

OCCUPATIONAL SAFETY AND HEALTH POLICY

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VARIATION RECORD:

Version No.	Version Date:	Brief Description of Change:
1.0	June 2008	Board approved.
2.0	March 2010	Board approved 18 March 2010.
3.0	March 2013	Complete Review. Board approved 1 March 2013.
3.1	February 2015	KPA logo change, change of title to HSE Coordinator.
4.0	July 2015	Full document review, changes to implementation strategies and OSH responsibilities. Also confirmed the breaches to the Policy.

1. INTRODUCTION

1.1. Purpose

The Occupational Safety and Health Policy (**Policy**) states the commitment of the Kimberley Ports Authority (**KPA**) to provide a safe and healthy work environment for all employees, contractors, port users and visitors. This Policy is the umbrella document for KPA's occupational health and safety management system (**OHSMS**).

1.2. Scope

This Policy applies to all employees, contractors, port users and visitors to KPA lands and facilities at Port of Broome. This Policy also applies to any other place where employees undertake KPA business.

1.3. References

This Policy refers to or is supported by the following legislation, codes and notices:

- *Occupational Safety and Health Act 1984 (WA) (the Act)*
- *Occupational Safety and Health Regulations 1996 (WA)*
- *Workers Compensation and Injury Management Act 1981 (WA)*
- *Port Authorities Act 1999 (WA)*
- *Port Authorities Regulations 2001 (WA)*
- Code of Conduct for Employees (made under the *Port Authorities Act 1999 (WA)*)
- AS4801 Occupational Health and Safety Management Systems

KPA documents linked to this Policy include:

- KPA's OHSMS
- KPA's OSH Policy Statement (displayed on noticeboards)
- KPA's Hazard and Incident Reporting Procedure
- HSE Activity Plan
- Standard Operating Procedures
- Job Hazard analysis

2. POLICY COMMITMENT

KPA is committed to providing a safe and healthy workplace for all employees, contractors, port users and visitors. KPA commits to complying with all of its statutory requirements including those specified under the Act.

KPA's safety and health performance requires all personnel to actively participate and enthusiastically strive to achieve a safe and healthy workplace. KPA aims to achieve zero harm in the workplace and expects all employees and contractors to comply with their statutory obligation to identify and report hazards, incidents and near misses.

The strategies to implement this policy include:

- maintaining and reviewing KPA's OSHMS;
- maintaining KPA's Health Safety and Environment (**HSE**) Committee and encouraging the appointment of elected safety and health representatives.
- ensuring that strategic, operational and project risks are identified and recorded, a person is allocated responsibility for managing a risk and that the responsible person is satisfied that all foreseeable hazards are identified, assessed and controlled;
- implementing and regularly reviewing Standard Operating Procedures (**SOP's**) and Job Hazard analysis (**JHA's**) for identified operational risks;
- establishing measurable objectives and targets to facilitate continual improvement of OSH in the workplace and to reduce work related illness and injury. These will be identified in the HSE Activity Plan and strategic objectives which are reviewed in consultation with the HSE Committee, management and relevant stakeholders;
- assisting employees who have been injured or become ill due to work to return to their pre-existing duties as soon as medically appropriate and in accordance with the *Workers Compensation and Injury Management Act 1981 (WA)* ;
- providing appropriate OSH training and disseminating health and safety information to all employees, contractors, port users and visitors as required;
- consulting with employees about decisions that may affect their health and safety;
- providing adequate human and financial resources to ensure effective implementation of the OSHMS;
- documenting OSH responsibilities and communicating OSH responsibilities to all employees;
- conducting regular workplace inspections to identify hazards and any changes to the work environment;
- conducting internal and external reviews to continually improve KPA's OSHMS and OSH performance;
- communicating this policy throughout KPA through public display of the OSH Policy Statement;
- provision of appropriate training to employees;
- provision, and maintenance, of appropriate personnel protective clothing and personnel protective and other equipment for the safe performance of tasks; and
- implementing safe systems of work.

3. OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

3.1. General Duties of KPA as the employer

As the employer KPA is responsible for the management, control, maintenance and review of safety practices, procedures and systems, as outlined in Section 19 of the Act. Pursuant to section 19 of the Act, to the extent that it is practicable to do '*an employer shall, so far as is practicable, provide and maintain a working environment in which the employees of the employer are not exposed to hazards*'. In particular, KPA is required to:

- provide and maintain workplaces, plant and systems of work, as far as practicable, so that personnel will not be exposed to hazards;
- provide information, instruction and training to, and supervision of, personnel as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- consult and co-operate with safety and health representatives and other employees at the workplace regarding OSH at the workplace;
- where it is not practicable to avoid the presence of hazards at the workplace, provide personnel with adequate personal protective clothing and equipment as is practicable to protect them against hazards, without any cost to personnel; and
- make arrangements for ensuring, so far as practicable, that the use, cleaning, maintenance, transportation and disposal of plant; and the use, handling, processing, storage, transportation and disposal of substances at the workplace is carried out in a manner so that personnel are not exposed to hazards.

3.2. KPA Board of Directors

The Board of Directors is responsible for exercising due diligence and doing all that is reasonably practicable to ensure that KPA complies with all relevant statutory requirements.

This involves ensuring that the Chief Executive Officer (**CEO**), Managers, Superintendents, the HSE Committee, HSE Department, OSH representatives and all employees are held accountable for the OSH performance of their respective area. The Board of Directors is also responsible for ensuring that adequate resources are provided for achieving KPA's OSH policies and standards.

