

WORK HEALTH AND SAFETY (WHS) POLICY

DOCUMENT CONTROL TABLE

Document Owner:	People	Department:	Health, Safety & Wellbeing
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1 PURPOSE

This policy expresses Metro Tasmania (Metro's) strong commitment to work health and safety. As the person conducting the business or undertaking (PCBU), Metro, through its Board and Management, is ultimately responsible for and committed to:

- Eliminating, or minimising as far as is reasonably practicable, risks to workplace health and safety; and
- Complying with the requirements of legislation referred to in item 9.1 of this policy.

In addition to the strong moral and legal imperatives for maintaining a safe work environment, Metro's commitment to work health and safety aligns to its continuous improvement objectives and recognises that a safe work environment is conducive to productivity.

Metro recognises that its Workers have a vital role to play in work health and safety and is committed to consultation with its workforce on all relevant work health and safety matters.

2 SCOPE

This Policy applies to all Metro Workers, however engaged (including direct employees, contractors, employees of contractors and volunteers) and others to whom Metro owes a work health and safety duty.

3 REQUIREMENTS

In order to fulfil the purpose of this Policy Metro will develop, implement and continuously review a comprehensive Work Health and Safety (WHS) Management System comprised of the following elements:



Workers and Others within the Scope of this Policy must observe all relevant requirements of Metro's Health, Safety & Wellbeing (HS&W) Management System which is described in a suite of controlled documents, including the Safety Management System Manual (Procedure), published on the Metro Intranet.

4 RESPONSIBILITIES

4.1 BOARD

Metro's Board is responsible for:

- a) Leading Metro's commitment to work health and safety as the PCBU;
- b) Communicating Metro's commitment to work health and safety in this detailed Policy (to be published on the Metro Intranet) and a more concise Policy Statement (to be displayed in each Metro Depot); and
- c) Effecting governance to ensure that Management implements this Policy to meet the PCBU's work health and safety obligations.

4.2 MANAGEMENT

Metro's Management is responsible for:

- a) Leading effective implementation of this Policy.
- b) Leading development, implementation and ongoing review of Metro's comprehensive Health, Safety & Wellbeing Management System to ensure, as far as is reasonably practicable, the work health and safety of Workers and others within the Scope of this Policy.
- c) As far as is reasonably practicable:
 - Providing and maintaining a work environment free from risks to health and safety;
 - Providing and maintaining safe plant (equipment), structures and safe systems of work;
 - Ensuring the safe use, handling and storage of plant (equipment), structures and substances;
 - Providing adequate facilities for worker health and welfare in carrying out work;
 - Provide any information, training, instruction or supervision that is necessary to protect workers from risks to their health and safety arising from work activities;
 - Ensuring that the health of workers and conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from metro's business;
 - Managing any illness or injury of workers arising from metro's business, including meeting all relevant obligations relating to: fitness for work, return to work and worker rehabilitation; and
 - Consulting appropriately with workers on relevant work health and safety matters

4.3 WORKERS

Metro's Workers, whilst at work, are responsible for:

- a) Taking reasonable care for their own health and safety;
- b) Taking reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people;
- c) Only undertaking work which they are currently trained, authorised, and competent to perform
- d) Only undertaking work when they are fit to do so (Note: fitness to work may be impaired by: alcohol or drugs; fatigue; or medical/mental health issues);
- e) Promptly reporting all known or observed hazards and fitness for work issues affect to their supervisor or manager.

- f) Promptly reporting all injuries, incidents and near misses immediately, no matter how trivial;
- g) Using safety equipment and personal protective equipment as instructed;
- h) Not misusing or interfering with anything provided for work health and safety (including for injury prevention, injury management or worker rehabilitation);
- i) Engaging in consultation with management to identify, assess and control safety risks;
- j) Complying (so far as they are reasonably able to) with any reasonable work health and safety direction or instruction;
- k) Complying with any reasonable work health and safety policy or procedure; and
- l) Not violating any safety rule or law (including any road rule or heavy vehicle law).

4.4 OTHERS

Others to whom Metro owes a WHS duty (e.g. visitors to Metro workplaces) are responsible for:

- a) Taking reasonable care for their own health and safety;
- b) Taking reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people; and
- c) Complying, so far as they are reasonably able, with any reasonable instruction given by management

5 REPORTING

A material breach of this Policy will be reported to the Board. All other breaches of this Policy will be reported to the CEO.

6 RECORDS MANAGEMENT

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

7 INFORMATION

Workers seeking information concerning this Policy or Metro's Safety Management System may contact their line manager/supervisor or Metro's People Services Team at people.safetyhelpdesk@metrotas.com.au

8 REVIEW PERIOD

This Policy has an inherent risk rating of high and will be reviewed annually or earlier if required to meet legislative changes.

9 RELATED AND REFERENCED DOCUMENTS

9.1 LEGISLATION

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Heavy Vehicle National Law (Tasmania) Act 2013

Heavy Vehicle National Law (Tasmania) Regulations 2014
Workers Rehabilitation and Compensation Act 1988

9.2 METRO

Work Health and Safety (WHS) Management System Manual (Procedure)

All WHS Procedures and subordinate controlled WHS documents published on the Metro Intranet pursuant to this Policy and the Work Health and Safety (WHS) Management System Manual (Procedure).

10 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 450001 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.	Current