



## Couple of takeaways

- Define the HSE responsibilities and accountabilities of Hydro employees and contractors



## What is this procedure for?

To define, document and communicate the roles and accountabilities under the Hydro Tasmania Group Work Health and Safety Management System (WHSMS) and Environmental Management System (EMS).

Business roles are defined through a range of business processes, which may include:

- developing position descriptions
- developing individual work plans
- allocating accountabilities and responsibilities

Responsibilities are defined through a range of processes including:

- role/position requirements
- work planning
- management appointment
- voluntary processes

Safety and environmental responsibilities are recorded in personnel management systems, with records are kept and maintained as per the Document Management procedure.

Safety and environmental performance objectives are established and communicated at the business unit, team and individual level, ensuring persons are aware of the

expectations, requirements and assessment criteria. This may be done through a range of processes including:

- Corporate and business unit scorecards
- Branch and team programmes of work
- Safety Improvement Plans
- Environmental objectives & targets
- Sustainability Principles KPIs
- individual work plans

Employee performance is reviewed as per schedule and conducted as per Hydro Tasmania's performance review processes. Safety performance is assessed against the established objectives and communicated to the individual as part of this process.

## What are the leadership accountabilities?

1) **The Chief Executive Officer** is responsible for:

- Occupational Health and Safety, compliance with the safety legislation and the Safety Management System. The CEO holds executive responsibility for safety and environmental management, in conjunction with the Top Management:
- Authorises Hydro Tasmania's, safety and environmental policies, standards and objectives.
- Has overall responsibility and final authority for ensuring that the requirements of the WHSMS and EMS are established, implemented, maintained, and reviewed, including ensuring the establishment of policies, objectives and responsibilities as well as assigning adequate resources to accomplish this.
- Champions safety and environmental values for the organisation.
- Ensures that the performance of the WHSMS and EMS is reported to the Board.
- Ensures that the activities are monitored to determine where improvements are needed to the WHSMS and EMS, and that implementation of the necessary corrective or preventative action has occurred.

- Defines the roles, allocates responsibilities and accountabilities and delegates authorities to facilitate effective management of the safety and environmental systems.

## **Level 1 Managers** are responsible for:

- Retaining overall responsibility and accountability for the WHSMS and EMS, ensuring they are compliant with the relevant management system standards
- Direct input and oversight into the establishment, implementation and maintenance of Safety and Environmental Policies
- Ensuring the safety and environmental policies and objectives are established and compatible with the strategic direction and context of the organisation.
- Overall responsibility and accountability for the provision of a safe and healthy workplace leading to the prevention of work-related injuries and ill health.
- Overall responsibility and accountability for the effectiveness of the WHSMS and EMS.
- Ensuring the WHSMS and EMS requirements are integrated into the organisations business processes.
- Ensuring the availability of resources needed to establish, implement, maintain and improve the WHSMS and EMS.
- Communicating the importance of effective safety and environmental management and of conforming to the WHSMS and EMS requirements
- Ensuring the intended outcomes of the WHSMS & EMS are achieved
- Ensuring the effectiveness of the WHSMS & EMS through the directing and supporting of employees.
- Ensuring and promoting continual improvement in all aspects of safety and environmental management.
- Providing support to other management roles to demonstrate leadership.
- Developing, leading and promoting an organisational culture that supports and drives the objectives of the WHSMS and EMS.

- Protecting workers from reprisals while supporting and encouraging the reporting of incidents, hazards, risks and opportunities
- Ensuring the organisation maintains an implemented process for the consultation and participation of workers.
- Consider and support the establishment and functioning of HSE committees.
- Developing safety and environmental targets and objectives for documentation in business-wide Safety Improvement Plans and Environmental objectives and targets.
- Implementing Hydro Tasmania's Safety Improvement Plans and reviewing performance against plan objectives and targets.
- Assist the CEO in carrying out relevant duties with regard to Hydro Tasmania's safety and environmental performance within the jurisdiction of the Team.

## **Level 2 Managers** are responsible for:

- Ensuring the WHSMS and EMS is applied within their jurisdiction
- Ensuring safety and environmental objectives and targets are set within their division which are aligned to the organisations strategic objectives and policies
- Supporting Hydro Tasmania's Safety Improvement Plans and reviewing performance against plan objectives and targets
- Providing adequate resources (including budgets) to ensure requirements of the WHSMS and EMS and associated plans and programs are met, including managing staff workloads and commitments.
- Ensuring staff are competent to perform their safety and environmental duties in a satisfactory manner
- Providing appropriate feedback on the performance of the WHSMS and EMS, including recommendations for improvement
- Assist the Level 1 managers in carrying out relevant duties with regard to Hydro Tasmania's safety and environmental performance within the jurisdiction of the team.