The Board will approve this Policy and all other core OSH policies.

3.3. KPA Chief Executive Officer

The CEO of KPA is responsible for the provision, so far as is practicable, of a Port logistical environment that is safe and without risk to the health of KPA employees, contractors, port users and visitors.

The CEO will:

- endorse this Policy prior to the Policy being approved by the Board;

- implement all policies addressing occupational safety and health risks at the KPA to ensure they meet KPA's legislative obligations;
- direct persons under the CEO's control to allocate human and financial resources for the implementation of safety and health strategies;
- ensure that all Managers are appropriately trained to undertake their Managerial OSH responsibilities; and
- ensure that Managers, Superintendents, Supervisors, the HSE Committee, HSE Department, OSH Representatives and all employees are held accountable for safety and health outcomes within their areas of responsibility;

3.4. KPA Managers

Managers are responsible for ensuring that, so far as practicable, work is performed in a manner that does not pose risk to the safety or health of those in the workplace, that employees under their control are held accountable for the OSH performance of their area and that appropriate resources are sought and made available to achieve the standards outlined in KPA's OSH policies and procedures.

Specifically, Managers will:

- implement work practices ensuring that risks associated with their defined areas are, so far as practicable, identified, assessed and controlled;
- ensure that supervisors receive appropriate training to enable them to undertake their supervisory OSH responsibilities;
- ensure that all employees receive the appropriate information, training and instruction necessary to safely perform their work;
- ensure work is performed in conformity with KPA's OSH policies and procedures;
- ensure any OSH procedures they are responsible for are:
 - developed and reviewed with adequate consultation;
 - reviewed at least every two years or as required in the event of an incident, change to the workplace or legislation; and
 - implemented and disseminated to employees;
- be leaders in KPA's safety culture, implementing and following KPA's OSH policies and procedures and leading through example;
- ensure that supervisors are aware of and act upon their responsibilities as prescribed by this Policy;
- report incidents, hazards, and potential risks and where required assist in the coordination of the investigation process;
- inform the CEO on OSH incidents, events or near misses as per the Hazard and Incident Reporting Procedure, or any other matter which impacts or has the potential to impact KPA's ability to provide a safe workplace;
- keep the CEO informed of any relevant issues raised by the HSE committee or OSH representatives and the proposed response to those issues;
- keeping up to date on any Federal or State legislative amendments concerning OSH; and
- as appropriate, provide assistance in the rehabilitation of injured employees, in accordance with the Workplace Injury Management Policy.

3.5. KPA Supervisors

Supervisors are those who have responsibility for the direct control of other persons within an organisational unit. In addition to their general responsibilities, supervisors will:

- co-operate in the implementation and administration of KPA's OSH Policies and Procedures, SOP's and JHA's;
- ensure that new employees or contractors under their control undertake appropriate induction, including relevant OSH training and are appropriately supervised;
- ensure employees under their control are kept aware of and comply with KPA OSH Policies and Procedures, SOPs and JHA's as they are updated from time to time;
- ensure the appropriate OSH procedure is followed and documentation is completed, including Toolbox Talks, equipment pre-start checklists and JHA's;
- identify employees who would benefit from additional OSH training and alert managers to the need to organise that training;
- assist in the rehabilitation of injured employees at the workplace;
- identify and report hazards in the workplace;
- ensure that hazards and risks in the workplace are assessed and, so far as practicable, controlled; and
- report accidents, incidents or near misses, assist in the investigation process and ensure that corrective action is taken as necessary.

3.6. KPA Employees and contractors

KPA employees and contractors are responsible for working and acting safely. This involves ensuring their own safety at work and avoiding putting the safety or health of any other person at risk through any act or omission at work.

KPA employees and contractors will:

- co-operate and comply with KPA's OSH policies, procedures, SOPs, JHAs and their implementation and administration, including follow and comply with all instructions, procedures and rules issued;
- use personal protective clothing and equipment, plant and equipment as instructed by their supervisor or KPA representative;
- not interfere with or misuse any equipment or plant;
- report all hazards or potential hazards of which they are aware and assist with the avoidance, elimination or minimisation of those hazards or potential hazards;
- report all accidents and near misses to their supervisor or KPA representative and KPA's HSE Department;
- raise any other safety concerns with their supervisor, HSE Department or safety and health representative; and
- undertake all workplace safety training directed by the supervisor or KPA representative.

3.7. Visitors and Port Users

Port users and visitors are responsible and accountable for their actions when on KPA property and are required to co-operate with the KPA OSH requirements. This includes wearing approved personal protective equipment in applicable areas and complying with any instructions given to them by a KPA employee or their escort where applicable.

4. DOCUMENT REVIEW

KPA's HSE Committee, employees and other relevant stakeholders will be consulted in the process for reviewing, amending and implementing this Policy and other HSE documents as appropriate.

5. BREACHES OF THE POLICY

KPA employees who breach this Policy may, depending of the severity of the breach, in the first instance be subject to:

- verbal counselling;
- a written warning;
- suspension pending an investigation; or
- dismissal.

Willful or repeated breaches of this Policy are likely to result in dismissal.

For contractors and port users, willful breach of this Policy may, at KPA's discretion, result in the withdrawal and cancellation of the individual's port access card and cancellation of site access permission.