



Health Safety and Environment policy

nbn-Confidential: Commercial | Rev 11.0 | 15/11/2021
Owner: Chief People and Culture Officer

Purpose

This policy sets out **nbn**'s commitment to providing a safe, healthy, and respectful workplace for all, and to protecting human health, public safety, the environment and cultural heritage values from the potential impacts of our activities. It sets out the minimum requirements to ensure compliance with applicable HSE laws, relevant codes of practice and other, including voluntary, requirements that apply to **nbn**.

Scope

This policy applies to all **nbn** employees, visitors, consultants, suppliers, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers.

The policy is publicly available and communicated throughout the business and externally as required.

Policy

As part of implementing this Policy, **nbn** is committed to the following objectives:

- Maintaining a safe, healthy, and respectful workplace that protects the physical and psychological health, safety, and wellbeing of our people
- Reducing the impact of physical and psychological harm, injury, and illness on our people through early intervention and rehabilitation support
- Reducing our energy, water and natural resources consumption and waste generation
- Protecting the environment and human health from the impacts of **nbn** activities, including preventing pollution, reducing waste, and managing land access and required statutory approvals
- Protecting cultural heritage values, including places and objects of cultural heritage significance to Aboriginal and Torres Strait Islander peoples.

nbn's HSE Management System provides the framework for HSE management, continual improvement, leadership commitment and participation across **nbn**.

Through the development and implementation of the HSE Management System, **nbn** is committed to:

- Developing and supporting strong leadership and operational accountability in framing and driving desirable HSE outcomes, including promoting an organisational culture that supports and prioritises HSE objectives
- Promoting effective worker consultation and participation on matters that may directly affect their health and safety, and providing the necessary mechanisms, time, training, and resources to remove obstacles to participation



- Respecting and incorporating the views of our stakeholders, including customers and the communities in which **nbn** operates
- Ensuring that **nbn**, and its HSE Management System, complies with HSE laws, codes of practice and other, including voluntary, requirements that apply to **nbn**
- Proactively identifying health and safety hazards and environmental aspects, assessing risks, and designing, implementing, and evaluating effective, evidence-based controls to reduce or eliminate risk to health and safety, environment, and cultural heritage, in accordance with the Hierarchy of Controls
- Integrating HSE considerations in the planning, design, procurement, construction, operation, maintenance, and disposal of **nbn** network infrastructure, plant, equipment, and facilities
- Establishing prequalification criteria and detailed HSE requirements for **nbn** suppliers and contractors that undertake high risk work or provide high risk products and services to **nbn**, and continually evaluating compliance with these requirements throughout the contract life cycle
- Providing necessary HSE training, information, instruction, supervision, and equipment to employees to perform their jobs safely and without risks to health, safety, environment, and cultural heritage
- Preparing for emergencies, responding to and investigating incidents and other HSE events, and implementing and evaluating corrective actions to prevent or mitigate the impact of recurrence
- Establishing and maintaining an appropriate risk based HSE assurance program which assesses compliance with the HSE Management System, agreed risk controls and other requirements, including legislation
- Measuring and evaluating HSE performance of **nbn** business units and strategic suppliers and contractors against agreed HSE metrics and targets, including transparently reporting our progress on key metrics to employees and external stakeholders
- Recognising outstanding HSE performance, participation, leadership, and innovation.

In ensuring that the HSE Management system remains fit for these purposes, **nbn** is also committed to:

- Regularly evaluating the continuing suitability, adequacy, and effectiveness of the HSE Management System
- Identifying, prioritising and resourcing opportunities to improve the HSE Management System,
- Maintaining certification to ISO 14001 (environment) and AS/NZS ISO 45001 (health and safety).

Roles and responsibilities

All employees, contractors and visitors are always accountable for behaving in a safe and environmentally responsible manner. Each employee, contractor and visitor has a personal responsibility to comply with this policy and to notify their responsible Manager if there is a compliance issue or question.

nbn's Board is responsible for:

- Establishing policies for the oversight and management of health, safety, and environmental risks, and regularly reviewing and approving such policies
- Regularly monitoring health, safety, and environmental performance against established performance



objectives.

Executive Management is responsible for:

- Ensuring a safe, healthy and respectful workplace for all
- Protecting human health, public safety, the environment and cultural heritage values from the potential impacts of **nbn** activities
- Ensuring sufficient focus, attention and resources to implement this policy.

