



WHS-01 Safety Management System Policy

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Version	Date Released	Change	Remarks
1.0	09/09/2014	n/a	Policy approved and released

1 Purpose

Territory Generation Corporation ('the Corporation') is committed to the health and safety of all its employees, contractors, visitors and the general public. The purpose of this Policy is to specify the Board's objective in relation to safety management within the Corporation.

2 Scope

This policy applies to safety management:

- In all functions of the Corporation
- In all regions of the Northern Territory for which the Corporation has responsibility;
- Associated with the planning, operation, and presence of the Corporation's assets;
- Of all plant and equipment used by the Corporation;
- Of employees, contractors, visitors and the public.

Safety legislation requires safety to be a shared responsibility between the Person Conducting a Business Undertaking (PCBU) and the worker (as defined by the Act, which includes a contractor and their workers). Consequently, the scope of this Policy extends to the Corporation's officers and its workers.

3 Roles and Responsibilities

All executive managers, being the Chief Executive Officer and all direct reports, are directly affected by and have a duty of care to apply this policy document.

Role / Title	Responsibility
Chief Executive Officer	<ul style="list-style-type: none"> • Sponsor of the Safety Management System • Assess compliance with this policy • Resolve any non-compliant matters Shall ensure that : <ul style="list-style-type: none"> • All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. • Initiates procedure review as required.
All Managers/Site Coordinators	<ul style="list-style-type: none"> • Implement the policy document within their area of responsibility • Provide ongoing support in relation to the maintenance and continuous improvement of the Safety Management System Shall ensure that: <ul style="list-style-type: none"> • This procedure is put in place at all Territory Generation controlled power stations sites. • Personnel are advised and trained as necessary in the procedure to be followed. • Contractors are informed of and follow the procedure, where applicable.

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	<ul style="list-style-type: none"> • Contribute to procedure reviews
Project Officers/Contract Managers	Shall ensure that: <ul style="list-style-type: none"> • Contractors under their control are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
All Personnel	Shall ensure that: <ul style="list-style-type: none"> • This procedure is followed personally and by contractors/visitors under their control, where applicable • Contribute to procedure reviews
Document Owner	<ul style="list-style-type: none"> • The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	<ul style="list-style-type: none"> • The position responsible for the approval and use of this document

Deployment of the above responsibilities is to be in accordance with [WHS-02 Territory Generation Safety Management Procedure](#).

The Chief Executive Officer (as sponsor) is responsible for approving all matters associated with the operation, maintenance, review and enhancement of the Corporations Safety Management System. This includes documentation approval, issues resolution, audit initiation and corrective action for non-compliant matters.

4 Definitions

Corporation	Means the Territory Generation Corporation, which is a Person Conducting a Business or Undertaking (PCBU) for the purpose of the legislation
GRACE	Means the IT system used to record and manage matters associated with governance, risk, audit, compliance and events within the Corporation.
Officer	Means a person as defined in Section 4 of the WHS (NUL) Act.
Safety	Means work health and safety
Safety Management Cycle	Means the set of specific safety related elements that together form logically connected steps in a cycle of safety related actions. The Safety Management Cycle is one component of the Safety Management System.
Safety Management System (SMS)	Means the collection of components that together provide a business system dedicated to the provision of good safety practices. Components include specific safety related elements (such as hazard management) and general safety related elements (such as IT systems and training courses).
Safety Management and Mitigation	Means the specific document prepared by the

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Plan	Corporation for submission to the Utilities Commission for the purpose of meeting generation licensing obligations.
Safe work documents	Means the collection of documents that are designed for use by workers to assist in the assessment and safe conduct of job tasks. Includes safety procedures, work instructions, forms, templates etc.
Shall	Means a mandatory requirement
Should	Means an advisory requirement
WHS	Means Work, Health and Safety
Workers	Means employees, contractors and subcontractors, as specified in Section 7 of the WHS (National Uniform Legislation) Act

5 References

#	Document	Date
1	WHS (National Uniform Legislation) Act	2011
2	WHS (National Uniform Legislation) Regulations	2011
3	AS/NZS 4801 "OHS Management Systems – Specification"	2001
4	AS/NZS 4804 "OHS Management Systems – General guidelines"	2001
5	OHSAS 18001 "OHS Management Systems – Requirements"	2007
6	AS 5577 "Electricity Network Safety Management System"	2013
7	WHS-02 Safety Management System Procedure	2014

6 Records

This document shall be stored in Territory Generation's Records Management System (TRIM) in accordance with G-ADMIN-001 *Territory Generation Document Management Procedure*.

7 Policy Statement

The Corporation's objective for good safety management practice is to establish and maintain a formal *Safety Management System*.

7.1 The *Safety Management System* shall:

- (a) Demonstrate that the Corporation is committed to complying with relevant WHS legislation and other requirements placed on the Corporation by other bodies, including the Regulator and Utilities Commission by being:
 - (i) Consistent with the intent of relevant Australian and international Standards on safety management; and

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- (ii) Capable of incorporating obligations established by relevant safety legislation and associated codes of practice.
 - (b) Demonstrate that the Corporation is systematically controlling, as far as reasonably practicable, the WHS risks to all persons affected by the Corporation's activities.
 - (c) Provide a safe environment by ensuring:
 - (i) The *Safety Management System* is applied to workers, visitors and where applicable members of the public.
 - (ii) All workers are protected as far as reasonably practicable from harm (injuries and illnesses).
 - (iii) Visitors and the public are not placed at risk by the Corporation's activities, products or services; and
 - (iv) Operations are conducted, at a minimum, in compliance with current applicable WHS legislation and Corporation policy.
 - (d) Be based on a safety management cycle, which identifies the key steps of the *Safety Management System*. The *Safety Management Cycle* shall include:
 - i. Processes to address WHS risks, hazards and events.
 - ii. A process that develops objectives, targets and performance indicators to support continual improvement.
 - iii. Audits and reviews including field audits of WHS risks, hazards and practices to ensure that it delivers safety related benefits to all workers.
 - iv. A management reporting process.
 - v. An annual review process to support continual improvement.
 - (e) Contain a formal structure of Work Health and Safety committees to steer, monitor, resolve and report on safety management matters.
 - (f) Be supported with adequate documentation that remains within its review date.
 - (g) Include a *Safety Management and Mitigation Plan* on safety around electricity infrastructure which shall be prepared and published in accordance with Licences issued by the Utilities Commission and reviewed annually.
 - (h) Be communicated (through a suitable strategy) to all people involved in or affected by the Corporation's assets, activities and services, including employee induction processes.
 - (i) Contain fit for purpose IT Systems which support the data entry, storage, and extract requirements of the *Safety Management System* and provide those requirements in a user friendly manner.
 - (j) Contain fit for purpose training, instruction and supervision that is consistent with job requirements to ensure that employees can perform their work in a safe manner, including verification of competencies where practicable.
 - (k) Provide independent third party assurance at any time.
 - (l) Be reviewed by an independent third party every 5 years or as and when required to ensure it remains effective and appropriate to the nature of the Corporation's business and legislative requirements.
- 7.2 This Policy document is to be supported by a corporate procedure on safety management which provides the principles to be adopted when actioning the Policy Objective.
- 7.3 This Policy document is to be provided to all employees, contractors, visitors and external stakeholders on request.

