

SAFETY AND WELLBEING POLICY

1. Purpose

To define South East Water's commitment to the safety and wellbeing of people in all aspects of our business.

2. Scope of Policy

This policy applies to South East Water and its subsidiary, Iota Services Pty Ltd, and must be observed by all directors, employees, agents, contractors and other workers. References in this policy to South East Water are taken to include Iota Services Pty Ltd, unless the context otherwise requires.

3. Policy Statement

Nothing is more important to us at South East Water than the safety and wellbeing of our employees, our contractors and our community. We have an absolute commitment to achieving and maintaining a safe and healthy workplace with a fair and just culture. This philosophy underpins a strong ethic of mutual responsibility for each other's safety. By cultivating safety leadership at all levels, we strive for a workplace free from both physical and mental harm.

We aspire to a workplace that is free from harm to people. To achieve this objective, we require all employees and contractors to subscribe to the philosophy that we all focus on our personal health and safety as well as the health and safety of our colleagues, workmates and the general public. We will regard all incidents as preventable, operate safely at all times and take action to prevent injuries and illnesses. This includes having the courage to 'call out' the unsafe actions of any person, including those in authority, and to receive such criticism maturely. Our leaders will exemplify and demonstrate safe behaviours and will fulfil their duty to consult regularly with employees and contractors to improve health and safety decision-making.

We will fully comply with both the letter and spirit of the law including the Occupational Health and Safety Act 2004 (Vic) and other requirements such as standards and industry regulations. Wherever possible, we will exceed standards of compliance and seek to achieve exemplary health and safety performance.

We aspire to a position of recognised health and safety leadership in Australia and abroad.

4. Our objectives and commitment

South East Water is committed to:

- Providing a workplace that is safe and healthy for employees and contractors;
- Proactive, visible leadership with a continuous focus on a safe workplace culture;
- Developing and maintaining robust safe systems of work including a health and safety management system certified to AS/NZS 4801:2001;

- Encouraging, achieving and maintaining a culture of open, honest, transparent health and safety dialogue and reporting from all employees and contractors;
- Proactive, prompt and effective reporting and management of hazards and close calls; and
- Immediate reporting of incidents and timely incident management, including investigation, to limit harm and achieve the best possible outcomes.

To implement our policy we will:

- Promote our 'liv it' safety and wellbeing culture across all South East Water ensuring everyone understands they are responsible for their own and others health, safety and wellbeing;
- Continuously improve safety and wellbeing performance through regular system auditing, staff engagement, evaluation of programs and results against targets, improvement planning, and establishing measurable objectives and targets to track our success;
- Ensure training and information is provided, enabling employees to have the knowledge, skills and competencies to work safely and make informed wellbeing decisions;
- Maintain the integrity of our buildings, worksites, plant, equipment and assets;
- Provide structured support services, including return to work and injury management in the event of a workplace and non-work related injury or illness;
- Undertake a health surveillance program; and
- Manage reported incidents, hazards and close calls and perform appropriate investigations with an aim to prevent recurrences.

Our continued and uncompromising pursuit of the objectives of this health and safety policy is an essential foundation for the overall success of our business with benefits for all stakeholders.

5. Related Policies/Documents

- BS 1506 Quality Policy
- BS 1548 Risk Management Policy
- South East Water 'liv it Safety Essentials'

6. Enacting Legislation and Related Documents

- Occupational Health and Safety Act 2004 (Vic)
- Accident Compensation Act 1985 (Vic)

7. Accountability

The Managing Director is accountable to the Board of Directors for ensuring this policy is implemented.

8. Approval

Approved by: South East Water Board of Directors

Approved on: 28 November 2016

Sponsor: Managing Director

Implementer: Manager Safety and Wellbeing

Review date: 28 November 2018