

CXC Global - WHS POLICY

1.0 PURPOSE

CXC Global (CXC) is committed to complying with the requirements of Work Health and Safety (WHS) legislation and this policy reflects the value the organisation places on the health and wellbeing of all employees. The organisation recognises that varied and complex work environments exist and therefore every reasonable effort will be made to take into account this diversity in order to provide a working environment that is safe and without risk to health and wellbeing.

2.0 SCOPE

This policy applies to all CXC Global employees, business partners, contractors and visitors on site.

CXC Global will comply with relevant WHS Legislation. The *Work Health and Safety Act 2011* will apply to states and territories who have adopted the model legislation since its enactment on the 1st Jan 2012. The states and territories that remain to operate under their state based WHS Legislation will reference their relevant State WHS Legislation. CXC is committed to keeping abreast of changing safety legislation and standards and to communicate these within the organisation via WHS consultation arrangements.

3.0 DEFINITIONS

Consultation - WHS consultation involves the sharing of relevant WHS information between the employer and the employee. Consultation includes giving employees the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of WHS issues.

Hazard - is a source of potential harm (or a situation with the potential to cause harm) to people, property or the environment.

Work Health & Safety Management System (WHSMS) - A set of plans, actions and procedures designed to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.

PCBU – Person conducting a business or undertaking (as per the WHS Act).

Risk Management Program - The Risk Management Program is a framework used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards, and implement appropriate control mechanisms.

4.0 POLICY STATEMENT

All CXC employees and organisation affiliates are required to take reasonable care of themselves, as well as ensuring that their own acts or omissions do not affect the health and safety of any other person. They also have an obligation to comply with any reasonable instruction or policy from CXC Global.

Through a process of continuous improvement, CXC Global will develop its systems of work with a focus on the minimisation of illness and injury risks for all employees, business partners, contractors and visitors wherever practicable.

The organisation will provide appropriate resources to demonstrate their commitment and reflect their duty of care. CXC Global will make every reasonable effort to provide a working environment that minimises incidents, personal injuries or damage to property. Efforts include:

- Employee and workplace inductions
- Appropriate training for all employees
- Providing effective supervision
- Providing safe plant and equipment and systems of work
- Regular consultation on health and safety issues.

5.0 OBJECTIVES & TARGETS

The management of CXC Global fully endorses and supports a safety culture that recognises the individual and dual Work Health and Safety responsibilities of PCBU Responsible Officers, and all other operating personnel.

The principle objective is to implement proactive health and safety management into all aspects of activities and to provide a working environment that is safe and without risk to health and wellbeing. Objectives and targets will be achieved by:

- Implementing, maintaining and reviewing the WHSMS across all sites and workplaces
- Implement and maintain a Risk Management Program and continual assessments
- Identifying and providing appropriate instructions, training and dissemination of WHS information
- Providing adequate resources to implement all aspects of WHS
- Documenting and communicating WHS responsibilities for all levels of staff
- Providing safe plant and systems of work
- Establishing measurable objectives and targets to ensure continued improvement of WHS

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6.0 ROLES & RESPONSIBILITIES

Responsible Party	Work Health & Safety Act 2011 (pending approval VIC & SA)	Day-to-day responsibilities
<p>Employee</p>	<p>Section 28 – Duties of workers</p> <p>While at work, a worker must:</p> <ul style="list-style-type: none"> a) Take reasonable care for his or her own health and safety b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons c) Comply, so far as the worker is reasonably able, with any reasonable instruction that d) is given by the PCBU to allow the person to comply with the Act e) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers 	<ul style="list-style-type: none"> • Do not knowingly put yourself at risk of injury or illness • Do not knowingly put others at risk through your own acts or omissions • Follow all instructions from your supervisor or other applicable line manager for the purposes of maintaining workplace health and safety • Familiarise yourself with CXC Global workplace health and safety policies and procedures – if you are not sure of what you must do, ask your supervisor or other applicable line manager • Ensure CXC Global workplace health and safety policies and procedures are followed • If you identify a hazard, whether it is in the workplace or relates to your employment with CXC Global, report it immediately to your supervisor or other applicable line manager • Actively participate in any consultation arrangements such as workplace health and safety surveys, discussions or ‘toolbox talks’. • Familiarise yourself with your Host Employers polices and procedures, and comply with their WHS requirements.

