

Group Health and Safety Policy

Principles

Southern Cross is committed to continuous improvement and progressively higher standards of work health and safety for the benefit of all employees and others who work in, use or visit our workplaces.

- We will understand and comply with all applicable health and safety legislation and regulations.
- We will establish objectives and management systems consistent with health and safety best practice.
- All officers and workers will engage in creating a positive workplace culture to support health and safety.
- When Southern Cross works with other businesses we will communicate, consult, cooperate and coordinate to meet health and safety responsibilities to workers and others.

Scope

This policy encompasses:

- All operations and business units of Southern Cross Medical Care Society (Society), Southern Cross Health Trust (Trust) and their respective subsidiary companies (Southern Cross).
- All Southern Cross Board members, Chief Executive Officers (CEOs) and senior managers (**officers**).
- All individuals who carry out work in any capacity at Southern Cross workplaces and/or on Southern Cross's behalf (**workers**), including:
 - Southern Cross employees
 - Contractors, temporary workers, medical practitioners, employees of outsourced service provider companies, trainees and volunteers.
- Others who come into the workplace such as customers, patients and visitors.

A copy of this policy will be available to all of the above.

Purpose

The purpose of this policy is to clearly outline the Board's requirements and expectations of all Southern Cross businesses in the following areas:

- CEO and senior management leadership of, involvement in, commitment to, and accountability for, better workplace health and safety.

- A culture of worker engagement in health and safety, including understanding of duties, roles and responsibilities.
- Establishing, communicating and achieving measurable objectives that are appropriate to the business, and consistent with health and safety best practice.
- Fully-documented, up-to-date, legally compliant, and fit-for-purpose health and safety management systems.
- Timely, accurate and effective monitoring and reporting.

OUR POLICY

Health and safety objectives

Each Southern Cross business will develop health and safety objectives appropriate to the size and nature of their workplaces to support the principles and purpose of this policy.

These objectives will be:

- Developed in consultation with workers, and (where applicable) their representatives.
- Measurable, challenging but realistic, and contain a mix of lead and lag indicators (with weighting toward lead indicators that focus on prevention).
- Consistent with health and safety best practice.

Health and safety management systems

Health and safety management systems and processes appropriate to each business will be developed and regularly reviewed in consultation with workers and (where applicable) their representatives. Sufficient resources will be available for the development, implementation and maintenance of these health and safety systems.

Systems and processes will be fit-for-purpose, reflecting the size and nature of the work environment(s), the activities undertaken there, and the level of potential risk posed to workers and others who use or visit those environments.

Health and safety management systems must comply with all relevant laws and regulations. They will address:

- Southern Cross' commitment to health and safety management best practice
- Risk management
- Incident management
- Emergency management
- Injury and rehabilitation management
- Information, training and supervision
- Continuous improvement
- Managing health and safety risks in consultation with other businesses when those businesses conduct work at our workplaces, or when our workers visit or conduct work at other businesses' work sites

- Worker engagement and participation.

These systems will be fully-documented and subject to regular review, update and audit to ensure they reflect evolving best practice and changes in the work environment.

Workers will have ready access to, understand, and comply with health and safety systems (including guidelines and procedures) that apply to them. Health and safety will be regularly featured in programmes such as new worker induction, ongoing training, and group and business-wide communication updates.

Health and safety roles and responsibilities

Roles and responsibilities will be agreed and documented so all individuals understand how they contribute to the business's health and safety objectives:

- Overall responsibility for health and safety - and specifically the setting of high-level strategy and policy - resides with the Board.
- CEOs and senior management will:
 - Determine and implement business and action plans to give effect to Board strategy
 - Acquire and maintain good understanding of health and safety matters
 - Be responsible and accountable for health and safety compliance (this will be reflected in role descriptions and performance review processes)
 - Promote and role-model high workplace health and safety standards
 - Ensure business objectives are complementary to (and do not compromise) health and safety objectives.
- Managers, health and safety advisors, and health and safety representatives will have clearly defined roles that support the effective implementation of, and reporting on, health and safety management systems and processes. They will be well informed and educated on developments in health and safety practice.
- All workers must take reasonable care of their own health and safety and ensure that their actions do not cause harm to others. They will comply with any reasonable instructions, policies and procedures on how to work in a safe and healthy way.
- Visitors will take all reasonably practicable steps to understand and comply with the business's health and safety guidelines and processes, take reasonable care of their own health and safety, and ensure their actions do not cause harm to others.
- Audit and/or Risk Committee responsibilities related to health and safety risk management will be as outlined in the charters of the relevant Committee(s).

Health and safety reporting

The purpose of health and safety reporting to the Board is to enable Board members to understand what is happening in the organisation and enable/support actions that will help foster safer work environments.

The Society and Trust Boards (and subsidiary Boards) require timely and accurate reporting in relation to:

- Workplace incidents and injuries.
- New initiatives designed to improve health and safety practice in Southern Cross workplaces.
- Progress towards targets, comparisons or benchmarks relating to health and safety objectives, including incidents, near misses, occupational illnesses, injuries or disabilities, absence due to sickness, access to EAP services and other statistics that may indicate health and safety trends or issues across, or within, the organisation.
- Any new and serious incidents or issues that represent an elevated and ongoing risk to workplace health and safety or Southern Cross' good reputation (immediately/monthly).
- Any other matters that are identified from time-to-time that will enable better understanding, decision making and governance.

Policy maintenance

Policy maintenance will include regular reviews (involving operational management and subject matter experts) to ensure the policy remains appropriate, up to date and legally compliant. This process will be co-ordinated by the Company Secretary or delegate.

The Boards' Audit/Risk Committees will review this policy at regular intervals in order to ensure it remains fit for purpose and consistent with the organisation's risk management framework.

Approval

This policy is approved by the Boards of the Society and Trust on behalf of their respective subsidiaries.

Signed by Greg Gent
Board Chairperson

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Date : 14 July 2016