

HEALTH SAFETY AND WELLBEING (HSW) POLICY

DOCUMENT CONTROL TABLE

Document Owner:	People Services	Department:	Health, Safety & Wellbeing
Endorsed by:	Executive Leadership Team	Date:	14 September 2023
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1 STATEMENT OF COMMITMENT

At Metro, we are committed to keeping people safe, indeed it is one of our core values. Together we strive to create and maintain a working environment that enables proactive health and safety management to protect and improve the health, safety and wellbeing of our people, and assures safety to our customers and visitors. Our objective is that no person will come to harm while working or travelling with Metro, believing that our people have a right to return home healthy, safe and well each day.

As Chair of the Board of Directors and as Chief Executive Officer we affirm that Metro commits to:

- Create a safe and healthy work environment where physical and psychological risks are minimised as much as possible;
- Create a culture of safety that values and promotes the health, safety and wellbeing of our people;
- Maintain a safety management system that is practical and relevant;
- Identify and manage health, safety and wellbeing risks through the systematic identification of hazards, evaluation of risks and implementation of effective controls;
- Provide WHS training and support resources to ensure our people are aware of, and able to fulfil, their WHS obligations and responsibilities;
- Follow all relevant health and safety legislation, regulations and codes of practice including the *Work Health And Safety Act 2012* and the *Work Health And Safety Regulations 2012*;
- Establish processes to report and record incidents and identify and address WHS risks, and ensure timely and effective resolution of these matters;
- Establish measurable objectives and review our performance against our objectives to help continuously improve health and safety performance;
- Manage and investigate incidents in accordance with legal and policy requirements; prevent further incidents and provide support where required;
- Empower our people to participate in creating and maintaining a safe and healthy workplace;
- Engage in meaningful consultation on matters that affect health, safety and wellbeing with our people and stakeholders, together with effective dissemination of information to them;
- Provide appropriate facilities and resources to support the health, safety and wellbeing of people; and
- Demonstrate leadership and commitment through the executive leadership team and leadership team to achieve the highest standards of health and safety & wellbeing.

A professional approach to health, safety, and wellbeing makes our organisation much stronger, supports the delivery of our services to the people of Tasmania and reflects our organisational values of safety, teamwork, improvement and respect.

2 SCOPE

This Policy applies to all Metro workers (as defined in Section 4 of the Act), which also includes directors, contractors, sub-contractors, consultants and volunteers (referred to as Workers from here onwards) and others (such as customers and visitors) to whom Metro owes a work health and safety duty of care.

Within this Policy, reference to work health and safety covers the scope of physical and mental health, and physical and psychological safety.

3 REQUIREMENTS

In order to fulfil the purpose of this Policy, Metro will develop, implement and continuously review a comprehensive Work Health and Safety Management System (WHSMS).

Workers and Others within the Scope of this Policy must observe all relevant requirements of Metro's WHSMS which is described in a suite of controlled documents, published on Metro's Intranet.

4 ROLES AND RESPONSIBILITIES

It is the responsibility of:

- The General Manager People & Safety or delegate to review this Policy and endorse if minimal to no amendments occur during its review prior to seeking Board approval; or
- The Executive Leadership Team to endorse this Policy if moderate to major amendments occur during its review prior to the General Manager People & Safety or delegate seeking Board approval.

5 COMPLIANCE

Compliance with the policy and underlying systems and procedures will be assessed as part of the Metro's internal audit program.

6 NON-COMPLIANCE

- Increases the risk of the Organisation not fulfilling its duty of care by doing everything reasonably practicable to minimise risks to health and safety;
- Increases failure to comply with relevant WHS legislation and State Service directives;
- Limits Metro's ability to fulfil its strategic priorities; and/or
- May result in legal and/or disciplinary consequences, including, prosecution under the [WHS Act](#).

A material breach of this Policy will be reported to the Board, included in monthly reports. All other breaches of this Policy will be reported to the CEO.

7 RECORDS MANAGEMENT

Metro must maintain all records relevant to administering this policy in Metro's Electronic Document and Records Management System, *Content Manager*.

8 INFORMATION

Workers seeking information concerning this Policy or Metro's WHSMS may contact their line manager/supervisor or Metro's People and Safety team at people.safetyhelpdesk@metrotas.com.au

9 REVIEW PERIOD

This Policy will be reviewed every two years or earlier if required to meet legislative changes.

10 RELATED AND REFERENCED DOCUMENTS

10.1 METRO

All WHS Procedures and subordinate controlled WHS documents are published on Metro's Intranet pursuant to this Policy and the WHSMS Framework.

10.2 LEGISLATION

Work Health and Safety Act 2012 (TAS)

Work Health and Safety Regulations 2012 (TAS)

Heavy Vehicle National Law Act 2013 (TAS)

Heavy Vehicle National Law Regulations 2014 (TAS)

Workers Rehabilitation and Compensation Act 1988 (TAS)

Workers Rehabilitation and Compensation Regulations 2021 (TAS)

11 VERSION CONTROL TABLE

No:	Date	Details	Status
1	24/09/19	Content has been revised by WHSE Advisor and GMPS with no change required to the content within the document. Endorsed by EMT and approved by Board.	Superseded
2	08/03/21	Content has been revised by Senior HSE Advisor and GMPS in line with proposal to upgrade the current suite of safety and injury management documents in line with this single WHS Policy and a structured Safety Management System aligned to ISO 45001 to be described in the Safety Management System Manual (which will have the status of a Metro Procedure) and related Procedures and approved by the Board on 31/03/21.	Superseded
3	26/04/21	Position titles and departments updated as per organisational structure review. No content changes required.	Superseded
4	15/09/21	Inherent risk rating removed from Review Period at the request of the ELT.	Superseded
5	16/03/22	Annual review conducted. No content change. Endorsed by ELT on 22/03/22 and approved by the Board on 30/03/22.	Superseded
6	15/09/23	Updated to include the establishment of measurable objectives and targets and availability to interested parties. Further amendments include addition of statement of commitment. Endorsed by ELT on 14/09/23 and approved by the Board on 28/09/23.	Current