



Work Health & Safety Policy

Title:	Work Health and Safety Policy
Approved by:	QCN Fibre Board
Responsible lead:	Chief Executive
Audience:	All QCN Fibre Staff
Brief description:	Sets out the responsibilities and obligations for work health and safety at QCN Fibre
Periodicity of review:	Annually
Approved:	October 2019



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1 Introduction

Queensland Capacity Network Pty Ltd (ACN 633 081 517) (**QCN Fibre**) is committed to providing and maintaining a healthy and safe work environment for QCN Fibre Staff. QCN Fibre believes that the physical and psychological well-being and safety of all employees are key aspects leading to organisational success and sustainability.

This policy sets out how QCN Fibre will fulfil its commitment to workplace health and safety.

2 Background

QCN Fibre is committed to complying with the *Work Health and Safety Act 2011* (Qld), *Work Health and Safety Regulation 2011* (Qld), and any associated codes of practice, together with any other applicable laws, regulations and standards.

3 Roles and Responsibilities

Workplace health and safety is both an individual and shared responsibility of all persons involved with QCN Fibre, including QCN Fibre Staff. QCN is committed to working collaboratively with its employees to create and sustain a psychologically and physically healthy and safe work environment.

3.1 QCN Fibre will

The Chief Executive will comply with WHS Legislation so far as it is Reasonably Practicable, including by:

- Encouraging and fostering an organisational culture that promotes physical and psychological health and safety, open communication, consultation and involvement at all levels across QCN Fibre
- Ensuring that all staff demonstrate and uphold behaviour aligned to QCN Fibre's Code of Conduct
- Developing, implementing and maintaining an effective work health and safety policy, procedure, reporting protocols and internal controls (including safe work procedures) that are designed to ensure compliance with the WHS Legislation
- Ensuring that appropriate resources and processes are in place that promote a physically and psychologically healthy and safe workplace to eliminate or minimise workplace incidents, injuries and risks.
- Establishing and implementing an effective hazard identification process and risk management to eliminate, minimise or control hazards and risk in the Workplace (including implementing an effective process for receiving and considering information regarding work health and safety incidents, hazards and risks)
- Consulting with QCN Fibre Staff regarding work health and safety issues in the Workplace
- Providing and disseminating health and safety training and information
- Maintaining a record of all work-related illnesses and/or injuries, and
- Maintaining a Safety Framework as set out in Appendix A.

3.2 QCN Fibre Staff will

All QCN Fibre Staff will:

- Take reasonable care for their own safety and the safety of others
- Comply with this Policy, the QCN Fibre Safety Framework, the Work Health and Safety Procedure and any other policies and procedures in place to protect work health and safety at QCN Fibre.
- Immediately report all incidents and accidents in the Workplace in accordance with the incident reporting requirements set out in the Work Health and Safety Procedure
- Identify and report any hazards in a workplace
- Use equipment safely and in the correct manner
- Comply with any directions from leaders/managers in relation to work health and safety

- Participate in work health and safety training
- Participate in work health and safety consultation
- Comply with WHS Legislation, and
- Cooperate with QCN Fibre as required to enable compliance with all relevant obligations.

3.3 Reporting Safety Issues

Anyone who sustains an injury or illness or observes a potential hazard or near miss in a workplace is required to immediately report the incident to the Chief Executive. This applies even if the injury or illness does not require medical attention or if no injury or damage has occurred. In addition, QCN Fibre Staff shall immediately report any incidents relating to third parties.

3.4 Victimisation

It is unlawful to discriminate against or victimise any member of QCN Fibre Staff because they make a complaint about a workplace matter that he or she considers is not safe or is a risk to health. QCN Fibre Staff recognise this important protection.

4 Compliance

Any breach of the obligations contained in this Policy may result in disciplinary action being taken up to and including termination of employment or other engagement by QCN Fibre.

5 General

This Policy summarises some of the rights and obligations which are created by the WHS Legislation. This Policy is not intended to go beyond the requirements of the WHS Legislation. This policy is not a term of any contract, including any contract of employment and does not impose any contractual duties, implied or otherwise, on QCN Fibre. This policy may be varied by QCN Fibre from time to time.

6 Definitions

The following definitions apply to this policy and any related policy documents.

Term	Definition
Reasonably Practicable	Means what could reasonably be done at a particular time to ensure health and safety measures were in place. In determining what is reasonably practicable, there is a requirement to weigh up all relevant matters including: <ul style="list-style-type: none"> ▪ The likelihood of a hazard or risk occurring (i.e. the probability of a person being exposed to harm) ▪ The degree of harm that would result if the hazard or risk occurred (i.e. the potential seriousness of injury or harm) ▪ What the person concerned knows, or ought to reasonably know, about the hazard or risk and ways of eliminating or minimising it ▪ The availability of suitable ways to eliminate or minimise the hazard or risk, and ▪ The cost of eliminating or minimising the hazard or risk
QCN Fibre Staff	Includes any QCN Fibre employee whether permanent, temporary, full-time, part-time or casual, or any volunteer, student, contractor, consultant, labour hire worker, or anyone who works in any other capacity for QCN Fibre.
QCN Fibre Safety Framework	Is comprised of a set of documents including a policy and procedure established by QCN Fibre to assist it to ensure a safe work environment, so



far as is reasonably practicable, which may be varied from time to time as further set out in Appendix A of this policy

WHS Legislation Means the work health and safety legislation in operation in Queensland that may apply to QCN Fibre and includes the:

- *Work Health and Safety Act 2011 (Qld)*
 - *Work Health and Safety Regulation 2011 (Qld)*, and
 - Any associated Codes of Practice
- as varied from time to time

Workplace Means a place where work is carried out for QCN Fibre and includes any place where QCN Fibre Staff go, or are likely to be, while at work

Appendix A: QCN Fibre Safety Framework

