

South Bank Corporation Policy

Business Services

SUBJECT: Workplace Health and Safety Leadership and Commitment Policy
DATE CREATED: January 2008
REVIEW DATE: January 2010

Policy

- WH&S Leadership within South Bank Corporation is incorporated in the day-to-day running of the business. All aspects of business functions should include WH&S as a standard factor.
- The CEO, Executive Management Team and Senior Leadership Team are to provide proactive leadership and are seen as active drivers of the WH&S Management System by incorporating WH&S into all management meetings.
- Management understand the ramification of breaches in WH&S legislation (eg. improvement and prohibition notices, on the spot fines, prosecutions and enforceable undertakings).
- Management is required to participate in WH&S activities such as:
 - promoting the WH&S Management System;
 - setting and approving WH&S objectives;
 - receiving, reading and where appropriate acting on Action Plans provided;
 - regularly attending WH&S Committee meetings;
 - providing comment and feedback on the progress of actions within their area;
 - reviewing incident and accident statistics;
 - ensuring employees under their control are taking reasonable steps to preform their WH&S duties (i.e. WHSO and WHSRs);
 - reviewing the WH&S Annual Assessment and Action Plan;
 - regularly conducting toolbox talks on relevant safety issues;
 - conducting (or reviewing) incident and accident investigations;
 - conducting hazard inspections and risk assessments; and
 - taking appropriate steps to ensure that any unsafe WH&S condition or practice is rectified.
- Supervisors are required to participate in WH&S activities such as:
 - conducting regular toolbox talks;
 - conducting competency testing;
 - conducting risk assessments;
 - observing the work performance of their staff under their control; and
 - conducting inspections on workplace under their control.
- Management must review and discuss the WH&S progress reports, objectives and Action Plans on a regular basis (eg. during all management meetings).
- Managers at all levels need to formally evaluate their active participation in WH&S as part of the performance appraisal process.
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- The CEO must access managements accountability for incidents / accidents in their areas of responsibility.
- Management are to review WH&S performance at predetermined intervals (eg. the results of WH&S self-evaluation, WH&S internal and external audits to ensure the system is actually working).

- WH&S benchmarking is to be formally reviewed and assessed for the achieving positive trends. This benchmarking will assist in improving the system.