

1. Purpose

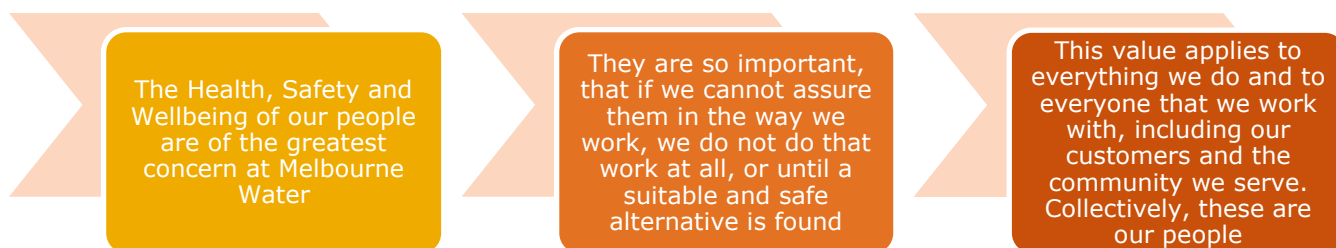
This Policy supports the implementation of Melbourne Water’s Strategic Direction to enhance life and liveability through a commitment of strengthening the wellbeing of the community. It sets the objectives and principles outlined by the Managing Directors Safety Commitment to Lead, Think, Act and Care.

2. Scope

This Policy applies to all Melbourne Water activities, it’s assets; sites, facilities, plants, equipment and vehicles, and its people, including customers and our community – nothing is exempt.

3. Objectives

Melbourne Water is committed to providing the Health, Safety and Wellbeing of our people, assets and the community.



4. Principles

Melbourne Water takes responsibility to;	
Design	Design work, facilities and assets to ensure Health, Safety and Wellbeing is inherent in all we do.
Allocate	Allocate appropriate resources and training to support mentally and physically healthy and safe work, regardless of where that work is carried out, or by whom.
Engage	Engage our people through a consultative and participative approach to develop and maintain work environments that promote Health, Safety and a sense of Wellbeing.
Develop	Develop Health, Safety and Wellbeing programs, systems with measurable objectives and targets to manage risks, support our people, and prevent adverse outcomes.
Create	Create a healthy and safe workplace by monitoring the impact of work on the wellbeing of our people, educating our leaders about resilience and mental health and positively promoting our Employee Assistance Program and other means of support.
Investigate	Investigate events to determine root causes and underlying facts, learning from these events, acting swiftly and applying fair and consistent outcomes.
Apply	Apply appropriate risk management processes to continuously improve and enhance Health, Safety and Wellbeing, consistent with our activities and exposures.
Comply	Comply as a minimum with all legislative, regulatory and related requirements.

Leaders take responsibility to;	
Lead	Lead Health, Safety and Wellbeing in their work area and the business generally.
Ensure	Ensure that work, facilities and assets are safe and fit for purpose.
Implement	Implement, advocate and uphold safety and wellbeing policies and standards as set out by the business and ensure their implementation at team level.
Support	Ensure Health, Safety and Wellbeing programs and activities are supported, driven and complied with, across the organisation.
Action	Ensure that effective and timely action is taken to manage existing, new and emerging Health, Safety and Wellbeing risks, using the hierarchy of controls appropriately.
Promote	Promote the importance of Health, Safety and Wellbeing issues and individual responsibility to care for themselves and others in the work they do.
Provide	Provide effective, timely and appropriate training, information and communication on Health, Safety and Wellbeing and associated risk in the work we do.
Create	Create a healthy and safe environment where everyone can speak up, be themselves and where there is no stigma about seeking help for mental health.

Workers take responsibility to;	
Care	Care for their own Health, Safety and Wellbeing and that of people they interact with.
Contribute	Contribute actively to a working environment and culture that promotes Health, Safety and Wellbeing.
Stop	Stop any unsafe activity, ensuring their own Health, Safety and Wellbeing and that of others.
Support	Support and promote programs and activities that reduce and manage risk.
Follow	Follow all work instructions and safety requirements applicable to the work being undertaken.
Report	Report immediately any incident or hazardous condition, taking immediate action, where possible, to prevent anyone from being harmed.
Monitor	Monitor their Wellbeing and take steps to support their mental and physical health and safety, and speak up and seek help when needed.
Participate	Participate positively in treatment and rehabilitation programs as required.

5. Reporting and Monitoring

Board governance and oversight of this Policy occurs through the People, Safety and Remuneration Committee (PSRC). Implementation will be monitored and reported to PSRC through a collection of reports and programs:

- Compliance and Performance Reports, including Worksafe (Self Insurance reporting) & Integrated Management Review Report
- Strategy Dashboard
- Board Report and Monthly Business Reporting
- Assurance Programs (First, Second and Third Line programs)

6. Attestation

Alignment to this Policy will be tested through the Melbourne Water annual attestation process.

7. Accountability

This Policy is governed by the People, Safety and Remuneration Committee.

8. Review

The content of this Policy will be reviewed on a two-yearly basis.

9. Authorising Environment

The key regulatory and legislative requirements driving the need for this Policy include:

- Occupational Health and Safety Act and Regulations
- National Audit Tool (NAT) Worksafe Self Insurance

10. Document History

Date	Reviewed/ Actioned By	Version	Action
November 2020	Manager SHEQ Service Delivery	21	Added to new template Review and update of Policy