

# APA Group Policy

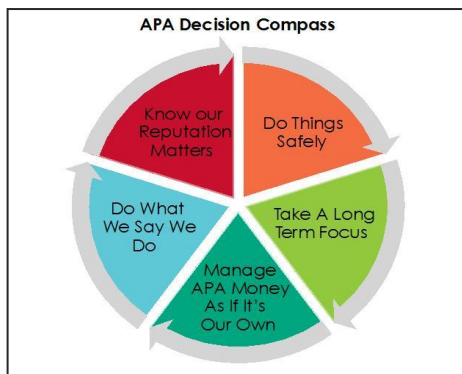
## Health, Safety and Wellbeing

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<b>Key contact</b>	General Manager Health, Safety, Environment and Heritage
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<b>Review cycles</b>	2-yearly, in accordance with Group Documentation Standard
<b>Related Group Standard</b>	APA Health, Safety, Environment and Heritage Standard
<b>Legend</b>	<p><a href="#">Hyperlink</a> to either a location in this document or to an intranet site or website</p> <p><i>Reference to an APA document</i></p> <p><b>Glossary terms</b> (in the <a href="#">Glossary</a> in this document)</p> <p><b>Version control</b> (in the <a href="#">Version Control</a> in this document)</p>

## 1 Purpose

This Health, Safety and Wellbeing **Group Policy** is a statement of APA's commitment to providing workplaces that are free of injuries and supports the good health, wellbeing, respect and inclusion of our employees, contractors and visitors.

## 2 Decision Compass



The effective application of this Policy is key to ensuring we operate in line with our Values and Our Code of Conduct. This policy enables our commitment to aspire to world class health and safety performance and empower the devolution of health and safety decision making throughout APA's workplaces. The Policy supports decision-making as part of the APA Decision Compass under the segments of "**Do Things Safely**" and "**Take a Long Term Focus**"

## 3 Scope

This policy applies to all APA employees as well as directors, contingent workers, contractors and visitors.

## 4 APA Position

APA will deliver on its Health, Safety and Wellbeing commitment through the following principles:

### Leadership and Culture

- Fostering a culture where our people's health and safety is our priority;
- Ensuring leadership is accountable for the development, understanding, effective implementation and continual improvement of our safety management system;
- Providing the leadership and direction to drive accountability for health and safety performance;
- Recognising that all employees have an obligation to look after their own health, safety and wellbeing and of those they work with by their actions and omissions and to take all reasonable steps to prevent incidents; and
- Developing a workplace culture that prioritises safety, respect and inclusion.

### **Empowering our People**

- Not starting work if it is not safe;
- Stopping work and/or intervening when work is not being done safely; and
- Switching off plant (in line with stated protocols) or not using equipment that is not safe.

### **Risk Management**

- Conducting appropriate due diligence and risk assessments in planning projects and operating activities;
- Managing our operating risks and the critical controls that prevent or mitigate major incident events;
- Proactively seeking to eliminate hazards, verify critical controls and reduce the risk of injury and ill health;
- Prevent harmful substance or energy release by managing our major incident barriers;
- Promoting prompt reporting of all hazards, incidents, near misses and injuries to foster transparency, quick response and learning; and
- Conducting robust investigations and root cause analysis of incidents to embed learnings and reduce the risk of repeated incidents.

### **Communication and Training**

- Consulting and engaging with our employees, worker representatives and other stakeholders;
- Communicating expectations, standards and non-negotiables to employees, contractors and stakeholders;
- Delivering holistic, proactive education and training for employees and contractors to raise awareness of risks, management systems, standards and responsibilities;
- Providing appropriate supervision, specialist support and other resources for health and safety matters; and
- Responding to deviations or breaches of its policies, and procedures with a fair and just response.

### **Fitness for Work**

- Providing smoke-free workplaces;
- Providing a workplace free from alcohol and illicit substances;
- Establishing processes which ensure that workers are fit for duty and not affected by alcohol and other drugs which may impair their ability to work safely; and
- Providing effective injury management and return to work processes and resources that support early intervention and workplace rehabilitation to assist the affected employee's recovery and return to work.

### Management Systems, Compliance and Metrics

- Striving for continual improvement in the APA health and safety management system to support excellent performance;
- Establishing and monitoring measurable, fit for purpose objectives and targets around health, safety and wellbeing outcomes and performance; and
- Meeting or exceeding applicable statutory, regulatory, and legal obligations.

## 5 Objectives

The objectives of this policy are to confirm that:

- We aspire to a workplace free of illness and injury, with a culture where people feel accepted and respected;
- Safety comes before everything we do;
- We believe that all incidents and injuries, including bullying and harassment, are preventable;
- Safety includes health, wellbeing and psychological safety such that the whole person is considered.

## 6 Key roles and responsibilities

APA's health, safety and wellbeing policies, standards and procedures are essential in ensuring that the safety, health and wellbeing of our people remains a priority.

Our approach empowers people to identify and manage health and safety risks that are applicable to them, follow instructions and promote behaviours that move beyond compliance and inspires high performance and accountability.

It is an obligation on all employees, contractors and visitors to follow and support the application of these Policies, standards and procedures, and participate in continuous improvement to create workplaces that are free of incidents and injury.

## 7 Glossary

Term	Definition
Group Policy	Document that reflects the strategic intent and key decisions of the organisation for employees, leaders and external stakeholders. Group policies apply across all of APA.

## 8 Related Documents

- APA Health, Safety, Environment and Heritage Standard
- APA Code of Conduct (Our Code)
- APA People and Culture Policy

## 9 Version Control

Date	Changes
06 July 2020	Initial Draft
01 December 2020	Revised policy format aligned to the APA Document Framework. Approved by the HSE Committee and Board.