

Work Health and Safety Policy

1. Policy Statement

UrbanGrowth Development Corporation (**UGDC**) recognises that work health and safety (**WHS**) is of fundamental importance.

This Policy sets out the requirements to ensure, so far as reasonably practicable, that all operations of the organisation are conducted in a manner which safeguards the health and wellbeing of all workers.

2. Who does this policy apply to?

This Policy applies to all workers of UGDC. For the purpose of this Policy, a **worker** is defined to include:

- All employees employed by UGDC, including permanent, temporary or casual employees; and
- All contractors, subcontractors (and their employees) and any other person engaged or caused to be engaged by UGDC.

3. Policy

UGDC's approach to WHS is one of continuous improvement. This is achieved at all levels of the organisation through the:

- Enhancement of skills;
- Gathering and sharing of knowledge; and
- Ongoing commitment of our workers.

UGDC aims to:

- Develop a culture that encourages all workers to actively manage WHS risks.
- Comply with all relevant WHS legislation, regulations, codes of practice and industry standards.
- Make available appropriate information, training, instruction or supervision to workers and where appropriate, other persons (such as visitors).
- Monitor and record relevant parameters to provide objective evidence of WHS performance and improvement.
- Control all aspects of its operations that have an effect on WHS.
- Reinforce individual responsibility for WHS to all workers.

In fulfilling the objectives of this Policy, management is committed to consulting with workers to ensure that the Policy operates effectively and that health and safety issues are regularly reviewed.

In order to achieve a safe and healthy work environment, the active cooperation and commitment of all workers is essential. Workers are required to:

- Comply with WHS policies, procedures and systems.
- Comply with all reasonable instructions from managers/supervisors in relation to WHS issues.
- Undertake work in a safe manner without causing risk to themselves or others.
- Ensure that they know how to use equipment safely and that they use all equipment in the correct manner.
- Use any required personal protective equipment.
- Participate in WHS training and WHS consultation.

- Report incidents and accidents (including actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to UGDC's property, even if no injury or damage occurred)), hazards and other WHS issues.
- Cooperate with UGDC as required to enable compliance with the law.

To achieve these objectives, UGDC will maintain a WHS framework complying with all relevant standards and will regularly review and report to the Chief Executive Officer on the performance of this system.

Reporting WHS issues

Workers must report all accidents, injuries and potential safety hazards immediately to their manager and in accordance with the WHS Incident Reporting Process.

Policy Control

Policy information	
Policy approver	Chief Executive Officer
Policy owner name	Senior Manager – Safety & Risk
Policy delegate name/s	Company Secretariat
Policy version number	1.0
Policy version date	3 July 2017
Policy review cycle	Annual
Next policy review date	July 2018
Policy location	www.ugdc.nsw.gov.au

Linked artefacts	
Linked documents	WHS Procedure 1.0: WHS Management System WHS Procedure 2.0: WHS Risk Management WHS Procedure 3.0: Incident Management WHS Procedure 4.0: Consultation and Communication WHS Procedure 5.0: Roles and Responsibilities WHS Procedure 6.0: Training and Competency WHS Procedure 7.0: Contractor Safety Management WHS Procedure 8.0: Performance Measurement and Reporting WHS Procedure 9.0: Observations and Inspections
Linked legislation	<i>Work Health and Safety Act 2011</i> (NSW)
Linked risks	Reputational Regulatory Financial Work Health and Safety

Revision history			
Version	Approval date	Author	Description
1.0	3 July 2017	Senior Manager – Safety & Risk	New policy