

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

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<b>Strategic Pillar</b>	Corporate Services
<b>Responsible Branch</b>	Workplace and Performance

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## 1 OUTCOMES

- 1.1 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

- 2.1 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 and Quality (HSEQ) standards, laws, regulations, related codes of practice, and industry standards.
- 2.2 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 persons conducting a business or undertaking (PCBU) that engage in business with QPRC.

## 3 SCOPE OF THE POLICY

- 3.1 This Policy applies to the areas identified in 6.3 on this Policy, and all associated QPRC's employees, contractors, suppliers, and customers.

## 4 DEFINITIONS

- 4.1 *Executive* - comprises the QPRC General Manager, and the Directors of Community, Arts and Recreation; Development and Environment; Infrastructure Services; and Corporate Services.
- 4.2 *KPI* - key performance indicator.
- 4.3 *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. (Refer to legislation for full reference at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).
- 4.4 *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 at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)).

## 5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 *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".
- 5.2 *The Environmental Planning and Assessment Act 1979*  
High level objectives include "encouraging ecological sustainable development".

5.3 *Procurement Policy*

The Procurement Policy supports delivery of Council's Community Strategic Plan to achieve a sustainable local region. Sustainable procurement and contract management takes responsibility for the economic, environmental social and civil governance impacts of any purchase - goods or services. These four factors are referred to as the quadruple bottom line (QBL) and relate to a total lifecycle impact, and not just the upfront price.

5.4 ISO 45001:2018 Occupational Health and Safety Management Systems - an International 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.

5.5 ISO 14001:2015 Environmental Management Systems - an International standard that specified the requirements for an environmental management system that an organisation can use to enhance its environmental performance.

5.6 ISO 9001:2016 Quality Management Systems - requirements - an International 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

6.1 QPRC is committed to providing a safe and healthy work environment for all workers, Councillors, contractors, volunteers, and visitors.

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

6.3 External certification of these systems provides a recognised external assessment process through which we can align our business excellence. The scope of this certification is:

- (a) The delivery of Infrastructure Services including transport, water, sewer, waste, facilities, asset management and Urban Landscapes projects for QPRC
- (b) Internal support services for Infrastructure Services, including Human Resources, are also included in the certification
- (c) This certified management system **does not** extend to other operations of the Council.

6.4 Through the implementation of our HSEQ management systems, QPRC is committed to the following principles:

- (a) The maintenance of a safe environment and safe workplaces
- (b) Executive and Managers commit to active leadership and sound HSEQ governance
- (c) Reducing both human and financial costs of injuries through early intervention and rehabilitation support
- (d) Consultation on issues that may affect an individual's health and safety

- (e) Providing all necessary supervision, training, instruction, equipment and information to workers and visitors to our workplaces
- (f) Adopting ecologically sustainable development principles
- (g) Protect the environment by preventing or mitigating adverse environmental impacts
- (h) Effective management of the processes around land access and statutory approvals
- (i) Prevent pollution, minimise waste and greenhouse gas emissions; and minimise our consumption of energy, water, and natural resources through both technical and staff based initiatives
- (j) Setting and achieving HSEQ corporate key performance indicators (KPIs) and related improvement plans
- (k) Regularly monitor, audit, review and report health, safety, environmental and quality performance against internal objectives and targets for continuous improvement
- (l) Effective communication of our HSEQ management systems and environmental information to relevant interested parties
- (m) Proactively identifying and managing HSEQ risks, and implementing effective controls and systems of work
- (n) Seeking and respecting customer feedback and community views
- (o) Maintenance of certification to ISO 45001:2018, ISO 14001:2015, and ISO 9001:2015.

6.5 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, councillors, contractors, and volunteers are required to cooperate and comply with this Policy and supporting documents to undertake a HSEQ risk management approach.

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

## **7 PERFORMANCE INDICATORS**

7.1 100% external certification achieved for QPRC's Health, Safety, Environment and Quality (HSEQ) management systems.

7.2 Achievement of KPIs established by the QPRC Executive.

## **8 REVIEW**

- 8.1 This policy will be reviewed every four years or earlier as necessary if:
- a) legislation requires it, or
  - b) Council's functions, structure or activities change