

WORK HEALTH, SAFETY & REHABILITATION POLICY

The Work Health and Safety Act 2011, aims to protect the health, safety and welfare of people at work. CCGT is committed to ensuring all employees, visitors and contractors are safe from injury and risks to health while at work

Objectives:

The objectives of this policy are to have in place a Work Health Safety & Rehabilitation system that meets the standards in providing:

- A safe and healthy work environment
- Safe systems of work assessed by risk management and hazard identification
- Plant and equipment in a safe working condition
- Consultation, information, instruction, training and supervision as necessary to ensure that all employees, visitors and contractors are safe from injury and risk to health
- Promote health, safety and welfare of all employees, visitors and contractors.

Strategies:

CCGT will conduct a preventative approach to the management of WHS&R by:

- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or workplace illness
- Provide instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices and emergency procedures
- Involving individuals in work health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards
- Ensuring that all persons comply with appropriate standards and workplace directions to protect their own and others health and safety at work
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes
- Ensuring Senior Management, CCGT internal staff, host employers, apprentices and trainees are committed to improving WHS&R through planning, risk assessments and hazard identification, setting targets, allocating resources and evaluating outcomes
- Ensuring Senior Management are responsible and accountable for the WHS&R of all employees, contractors and visitors in the Company by full integration of WHS&R within all business plans
- Having WHS&R policies and procedures in place which document the responsibilities for achieving WHS&R objectives
- Providing Senior Management and CCGT internal staff with the training and instruction that will equip them with the knowledge and skills necessary to meet their responsibilities





- Providing an effective claims management and rehabilitation management system to achieve the earliest possible safe return to work of injured workers.
- Encouraging consultation with CCGT internal staff, apprentices, trainees, host employers, visitors and contractors.

Roles and Responsibilities:

CCGT Senior Management will have the responsibility of:

- Providing the resources to meet the legislative requirements
- Providing a healthy and safe workplace for all employees, visitors and contractors
- The development, implementation and review of the CCGT WHS&R policy and programs
- The day to day management of WHS&R issues
- Ensuring agreed mechanisms for the consultation are followed regarding all issues which may effect the health, safety and welfare of any worker
- Implement and maintain an ongoing work health and safety program, including conducting regular inspections of the CCGT workplace and host employer worksites aimed at preventing accidents and incidents.

The employee shall take reasonable care to:

- Follow safe and healthy work practices
- Ensure the health and safety of their co-workers who may be affected by their actions.
- Comply and cooperate with any reasonable instruction from a Person Conducting a Business or Undertaking (PCBU), CCGT General Manager, Operations Manager, Field Officer or a host employer or the host employers delegate in relation to health and safety at work. This may include:-
 - Wearing or using prescribed safety equipment
 - Carrying out work in a safe manner
 - Following health and safety instructions
 - Taking notice of signs
 - Adhering to speed limits
 - Participating in safety training
- Avoid adversely affecting their own health and safety or the health and safety of any other person through any act or omission at work, or by consumption of alcohol or drugs
- Immediately report any injury or unsafe work condition, hazard or equipment to appropriate personnel
- Not misuse, damage, refuses to use or interfere with any equipment and machinery provided in the interest of work health and safety. This may include:-
 - Moving or defacing signs
 - Tamper with warning alarms





- Remove machine guards
- Skylark
- Play jokes
- Behave in a way that results in risk to yourself or others
- They must not intentionally hinder or obstruct:-
 - The giving or receiving of any form of aid when a co-worker is injured at work.
 - Any act to avoid or prevent serious risk to the health and safety of a co-worker.
 - Fully accept responsibility for their own safety as well as the health and safety of the people with whom they work, and they must cooperate with them in their efforts to comply with work, health and safety requirements.

Policy Implementation:

As part of the induction program, each employee will be provided with a policy booklet containing a copy of the WHS&R Policy. Employees will have ready access to all WHS&R policies and procedures through their Field Officers (in the case of CCGT apprentices and trainees), Senior Management (for CCGT internal staff members) or any other delegated person.

Review of the Policy:

The WHS&R policy and programs will be reviewed annually in consultation with all employees.

The review will involve evaluating the effectiveness of the policy by:

- Auditing the CCGT WHS&R programs against the objectives of the policy
- Reviewing the WHS&R performance against targets

Endorsed by the Board of Directors on

18th May 2019

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CCGT Chairman

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CCGT Senior Manager

