



# Policy 4.34 Work Health and Safety

Document Number: PCY04.34

Last approved: 19/05/2022

## Strategic Alignment

The Work Health and Safety Policy is designed to help direct and align Work Health and Safety with the strategic direction of Aqwest and is fully endorsed and supported by Aqwest's management team. In this way Aqwest commits to pursuing the following objective for the Key Result Area – People.

Key Result Area	Commitment	Objective
People	Development, equity and safety	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 Work 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 workplaces 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 Work Health and Safety Management System with an aim to eliminate work related injury and illness.
- f) Comply with relevant Work 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.



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- 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 Work Health and Safety using standards and practices that accord with this Policy.
- k) Ensure that all Managers, Supervisors, Employees and Contractors are aware of their roles, responsibilities and accountabilities with regard to Work Health and Safety.
- l) Regularly review and report Work Health and Safety performance and provide external audit as required.

## Background

*Water Corporations Act 1995 – Section 35*  
*Work Health and Safety Act 2020*

Document Management					
<b>AUTHORITY FOR CHANGES</b>					
Owner: Board of Directors					
Responsible Manager: General Manager Business Services					
<b>PUBLICATION REQUIREMENTS</b>					
Security Level - Available to all staff					
<b>Distribution - Available on Intranet</b>					
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
18	13/11/2019	6	June 2020	Safety Committee	Safety Committee
19	17/12/2020	2.11	June 2023	General Manager Business Services	Safety Committee
21	19/05/2022	2.7	June 2025	General Manager Business Services	Board of Directors

## SECTION A – APPLICABLE REGULATIONS AND STANDARDS

Mandatory – *Work Health and Safety Act 2020*

## 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 Work Health and Safety Staff (Policy 4.34) and the *Work Health and Safety Act 2020*.

### 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)
- General Manager of Water Services
- General Manager Business Services

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:

- 1x Administration (Business Services and Financial Services)
- 3x Water Services

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

- Executive Assistant (Minutes & Agenda Preparation)
- Coordinator Health, Safety, Environment & Quality (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 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 Coordinator HSEQ.
- 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 1430 (2:30pm) on the last Tuesday 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 HSEQ Incentive Scheme (Performance Indicators).
- Review Lost Time Injuries.
- Review policy and charter.
- Review WHS risks.
- Maintain a Safety Committee calendar.
- Discuss general business.

**MONITORING & REVIEW**

This charter should be reviewed annually.

**SECTION C – REFERENCES AND FURTHER INFORMATION**

**EXTERNAL DOCUMENTS**

- *Work Health and Safety Act 2020*

**RELATED DOCUMENTS**

- Work Health and Safety Policy 4.34

**DISTRIBUTION LIST**

- Chief Executive Officer
- General Manager Water Services
- General Manager Business Services
- Executive Assistant
- Coordinator Health Safety Environment & Quality
- 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
1.2	17.12.2020	IMS Policies Review – Board Agenda 2.11	Robert Allan, Coordinator HSEQ	Claire Anderson, GMBS
1.3	01.06.2021	Charter Update – Duration of Meetings	Clare Riley, Executive Assistant	Claire Anderson, GMBS
2.0	19.05.2022	Updates to policy name (new WHS Act), membership, and distribution list.	Robert Allan	Claire Anderson, GMBS