

1.0 Policy Statement

Lower Murray Water (LMW) is committed to the health, safety and wellbeing of its people and workplaces. This commitment is shared by all at LMW including the Board, Executive Team and employees, all of which are accountable for safety performance. All LMW employees share responsibility for safe work outcomes across the business.

2.0 Purpose

To state the responsibilities of LMW Board, Executive, Management and Staff regarding Occupational Health and Safety (OHS) including the psychological safety and wellbeing of all employees.

3.0 Scope

This policy applies to Lower Murray Water (LMW) and its entire staff in all its operations and functions.

4.0 References

- OHS Act 2004
- OHS Regulations 2017
- Victorian Public Sector Commission (VPSC) Code of Conduct
- ISO 45001
- Codes of Practice
- LMW Policies & Procedures (OHS)

5.0 Definitions

Term/Abbreviation	Description
LMW	Lower Murray Water
RMS	Records Management System
Worker, staff member, employees, workplace participant	All reflect an employee or participants that work on, in and around LMW workplaces.
OHS	Occupational Health & Safety
Management	Executive Leadership Team (ELT) Senior Leadership Team (SLT)

6.0 Policy

6.1 Obligations

- LMW recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers, and visitors. This commitment extends to ensuring that LMW's operations do not place the local community at risk of injury, illness, or property damage. The Board may appoint an external consultant to assist them in meeting OHS responsibilities.
- LMW management will consult with elected employee health and safety representatives and employees on any workplace change that will affect the health and safety of any of its employees.

6.2 Objectives

- Provide a continually improving health and safety management system by establishing and monitoring progress towards measurable objectives and targets aimed at eliminating work-related illness and injury.
- Provide safe plant and systems of work.
- Provide written policies, procedures, and instructions to ensure safe systems of work.

- Ensure compliance with legislative requirements.
- Provide information, instruction, training and supervision to employees, contractors, and customers where necessary to ensure their safety.
- Provide support and assistance to employees.
- To promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace.

7.0 Supporting Documentation

- Public Statement for display in all offices outlining LMW's OHS obligations.
- Objectives and responsibilities of Management and Staff.

8.0 Roles & Responsibilities

Position	Responsibility
Management	<ul style="list-style-type: none"> • Consult and communicate with health and safety representatives and employees on any workplace change that may affect their health and safety. • Provide and maintain the workplace in a safe condition. • Be involved in the development, promotion and implementation of health and safety policies and procedures and systems of work. • Provide instruction, training, and supervision of staff to ensure the safe performance of their assigned tasks. • Provide resources to meet LMW's health and safety commitment. • Ensure adequate supervision of the OHS performance of contractors and their employees. • Each people leader is responsible for implementing and overseeing this policy in their area of responsibility.
Staff	<ul style="list-style-type: none"> • Take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace. • Cooperate with others in respect to any action taken by LMW to comply with any OHS Act or Legislation. • To follow all LMW health and safety policies and procedures. • To promptly report all known or observed hazards to their immediate supervisor or manager and OHS representative. • Not wilfully interfere with or misuse items or facilities provided in the interests of health and safety and welfare in pursuance of any provisions of the OH&S Act 2004 or safety regulations. • To not wilfully place at risk the health or safety of any person at the workplace.

	<ul style="list-style-type: none"> To demonstrate behaviour in accordance with LMW's Organisational values and the VPSC Code of Conduct.
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9.0 Document History & Review

It is the responsibility of the Custodian of this policy to ensure it is reviewed as per the review due date listed in the table below and the controlled document metadata within the Records Management System (RMS).

Version	Date Approved	Review Due Date	Review Notes
J	Feb 2024	Feb 2027	<p>New format & amalgamation of Staff Health & Wellbeing Policy (CTD/002401)</p> <p>Added in psychological safety into the purpose of the policy and public statement post Board review</p>

For users of this policy, please alert the Custodian to the need for review if any amendments are required to this policy before the review due date. Only Custodians or their delegates may make amendments, and these must be authorised by the Approver before distribution to LMW.

See the controlled document "Notes" in the RMS for amendments made during reviews.

Custodian	Approver
Managing Director	Board of Directors
Subject Matter Experts	Endorsed By
General Manager People and Customers	Executive Leadership Team
Senior Manager Health & Safety	OHS Committee

10.0 Location of Document

- Records Management System
- Intranet
- Internet
- All LMW locations (hard copy of public statement)

11.0 Appendices

- OHS Public Statement

Appendix 1

OCCUPATIONAL HEALTH AND SAFETY POLICY

Public Statement

Our Commitment

Lower Murray Water (LMW) is committed to the health, safety and wellbeing of its people and workplaces. This commitment is shared by all at LMW including the Board, Executive Team and employees, all of which are accountable for the safety and wellbeing culture, our physical and psychological safety and performance. All LMW employees share responsibility for safe work outcomes across the business.

Our Approach

LMW will strive to continuously improve its health, safety and wellbeing practices and develop a strong safety culture within the organisation. All employees take ownership for safety in their work and their workplace. Through this approach, we can best protect the health, safety and wellbeing of our employees, contractors, and the communities in which we operate.

Occupational Health and Safety Policy Principles:

- Think safety first.
- Operate in accordance with our values, policies and procedures and provide a framework for setting, reviewing, and improving health, safety and wellbeing objectives and targets to track our success.
- Ensure compliance with legislative and licensing requirements and current industry standards.
- Consult with our employees and contractors on matters relating to workplace health, safety and wellbeing.
- Ensure Occupational Health & Safety (OHS) information is communicated to employees, contractors, and visitors in the workplace.
- Provide appropriate health and safety training, inductions, and leadership to ensure that all employees, subcontractors, and clients understand our health and safety commitment and the role they play.
- Apply a systematic OHS Management System which ultimately seeks to eliminate and control hazards.
- Ensure that work is allocated to and completed by people who are trained, have the correctly maintained equipment (including personal protective equipment) and hold current licences and qualifications necessary to perform the task.
- Ensure that all premises and workplaces are safely maintained, and employees are fit for duty.
- Ensure all incidents and near misses are reported, recorded, and fully investigated to identify all causal factors, and that corrective actions are taken.
- Promptly notify WorkSafe of any notifiable safety incidents.
- Undertake regular audits and inspections of our workplaces to improve, maintain and verify compliance.
- Accept consequences for actions not consistent with this Health and Safety Policy
- Empower employees and contractors to cease work where there is a threat to the safety of themselves or others.
- Ensure all actions and behaviours are in accordance with the Victorian Public Sector Commission (VPSC) Code of Conduct and LMW's organisational values.
- Recognise and reward excellent safety performance.

Endorsed by the following:



Sharyon Peart (Feb 27, 2024 11:36 GMT+11)

Chair – Sharyon Peart



Managing Director – Paul Northey