



## Health and Safety Policy



Our goal is **ZERO** injuries and occupational illnesses. We believe that all accidents are preventable on and off the job.

- Safety is our first priority.
- We will not budget for injuries.
- Working safely is a condition of employment.
- No shortcuts when it comes to safety.
- Managers and team leaders demonstrate leadership in health and safety.
- Our people and contractors/agency employees take ownership of safety by not accepting unsafe behaviour from anyone.

### In order to achieve these principles, TransGrid will;

- Ensure that managers, team leaders and employees understand their health and safety responsibilities.
- Provide a safe and healthy work place for our people.
- Consider contractor and agency employee's health and safety as important as that of our employees.
- Identify, assess and eliminate or control health and safety risks prior to commencing all activities and projects.
- Apply standards that meet or exceed relevant health and safety and worker's compensation legislation, regulations and codes of practice.
- Provide relevant information and instruction so our people, contractor and agency employees and visitors can safely perform their work.
- Make health and safety part of all business decisions.

- Continually improve our health and safety performance through regular monitoring and review of the health and safety management system (GD HS G2 020) and by establishing performance measures.
- Lead, train and motivate our people to work in a safe and responsible manner.
- Implement this policy through developing and communicating an annual health and safety plan with measurable objectives and actions with the aim to reduce the risk of injury or illness.
- Communicate openly with our people on health and safety matters.
- Consult and seek contributions from our people on issues that have the potential to affect their health and safety.
- Consult any workplace change that may affect our people, contractor and agency employee's health and safety.
- Encourage personal responsibility for health and safety behaviour.



Peter McIntyre  
Managing Director - August 2009

## Health and Safety Responsibilities

### Managing Director

TransGrid's Board and Managing Director are ultimately accountable and responsible for the health and safety of employees, visitors, contractors/agency employees and the public, and for ensuring compliance to all relevant OHS legislation. The Managing Director approves all health and safety policies and the annual Corporate Health and Safety Plan.

### Managers and Team Leaders

Managers and Team Leaders are responsible and accountable for:

- Ensuring, so far as is reasonably practicable, that their staff work without risk to their health or safety.
- Complying with health and safety responsibilities outlined in work procedures.
- Ensuring, as far as is reasonably practicable, that all work procedures, systems and the working environment are safe and without risk to health.
- Implementing the Health and Safety Management System across their area of responsibility.
- Providing adequate resources to effectively meet TransGrid's health and safety commitment.
- Providing information, training and supervision to allow employees and contractors/labour hire are able to carry out their work safely.
- Implementing relevant actions from their business unit Health and Safety Plan to meet agreed performance targets.
- Training their staff so that they can develop and successfully maintain healthy and safe working conditions and systems.
- Taking steps to control hazards as they are reported.
- Investigating incidents and implementing corrective actions that address the root causes of the incident.

### Employees, contractors, agency employees and people supplying services

People working for TransGrid at all levels are responsible for:

- Following occupational health and safety policies and procedures and avoiding "at risk" behaviour in all activities.
- Complying with health and safety responsibilities outlined in work procedures.
- Practising safe and healthy work methods and behaviours.
- Using all appropriate plant, equipment, tools, materials and personal protective equipment correctly.
- Taking steps to fix, where safe to do so, and then report any hazards that are identified at work.
- Reporting all injuries, illness, and near misses, no matter how minor to their Manager or Team Leader as soon as is reasonably practical.

In addition to these responsibilities, contractors, agency employees and people supplying services to TransGrid are required to know and comply with TransGrid's Health and Safety policy by:

- Adhering to any health and safety requirements specified by TransGrid.
- Conforming to and enforcing all legislation, standards and codes of practice and licensing that apply to work places under their control.

### Health and Safety Committees

The Health and Safety Committees will be supported by TransGrid people at all levels, and are responsible for:

- Assisting in the identification of workplace risks and making recommendations on safe systems of work.
- Reviewing the corrective measures taken to ensure health and safety of TransGrid's people.
- Assisting Management to investigate any matter that may be a risk to health and safety at the place of work.
- Facilitating resolution of the matter but, if unable to do so, to request Management to initiate an investigation.

### Executive Health and Safety Committee

The Executive Health and Safety Committee are responsible for:

- Ensuring the establishment of continuous improvement of occupational health and safety systems, practices and procedures.
- Monitoring, reviewing and, where necessary, amending corporate health and safety objectives and performance measures.
- Monitoring changes in health and safety legislation and ensuring relevant changes are included in the health and safety management system.
- Ensuring the effective implementation of occupational health and safety risk management strategies.
- Monitoring industry trends and co-ordinating participation in industry committees and working groups.
- Promoting initiatives for the improvement of employee health and safety.
- Facilitating the open sharing of health and safety information.
- Reviewing incident investigations, recommendations and statistics.
- Reviewing health and safety audits and monitoring progress on action plans.
- Regularly communicating and meeting with workplace management and local health and safety committees.
- Considering recommendations submitted by sub-committees and local health and safety committees.

