



POLICY 6-2

DRAFT VERSION 4

HEALTH & SAFETY POLICY

Approved: Brad Fish
Chief Executive Officer

Date: 19/7/2004

PURPOSE:

To promote a high standard of occupational health and safety throughout the Corporation's workplaces.

POLICY FRAMEWORK:

The Corporation is subject to the requirements imposed as a matter of law by the Workplace Health and Safety Act and other safety legislation such as the Dangerous Goods Safety Management Act 2001. PCQ requires these to be met as a minimum standard, with the Corporation striving for higher standards where appropriate.

The Corporation is committed to continuous improvement in its performance through the implementation of appropriate systems and procedures and in the setting of appropriate targets.

APPLICATION:

This policy applies to all Ports Corporation staff and contractors and others who may visit PCQ workplaces.

All employees throughout the Corporation are personally responsible for ensuring that the health and safety policy, procedures and practices are adhered to. Management has a responsibility to ensure all employees are adequately trained and adequate resources are provided to maintain a safe workplace.

POLICY: The Corporation's Policy Statement is attached.

PROCEDURAL IMPLICATIONS: The Corporation will develop and implement a Health and Safety Management System, which will cover health & safety procedures, practices, responsibilities and legislation. This Policy must be covered in a new employee or contractor's safety induction.

SUNSET CLAUSE:

This policy will be reviewed by July 2009.

POLICY DEFINITIONS

Workplace: As defined by the WHS Act (Section 9). Workplace in this policy refers only to PCQ's workplaces, not to workplaces under the control of others. It does not include workplaces operated by port users. In these situations, the health & safety policies of the operator's of these sites must be abided by. Note that a workplace can include company vehicles if used for work purposes.

Employer: As defined by the WHS Act (Section 10)

Employee or staff: Any permanent or temporary employee

Contractors: This includes contractors, consultants and construction personnel on a PCQ workplace.



HEALTH & SAFETY POLICY

The Ports Corporation of Queensland is committed to the safe operation of our business and to ensuring the safety and health of our employees and all other persons at our workplaces. The high standard of health & safety expected at all PCQ workplaces will be maintained and continuously improved through employee awareness and involvement, through sound risk management practices, effective management systems and specific workplace procedures.

Employees and others at our workplaces must work safely at all times, use appropriate personal protective equipment, follow all PCQ policies, procedures or work instructions and actively participate in the identification, evaluation and control of risks according to PCQ procedures. All incidents or unsafe work practices in the workplace must be reported.

PCQ and its employees also will:

- Ensure legal compliance as a minimum standard and seek to achieve the higher standards as documented in PCQ's health & safety management system.
- Ensure all employees are adequately trained and adequate resources are provided to meet our target performance standards, which includes a target of zero injury or incident.
- Establish and maintain systems and procedures to effectively identify and manage safety and health risks to employees, contractors, port users and communities.
- Strive for continuous improvement through the development of occupational health and safety objectives and targets. These will be regularly reviewed to ensure their on-going effectiveness.
- Encourage employee involvement and consultation to continue the improvement in the safety and health in our workplaces.
- Support and facilitate the rehabilitation of ill or injured employees, through established and documented procedures.
- Ensure that workplaces are free from workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

No task is so important that employees, contractors or port users cannot take the time to carry it out safely.

Signed

Brad Fish
Chief Executive Officer
16 July, 2004