

# URBANGROWTH NSW

## Work Health and Safety Policy

### Purpose

UrbanGrowth NSW Development Corporation (UrbanGrowth NSW) 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 UrbanGrowth NSW are conducted in a manner which safeguards the health and wellbeing of all workers.

### Application

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

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

### Policy

The UrbanGrowth NSW's approach to WHS is one of continuous improvement. This is achieved at all levels of UrbanGrowth NSW through the:

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

UrbanGrowth NSW aims to:

- Develop a high performing safety culture based on a community of care and concern.
- 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 property, even if no injury or damage occurred)), hazards and other WHS issues.
- Cooperate with UrbanGrowth NSW as required to enable compliance with the law.

To achieve these objectives, UrbanGrowth NSW will maintain a WHS framework complying with all relevant legislation 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 Notification and Reporting Process.

## Policy Control

| Policy information      |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| Policy approver         | Chief Executive Officer with the Audit and Risk Management Committee's endorsement |
| Policy owner name       | Senior Manager – Safety & Risk                                                     |
| Policy delegate name/s  | Senior Manager – Safety & Risk                                                     |
| Policy version number   | 2.0                                                                                |
| Policy version date     | July 2018                                                                          |
| Policy review cycle     | Annual                                                                             |
| Next policy review date | August 2019                                                                        |

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

| Revision history |               |                                |                               |
|------------------|---------------|--------------------------------|-------------------------------|
| Version          | Approval date | Author                         | Description                   |
| 1.0              | 19 Oct 2017   | Senior Manager – Safety & Risk | New policy                    |
| 2.0              | 10 Oct 2018   | Senior Manager – Safety & Risk | Policy Review and minor edits |