Managers are responsible for:

- Ensuring a safe, healthy and respectful workplace for their workers
- Complying with this policy, and ensuring that their workers comply, with the requirements of **nbn**'s HSE Management System, applicable HSE legislation, relevant codes of practice and other, including voluntary, requirements that apply to **nbn**
- Leading, or participating in, as required, HSE risk assessments, investigations, audits, inspections, training, consultative arrangements, reporting, and improvement planning for their area of responsibility
- Ensuring that an appropriate HSE risk identification and assurance program is in place within their area of responsibility, and that HSE risks are eliminated or controlled as far as reasonably practicable, and in accordance with the Hierarchy of Controls
- Ensuring workers within their area of responsibility are provided with necessary training, information, instruction, supervision, and equipment to perform their jobs safely and without risks to health, safety, environment, and cultural heritage
- Investigating and resolving health and safety issues brought to their attention, and where it is not possible to resolve, escalating the issue
- Promoting effective worker consultation and participation on matters that may directly impact their health and safety
- Actively communicating, promoting, and leading HSE awareness and other programs within their area of responsibility
- Monitoring and improving HSE performance within their area of responsibility.

Our workers (employees and contractors) are responsible for:

- Performing their work in compliance with **nbn** policies, the HSE Management System, legislation and in a respectful manner that does not pose a risk to personal safety and the safety of others including members of the public, or pose an adverse impact on the environment or places and objects of cultural heritage significance
- Promptly identifying and rectifying workplace hazards if it is safe to do so, and if not, warning others and reporting those hazards immediately to management for investigation and resolution
- Responding to incidents and emergencies in accordance with training and HSE requirements
- Participating in HSE risk assessments, investigations, audits, inspections, training, and



consultative arrangements as required

- Ensuring any visitors to the workplace that they are responsible for are advised of the requirements of this policy.

If you become aware of any actual or possible non-compliance with this policy, you should immediately report it to your Manager.

Failure to comply with the obligations under this policy may lead to disciplinary action being taken by **nbn** in accordance with the Managing Performance and Behaviour Policy or by termination of engagement for contractors.

More information

Please contact your Manager or People Central if you require additional information in relation to this policy.

Should you have immediate concerns regarding a HSE matter, you should contact your Manager. If your Manager is unavailable you may also contact a member of the [HSE Team or a Health and Safety Representative](#).

Related policies

- Managing Performance and Behaviour Policy
- Mental Wellbeing Policy
- COVID-19 Policy
- Rehabilitation and Return to Work Policy

*Sally Kincaid
Chief People and Culture Officer
Effective as of 15 November 2021*



Document control

Policy owner	Sally Kincaid, Chief People and Culture Officer
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Classification	nbn Confidential: Commercial
Status	Final
Policy author	Zoe Badger, Executive Manager HSE Governance, Risk and Compliance
Policy approver	Peter Clements, Executive General Manager Health Safety Environment Sally Kincaid, Chief People and Culture Officer
Email	Audit and Risk Committee to endorse and nbn Board to approve
Department or business unit	peterclements@nbnco.com.au Health Safety and Environment

Revision history

Revision	Description	Policy author
11.0	Updated to include stronger references to providing a 'safe and respectful' workplace following review of sexual harassment at nbn ; stronger requirements for employees and leaders to report, investigate and resolve health and safety issues, and for leaders to act on unsafe behaviours exhibiting by their workers.	Peter Clements Zoe Badger
10.0	Reviewed with substantial revisions proposed. Main changes seek to address Sustainability objectives and reporting commitments adopted since last review, strengthened requirements under new international standard 45001 (health and safety management systems), clearer linkage to nbn 's HSE Management System Elements including the Critical Planning Controls in response to an Internal Audit, and increased accountabilities for managers and workers reflective of the shifting HSE Operating Model.	Peter Clements Zoe Badger
9.0	Reviewed. Minor changes to strengthen nbn 's commitment to the protection of heritage. Endorsed by Audit and Risk Committee on 7 November 2019. Approved by the Board at Board Meeting held on 19 November 2019.	Peter Clements
8.0	Reviewed. No changes. Endorsed by Audit and Risk Committee on 8 November 2018. Approved by the Board at Board Meeting held on 20 November 2018.	Peter Clements
7.0	Reviewed. No changes. Endorsed by Audit and Risk Committee on 10 November 2017. Approved by the Board at Board Meeting held on 21 November 2017	Peter Clements



Revision	Description	Policy author
6.0	Reviewed. No Changes. Endorsed by Audit and Risk Committee on 7 November 2016. Approved by the Board at BM 103 held on 22 November 2016.	Peter Clements
5.0	Minor amendments to comply with ISO 14001:2015, retire legacy nbn values, and include reference to illnesses (as well as injury). Endorsed by ARC 23 November and Approved by Board 24 November 2015.	Peter Clements
4.1	Policy rebranding. No change to content.	Peter Clements