- Ensuring that safety and environmental policies and procedures are implemented and feedback is provided to continually improve these procedures.
- Building relationships with stakeholders to support effective safety and environmental management.
- Supporting and encouraging the reporting of incidents, hazards, risks and opportunities.
- Assessing divisional safety and environmental performance and the functioning of the WHSMS and EMS.
- Identifying, influencing, and preparing for opportunities and threats arising from emerging local, national and international safety and environmental issues.
- Publicising and promoting Hydro Tasmania's Safety and environmental profile.
- Setting and reviewing the strategic safety and environmental direction and performance of the Corporation or the Division, as appropriate.
- Preparing and presenting safety and environmental reporting material for submission to the Board.

**Level 3 and Line Managers** are responsible for:

- Ensuring company procedures are followed for all works conducted under their control.
- Providing information to the level 1 and 2 managers in order to report on the performance of the department for works under their control.
- All managers are responsible for ensuring employees and contractors under their jurisdiction are aware of their safety and environmental obligations, are familiar with the WHSMS and EMS and have the training and competencies required to perform their work safely, conforming to the requirements of the WHSMS and EMS.

**Managers** hold safety and environmental accountabilities for staff and contractors within their jurisdiction, including:

- duty of care responsibilities under Workplace Health and Safety legislation
- adhering to environmental legal obligations
- demonstrating leadership by upholding business safety and environmental values and applying the WHSMS and EMS
- identifying and establishing safety and environmental training and competency requirements, standards and behaviours
- developing and implementing safety training plans
- providing adequate resources to ensure compliance with the WHSMS and EMS
- managing the response to safety and environmental incidents
- reporting on safety and environmental performance and providing feedback on the WHSMS and EMS

**The Head of Workplace Health and Safety** is responsible for:

- Administering and developing the safety aspects of the WHSMS.
- Managing feedback on suggested improvements to safety aspects of the WHSMS and associated documentation.
- Coordinating review of the Hydro Tasmania Safety Improvement Plans.
- Auditing worksites and projects to verify compliance with Hydro Tasmania's safety policy and relevant legislative requirements.
- Informing the Leadership Group on the safety performance of all operational groups within Hydro Tasmania.
- Facilitating identification of health and safety targets and development of safety-related key performance indicators (KPIs).
- Analysis of health and safety statistical data and preparation of health and safety reports to senior management.
- Monitoring incident trends and providing advice on corrective actions.
- Monitoring legal compliance and reporting reportable incidents to the appropriate regulator.

- Promoting safety achievements to all operational groups.
- Ensuring the development and maintenance of WHSMS documentation and approving WHSMS documents for use.
- Ensuring that activities are monitored to determine where improvements can be made to the WHSMS.
- Ensuring that implementation of WHSMS planned corrective actions, preventive actions, or opportunities for improvement has occurred and is effective.
- Reporting to the Level 1 and Level 2 managers on Hydro Tasmania's safety performance and the performance of the WHSMS, including recommendations for improvement.
- Promoting environmental management achievements to all operational groups.
- Ensuring the development and maintenance of EMS documentation and approving EMS documents for use.
- Ensuring that activities are monitored to determine where improvements can be made to the EMS.
- Ensuring that implementation of planned corrective actions, preventive actions, or opportunities for improvement has occurred and is effective.
- Reporting to the Level 1 and Level 2 managers on Hydro Tasmania's environmental performance including recommendations for improvement.
- Ensuring consistency between the Hydro Tasmania Environmental Policy and Environmental Programs

## Head of Production and Environment

- The Head of Production and Environment is responsible for the development and implementation of the environmental management system including (but not limited to):
- Administering resources and developing the environmental program of work.
- Managing suggested improvements to the EMS and associated documentation.
- Determining the EMS scope and context
- Allocation of resources to support compliance with the EMS
- Informing the Leadership Team on the environmental performance of all operational groups within Hydro Tasmania.
- Facilitating identification of environmental objectives and targets and development of environment related key performance indicators (KPIs).
- Analysis of environmental statistical data and preparation of environmental performance reports to senior management.
- Monitoring incident trends and providing advice on corrective actions.
- Monitoring legal compliance and reporting reportable incidents to the appropriate regulator.

## All Hydro Tasmania Personnel

are responsible for:

- Applying their professional skills
- Participating in all aspects of Safety and Environmental Management
- Ensuring the safety of themselves and others whilst at work
- Reading instructions and receiving training as required
- Maintaining good housekeeping standards
- Reporting all hazard, injuries and incidents
- Assisting in the resolution of safety and environmental issues