

# nhulunbuy corporation

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## **WORKPLACE HEALTH & SAFETY POLICY**

**POLICY – CO11**

<b>Title</b>	<b>Workplace Health and Safety Policy</b>
<b>Policy number</b>	CO11
<b>Type</b>	Personnel
<b>Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Approval date</b>	July 2023
<b>Review date</b>	July 2026

The Nhulunbuy Corporation is committed to providing a safe and healthy work environment for its employees, contractors, customers and visitors.

The Nhulunbuy Corporation's commitment extends to

- ensuring its activities do not increase the risk of injury, illness or damage to the local community.
- providing sufficient resources and funding to meet the Nhulunbuy Corporation's WH&S obligations and strategic and operational goals.

### **Our actions**

The Chief Executive Officer will ensure that:

- They will fulfil the functions required under the relevant WH&S Acts and Regulations
- They provide leadership to the organisation in relation to WH&S and they ensure that accountability systems for employees and management are implemented.
- All employees are aware of their responsibilities as documented in this policy.
- They are ultimately responsible for the WH&S performance of all employees.

The Leadership Team will:

- Ensure that safety management systems are developed, implemented, communicated to all relevant parties and continuously reviewed for effectiveness.
- Ensure that resources including safe plant, equipment and training are provided to manage safety.
- Ensure that risks are identified and controlled at inception of every activity.
- Ensure that consultation is undertaken with management and employees on the development, implementation and refinement of our WH&S systems and programs.
- Ensure that adequate funding is available through budgeting and planning systems for training and resources to meet WH&S requirements.
- Measure and monitor WH&S performance and undertake appropriate initiatives for continuous improvement.
- Be accountable for incidents that occur within their team.

The HSR Team Will:

- Inspect workplaces at such times as agreed with the employer.
- Immediately, in the event of an accident, a dangerous occurrence or a risk of imminent and serious injury to, or imminent or serious harm to the health of, any person, participate in an appropriate investigation of the matter.
- Keep informed as to the health and safety information provided by the employer.
- Refer relevant matters to the Executive Leadership Team for consideration.
- Consult and co-operate with their employer on all matters relating to the health and safety of persons in the work place.
- Actively fulfil their health and safety representative functions and responsibilities.
- Provide safety leadership and support within their work place.
- Keep updated with WHS developments through following up information provided by the NC email groups and arising from Safety Committee meetings.

- Participate in Safety related training as necessary.

People managers and supervisors will:

- Lead by example in their behaviour and actions.
- Provide and maintain a safe work environment for their employees, contractors, customers and visitors.
- Ensure that risks are identified and controlled at inception of every activity.
- Implement policies and procedures effectively.
- Implement training and resources funded through the budget.
- Consult with employees on all issues that will impact on their health, safety and wellbeing.
- Investigate and report on all incidents, including near misses and behaviour that could potentially place them or others at risk and ensure that remedial action is undertaken.
- Monitor their team's WH&S performance and strive for continuous improvement.
- Implement appropriate preventative measures to ensure that a safe work environment is provided.
- Be accountable for incidents that occur within their teams.
- Ensure that any contractors or suppliers are held accountable for breaches of WH&S requirements.

Our employees will:

- Work safely at all times to protect themselves and those working with them and others.
- Participate in WH&S training, consultation and initiatives to improve health and safety.
- Ensure that risks are identified and controlled at inception of every activity.
- Follow any policy and directive given in relation to WH&S.
- Report all hazards and incidents, including near misses to their supervisor within 24 hours and assist with actions to reduce and eliminate risks.

Contractors, agents, suppliers and volunteers will:

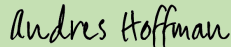
- Comply with all WH&S requirements set out in Nhulunbuy Corporation contracts.
- Work safely at all times to protect themselves and those working with them.
- Ensure that risks are identified and controlled at inception of every activity.
- Report all hazards and incidents, including near misses to the Nhulunbuy Corporation within 24 hours.
- Be held accountable for breaches of their WH&S requirements.

### Other Relevant Documents

- **WHS Committee Terms of Reference**

### Review process

This policy will be reviewed three years from the date of adoption.

<b>Date</b> 08 November 2023	<b>Director (Name)</b> Andres Hoffman	<b>Signature</b> 
<b>Chief Executive Officer (Name)</b> Shane Whitten		<b>Signature</b> 