



Health Safety and Environment Policy

Document Number 0012-8-271 | Rev 9.0 | 20/11/2019 | Owner: Executive General Manager Health, Safety and Environment

Background

nbn values its employees, contractors, customers and the environment and communities in which we operate and live. We are committed to complying with Health, Safety and Environment (HSE) laws and the voluntary standards to which our organisation subscribes. We act on our responsibilities to identify and remove potential and recognised risk to a healthy and safe workplace.

The policy is publicly available and communicated throughout the business.

Purpose

This policy sets out **nbn's** commitment to providing a safe, healthy environment and experience for its employees, contractors, consultants and visitors. It sets out the minimum requirements to ensure compliance with HSE legislation and related codes of practice and industry standards.

Scope

This policy applies to all **nbn** employees, visitors, consultants, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers.

Policy

nbn's integrated HSE Management System provides the framework for HSE management and continual improvement throughout all our businesses, products and activities from design, construction and operation. Through the implementation of our HSE Management System **nbn** is committed to the following principles:

- The maintenance of a safe workplace and the protection of the environment, including the prevention of pollution
- The protection and management of heritage, including places and objects of cultural heritage significance to Aboriginal and Torres Strait Islander peoples
- Establishing meaningful targets to reduce our environmental impact, and transparently reporting progress to our stakeholders
- Adopting ecologically sustainable development principles
- Strong leadership and accountability in framing and driving desirable HSE outcomes
- Ongoing evaluation of compliance with HSE laws and other requirements to which the organisation subscribes



- Reducing both human and financial costs of injuries and illnesses through early intervention and rehabilitation support
- Consultation on issues that may affect an individual's health and safety
- Proactively identifying and managing HSE risks, and implementing effective controls and systems of work
- Effective management of the processes around land access and statutory approvals
- Reducing our energy, water and natural resources consumption and waste generation
- Identification and development of critical risk controls
- Integrating HSE in the planning, design, importing and manufacture of goods
- Providing all necessary supervision, training, instruction, equipment and information to employees and visitors to our workplaces
- Setting and achieving HSE objectives, targets and improvement plans to drive continual improvement
- Measuring and evaluating our HSE performance through regular audits, inspections and internal reporting
- Recognising outstanding HSE performance
- Seeking and respecting views of our stakeholders, including community views
- Maintenance of certification to ISO 14001, AS/NZS 4801 and BS OHSAS 18001.

Roles and responsibilities

All employees, contractors and visitors are accountable for behaving in a safe and environmentally responsible manner at all times. Every employee, contractor, and visitor has a personal responsibility to comply with this policy and to notify their manager or guide if there is a compliance issue or question.

It is the responsibility of **nbn's** Executive Management to ensure sufficient resources are available to implement this policy.

Managers are responsible for:

- Ensuring that employees are provided adequate training, information and supervision to perform their jobs safely and have the appropriate equipment
- Complying with relevant HSE legislation
- Ensuring that any unsafe practice is eliminated
- The day-to-day management of environmental issues that directly impact their area of responsibility
- Encouraging environmental awareness within their area of responsibility.

Employees, consultants and contractors are responsible for:

- Performing their work in a safe manner
- Taking reasonable care that their acts do not adversely affect the health and safety of themselves, others or the environment in which we operate
- Reporting any incidents or hazards



- Undertaking their day to day work in compliance with this policy and relevant HSE legislation
- Ensuring that any visitors that they are responsible for are advised of the requirements of this policy.

If you become aware of any actual or possible non-compliance with this policy, you should immediately report it to your Manager.

Failure to comply with the obligations under this policy may lead to disciplinary action being taken by **nbn** in accordance with the Managing Performance and Behaviour Policy or by termination of engagement for contractors.

More information

Please contact your Manager or the Human Resource Support Centre if you require additional information in relation to this policy.

Should you have immediate concerns regarding a safety matter contact your Manager. If your Manager is unavailable you may also contact a member of the HSE Team.

Related policies

- Managing Performance and Behaviour

Sally Kincaid
Chief People and Culture Officer
Effective as of 20 November 2019



Document control

Policy owner	Sally Kincaid, Chief People and Culture Officer
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Classification	nbn Confidential: Commercial
Status	Final
Policy author	Peter Clements, Executive General Manager HSE & Facilities
Policy approver	Audit and Risk Committee to endorse and nbn Board to approve
Email	peterclements@nbnco.com.au
Business unit	nbn Health Safety and Environment

Revision history

Revision	Description	Policy Author
9.0	Reviewed. Minor changes to strengthen nbn 's commitment to the protection of heritage. Endorsed by Audit and Risk Committee on 7 November 2019. Approved by the Board at Board Meeting held on 19 November 2019	Peter Clements
8.0	Reviewed. No changes. Endorsed by Audit and Risk Committee on 8 November 2018. Approved by the Board at Board Meeting held on 20 November 2018	Peter Clements
7.0	Reviewed. No changes. Endorsed by Audit and Risk Committee on 10 November 2017. Approved by the Board at Board Meeting held on 21 November 2017	Peter Clements
6.0	Reviewed. No Changes. Endorsed by Audit and Risk Committee on 7 November 2016. Approved by the Board at BM 103 held on 22 November 2016	Peter Clements
5.0	Minor amendments to comply with ISO 14001:2015, retire legacy nbn values, and include reference to illnesses (as well as injury). Endorsed by ARC 23 November and Approved by Board 24 November 2015.	Peter Clements
4.1	Policy rebranding. No change to content.	Peter Clements
4.0	Amended: Endorsed by ARC 11/11/2014 & Approved by Board 12/11/2014	Peter Clements
3.0	Reviewed no changes	Kim Flanagan
2.0	Amended	Kim Flanagan
1.0	Released	Kim Flanagan
-	Repealed	Kim Flanagan
2.0	Standardisation and Review	Kim Flanagan
1.0	Released	David Auld