisors to committee members and have no voting rights:

- Coordinator Water Treatment
- Coordinator Water Distribution
- Executive Assistant / Records Administrator (Minutes & Agenda Publication)
- Safety Training and Compliance Officer (Facilitator)

A quorum of members must be present before a meeting can proceed. To ensure a quorum of members is present at all meetings; each member of the committee may nominate a proxy to attend meetings on their behalf.

A quorum consists of half the total voting membership plus one. At least 2 employee representatives and 2 management representatives must be present for the meeting to proceed.

Internal or external persons may be invited to attend the meetings at the request of the Chair on behalf of the committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the Chair.

VACANT POSITIONS

Any vacant positions can be filled on a casual basis until the appointment of a new member.

CHAIR

The AQWEST Safety Committee shall be chaired by the Chief Executive Officer. Their responsibilities include:

- Scheduling meetings and notifying committee members
- Inviting specialists to attend meetings when required by the committee
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Review and approve the draft minutes before distribution

The Chair may appoint a proxy in the event of his/her absence.

ADMINISTRATION

The Executive Assistant / Records Administrator will have responsibility for taking minutes and shall:

- Prepare agendas and ensure all necessary documents requiring discussion or comment are attached to the agenda, under the guidance of the Safety Training and Compliance Officer.
- Distribute the agenda, after approval by the Chief Executive Officer, at least three business prior to the meeting.
- Issue meeting appointments.
- Take notes of the proceedings and prepare meeting minutes.
- Distribute the minutes to all committee members within one week after the meeting and be made available to all staff.
- The minutes shall be reviewed by the Chair and accepted by committee members as a true and accurate record at the commencement of the next meeting.

DURATION OF MEETINGS

Meetings should be held at 1400 (02:00 pm) on the last Thursday of every month for a period of one and a half hours, or as long as deemed necessary by the Committee.

FUNCTIONS OF THE SAFETY COMMITTEE

The functions of the Safety Committee are:

- Confirm previous Safety Committee meeting minutes.
- Review previous Safety Meeting (Administration and Operations) minutes.
- Review Safety Committee action list.
- Review current financial year Hazard Incident Management System (HIMS) register.
- Review current financial year Safety Incentive Scheme (Performance Indicators).
- Review Lost Time Injuries.
- Review policy and charter.
- Review OSH risks.
- Maintain a Safety Committee calendar.
- Discuss general business.

MONITORING & REVIEW

This charter should be reviewed annually as part of the policy review.

SECTION C – REFERENCES AND FURTHER INFORMATION

EXTERNAL DOCUMENTS

- *Occupational Safety and Health Act 1984*

RELATED DOCUMENTS

- Occupational Safety and Health Staff-Policy 4.34

DISTRIBUTION LIST

- Chief Executive Officer
- Manager Water Services
- Manager Corporate Services
- Coordinator Water Treatment
- Coordinator Water Distribution
- Safety Training and Compliance Officer
- Health and Safety Representatives

SECTION D – REVISION HISTORY

Version	Date released	Description of Changes	Author	Authorised by
DRAFT	10.06.2016	Draft	Robert Allan	
1.0	01.08.2016	Amendment based on Safety Committee review.	Robert Allan	Gary Hallsworth
1.1	03.01.2019	Amendment based on Safety Committee review.	Robert Allan	Robert Allan