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<p>Team Leader / Line Manager</p>	<p>The definition of a worker’s duties also applies to team leaders and business managers, who are NOT officers of CXC Global.</p> <p>Section 28 – Duties of workers</p> <p>While at work, a worker must:</p> <ul style="list-style-type: none"> a) Take reasonable care for his or her own health and safety b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act d) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers 	<ul style="list-style-type: none"> • Do not knowingly put yourself at risk of injury or illness • Do not knowingly put workers or persons in your area of influence at risk through your own acts or omissions • All instructions that are given from CXC Global for the purposes of maintaining workplace health and safety must be followed • Familiarise yourself with CXC Global workplace health and safety policies and procedures – if you are not sure of what you must do, ask the person you report to • Ensure CXC Global workplace health and safety policies and procedures are followed by yourself, and by those in your area of influence • Ensure that workers or persons in your area of influence are provided with or have access to information, training, instruction or supervision necessary to protect those persons from health and safety risks • If you identify a hazard, whether it is in the workplace or relates to your employment with CXC Global, report it immediately • Ensure that any incident or hazard that is reported to you is documented/lodged in a timely manner via CXC Global incident and hazard reporting processes • Actively participate in, and promote, any consultation arrangements such as workplace health and safety surveys, discussions or ‘toolbox talks’.
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<p>CXC Global Leadership Team</p> <p>(Tier Two Officers)</p> <p>Represents business including:</p> <ul style="list-style-type: none"> • Operations • Finance / IT • HR • Sales / Marketing • Professional Services Group <p>Represents Australian functions including:</p>	<p>Section 27 – Duties of officers</p> <p>1. If a PCBU has a duty or obligation under the Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation</p> <p>5. Due diligence includes taking reasonable steps:</p> <ol style="list-style-type: none"> a) To acquire and keep up-to-date knowledge of work health and safety matters b) To gain an understanding of the nature of operations of the business or undertaking and generally of the hazards and risks associated with operations c) To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking d) To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information e) To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under the Act (the Act states specific examples) f) To verify the provision and use of the resources and processes referred to in c) and e.) 	<p>Tier Two officers have responsibility for the management of operations and essential business functions and exert practicable influence over WH&S at CXC Global. Their role is:</p> <ul style="list-style-type: none"> • Develop a WHSMS that ensures effective controls are in place for first identifying, and either eliminating, or if not practicable, mitigating health and safety risks – this will be achieved through effective risk management and consultation with all stakeholders • Ensure that the WHSMS contains relevant policies and procedures for management of workplace health and safety, in particular for those risks typically faced by CXC Global workers • Ensure that the WHSMS meets the requirements of the Model Work Health and Safety Act 2011 and AS/NZS 4801:2001 – Health and Safety Management Systems • Ensure effective implementation of the WHSMS is achieved by conducting regular reviews of the system – consisting of annual internal and external reviews (once in the first year, and then every two years thereafter) • Ensure adequate training, instruction and supervision is provided to all CXC Global workers and other persons who may be impacted by CXC Global’s operations • Monitor the effectiveness of staff consultation regarding WHS issues. Respond to any shortfalls or other issues in relation to consultation arrangements
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	<p>Section 19 (1) and (2) outline the primary duty of care for a PCBU. Section (3) requires that a PCBU ensures, as far as is reasonably practicable:</p> <ul style="list-style-type: none"> a) Provision and maintenance of a work environment without risk to health and safety b) Safe plant and structures c) Safe systems of work d) Safe use, handling and storage of plant, structures and substances. 	<ul style="list-style-type: none"> • Receive information pertaining to WHS performance, risks and incidents from established reporting channels for the purpose of assessing and understanding CXC Global WHS risks and eliminating or mitigating those risks • Provide a quarterly report to Tier One officers for review • Assist Tier One officers to champion a positive health and safety culture and establish appropriate objectives and targets for WHS.
<p>Tier One Officers</p> <p>Represents CXC Board of directors and company Secretary</p>	<ul style="list-style-type: none"> a) Adequate facilities are provided b) Information, training, instruction or supervision is given c) Health and conditions are monitored 	<p>Tier One officers have an overarching responsibility for health and safety at CXC Global. Their role is to:</p> <ul style="list-style-type: none"> • Champion a positive health and safety culture and approve the WHSMS • Understand high level health and safety risks and the proposed measures to control health and safety risks specific to CXC Global • Ensure appropriate resourcing is provided to give effect to the WHSMS • Receive quarterly WHS reports outlining risk and incident trends and other performance indicators, and respond where appropriate • Establish targets and objectives for CXC Global’s WHSMS.

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<p>Contractor / Visitor / Client</p>	<p>Section 29 – Duties of other persons at the workplace</p> <p>A person at a workplace (whether or not the person has a duty) must:</p> <ul style="list-style-type: none"> a) Take reasonable care for his or her own health and safety b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act 	<ul style="list-style-type: none"> • Do not knowingly put yourself at risk of injury or illness • Do not knowingly put others at risk through your own acts or omissions • Follow all instructions given by CXC Global for the purposes of maintaining workplace health and safety • If, in the course of your engagement with CXC Global, you identify a hazard in conjunction with CXC Global’s business or undertaking, report it immediately to your relevant contact person or CXC Global contact • Actively participate in and follow the directions of CXC Global health and safety induction or awareness activities if required.
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7.0 DEVELOPMENT & REVIEW OF POLICY

In accordance with CXC Global consultation arrangements, this policy will be provided to the WHS Committee, Safety Health Representatives and employees for comment and review. This policy will be reviewed every two years and amended as required, to ensure it remains relevant, compliant with current legislation and appropriate to the nature and scale of the risks faced by CXC Global.

8.0 APPROVAL

These guidelines were approved by;

Name: Ingrid Webber

Signature: 

Date: 25 / 11 / 2013

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