

# **Health Safety Environment and Quality (HSEQ) Policy**

<b>Date policy was adopted:</b>	25 October 2017
<b>Resolution number:</b>	8.12
<b>Next Policy review date:</b>	25 October 2019
<b>Reference number:</b>	

# Health Safety Environment and Quality (HSEQ) policy

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## 1. OUTCOMES:

Queanbeyan - Palerang Regional Council (QPRC) is committed to achieving business excellence and external certification of its health safety environment and quality (HSEQ) management systems.

## 2. POLICY:

QPRC values its workers, contractors, customers, the environment and communities in which we operate and live. We are committed to complying with Health, Safety Environment Quality (HSEQ) laws regulations, related codes of practice and industry standards.

Demonstration of our commitment is through QPRC's externally certified HSEQ Management Systems and the due diligence applied by its officers and the officers of all the PCBUs that engage in business with QPRC.

## 3. SCOPE OF THE POLICY:

This policy applies to all QPRC's employees, contractors, suppliers and customers

## 4. DEFINITIONS:

PCBU (*Work Health and Safety Act 2011*) - A person conducting a business or undertaking. A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader. *Refer to legislation for full reference: [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)*

Worker (*Work Health and Safety Act 2011*) - Anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker. However the term can also include unpaid workers such as volunteers or work experience students. *Refer to legislation for full reference: [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)*

## LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

*Work Health and Safety Act 2011*

*Sec 27 Duty of Officers*

*(1) If a person conducting a business or undertaking has a duty or obligation under this Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.*

*The Environmental Planning and Assessment Act 1979*

High level objectives include "encouraging ecological sustainable development".

*Sustainability Policy, 27 July 2011*

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Section 2 “Policy” requires: *“Council will systematically review its internal policies, Ecologically Sustainable Development performance, processes and practices to further build the organisation’s capacity to deliver ongoing triple bottom line performance improvement within its own operations”.*

*Procurement Policy, 27 April 2016*

*Section 2.1 “Purchasing practices must ensure value for money, having consideration for the following factors:... total cost over the life of an asset, in the case of plant and equipment this shall include assessment of the purchase, installation and operating costs over the life of the asset”*

*AS/NZS 4801: 2001 Occupational Health and Safety Management Systems – an Australian standard that describes a systematic management approach that can assist in both meeting legal requirements and lead to sustained improvement in work health and safety performance.*

*AS/NZS ISO 14001:2016 Environmental Management Systems – an Australian standard that specified the requirements for an environmental management system that an organisation can use to enhance its environmental performance.*

*AS/NZS ISO 9001:2016 Quality Management Systems – requirements - an Australian standard that specified the requirements for a quality management system that an organisation can use to improve its overall performance and provide a sound basis for sustainable development.*

## 6. CONTENT:

Queanbeyan-Palerang Regional Council is committed to providing a safe and healthy work environment for all workers including, councillors, contractors, volunteers and visitors.

HSEQ management systems implemented by QPRC provide the framework for continual improvement throughout all our businesses, products and activities.

External certification of these systems provides a recognised external assessment process through which we can align our business excellence.

Through the implementation of our HSEQ Management Systems QPRC is committed to the following principles:

- The maintenance of a safe environment and safe work places
- Executives and managers commit to active leadership and sound HSEQ governance
- Reducing both human and financial costs of injuries through early intervention and rehabilitation support
- Adopting ecologically sustainable development principles
- Consultation on issues that may affect an individual’s health and safety
- Proactively identifying and managing HSEQ 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
- Providing all necessary supervision, training, instruction, equipment and information to workers and visitors to our workplaces
- Setting and achieving HSEQ corporate key performance indicators (KPIs) and related improvement plans

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- Regularly monitor, audit, review and report health, safety, environmental and quality performance against internal objectives and targets for continuous improvement
- Effective communication of our HSEQ management systems
- Seeking and respecting customer feedback and community views
- Maintenance of certification to, AS/NZ 4801 AS/NZS ISO 14001 and AS/NZS ISO 9001.

Council's workers, councillors, contractors, volunteers and visitors are responsible and held accountable for carrying out their activities in accordance with the above principles. QPRC staff are required to cooperate and comply with this Policy and supporting documents to undertake a HSEQ risk management approach.

Further, QPRC will encourage the adoption of these principles by organisations working in a close relationship with Council.

### 5. PERFORMANCE INDICATOR:

100% external certification achieved for QPRC's health safety environment and quality (HSEQ) management systems


Achievement of key performance indicators (KPIs) established by the Executive and based on the QPRC risk management program.

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POLICY:-	
<b>Policy No:</b>	
<b>Policy Title:</b>	
<b>Date Policy was adopted by Council:</b>	25 October 2017
<b>Resolution Number:</b>	8.12
<b>Previous Policy Review Date:</b>	
<b>Next Policy Review Date:</b>	25 October 2019
RECORDS:-	
<b>Container Reference in TRIM: Policy</b>	
RESPONSIBILITY:-	
<b>Draft Policy developed by:</b>	WHS Team
<b>Committees (if any) consulted in the development of the Draft Policy:</b>	WHS Committee
<b>Responsibility for Implementation:</b>	WHS Team
<b>Responsibility for Review of Policy:</b>	WHS Team

INTEGRATED PLANNING FRAMEWORK:	
<b>Strategic Direction (CSP):</b>	
<b>Service:</b>	
<b>Program:</b>	

<b>Senior Authorising Officer</b>	<b>Position</b> CEO	<b>Signature/Date</b>  7 February 2018
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<b>ACTION</b>	<b>COUNCIL MEETING DATE</b>	<b>RESOLUTION NUMBER</b>	<b>REPORT ITEM NUMBER</b>
<b>NEW/RECONFIRMED/ AMENDED</b>			

<b>DATE REVIEWED</b>	<b>REVIEWER POSITION</b>	<b>REVIEWER NAME</b>