



Workplace Health and Safety Policy

Purpose:	<p>Brisbane Airport Corporation Pty Ltd (BAC) is committed to providing a healthy and safe workplace environment for all our people, our customers and the wider airport community.</p> <p>Our Workplace Health and Safety (WHS) vision is “BWell & BSafe... <i>every person, every day</i>”, with the goal of reducing serious harm incidents to zero for everyone working at, with, or visiting, Brisbane Airport.</p>
Owner:	Chief Executive Officer
Approver:	Board of Directors
Updated:	24 September 2021
Review period:	This Policy will be reviewed within two years of the last update. It may also be updated to reflect changes in legislation, BAC’s risk profile or operational needs.
Document Type	Board Policy

1. Key Policy Statement

- 1.1 BAC has established the BWell & BSafe program, which is designed to build and promote a positive and holistic health and safety culture with BAC workers and business partners.
- 1.2 In order for *every person* to BWell & BSafe *every day*, BAC is working to create a high-reliability WHS culture that supports healthy and safe behaviours and decisions by leaders, workers, customers and others in our airport community.
- 1.3 We will do this by:
 - Recognising the many distractions for members of the public at an airport, and designing creating and maintaining a safe environment for them to use with this in mind.
 - Maintaining a continual focus on identifying and managing hazards and risks that have the potential to cause harm (including psychological harm) to our people, customers or airport community; and eliminating these where possible;
 - Setting clear WHS expectations at all levels, including the Board and Executive Leadership Team, and holding each other accountable in our performance of these;
 - Collaborating and communicating through genuine two-way engagement with our workers, leaders and other parties on health and safety, including encouraging open disclosure and early reporting of injuries and supporting any injured parties through applicable rehabilitation and recovery processes;
 - Making suitable duties available to our people as soon as possible after an injury or illness occurs and respecting the confidentiality of medical and rehabilitation information;
 - Continuing to revise and improve our health and safety strategies and systems to support the way we work whilst ensuring we comply with applicable laws and regulations; and
 - Investing in combined WHS capabilities across the airport by forming a shared airport body of knowledge and learning from our experiences.
- 1.4 This Policy governs the WHS Strategy and sets the tone of BAC’s WHS management system, which sets out BAC’s approach to providing a safe and healthy work environment for all workers and visitors and the rehabilitation of injured parties.
- 1.5 BAC is genuinely committed to achieving the above outcomes and will work closely with anyone associated with BAC where their behaviours and/or actions do not reflect the expected standards in relation to health and safety.

2. Responsibilities Matrix

Responsibility	Accountable party/ies					
	BAC Personnel and Workers	People Managers	Business Leadership Team	Head of HSE	CEO	Board
Exercise care (for self and others) in the performance of all work activities; consistently applying WHS processes, identifying and reporting hazards, participating in training, risk assessments and investigations and actively contributing to the continual improvement of these by providing feedback and suggestions to management.	X	X	X	X	X	X
Demonstrate collective and personal commitment to BAC's WHS vision through visible leadership behaviours and active participation in WHS events	X	X	X	X	X	X
Ensure that workers are aware of, understand and effectively implement BAC's WHSMS, including recognising good practice, addressing poor WHS performance as well as liaising with the WHS team in relation to continual improvement of WHS processes at BAC	X	X	X	X		
Communicate and consult with workers and others in relation to the Board and Leadership Team's WHS commitments and expectations on WHS and sharing information and learnings arising from BAC experience		X	X	X	X	
Support the Board of Directors, CEO, ELT, BLT, people managers and workers in meeting their responsibilities through the development of WHS management systems, frameworks and strategies that are appropriate to BAC's business activities as well as the timely and accurate reporting of performance against WHS commitments and metrics				X		
Hold management responsible for the WHS performance of BAC's business activities			X	X	X	
Oversee the implementation of the WHS management system, exercising due diligence in review of performance reports and audits			X	X	X	X
Hold the BLT collectively responsible for the WHS performance of BAC				X	X	
Approve and review the WHS framework and management system					X	
Oversee the implementation of the WHS strategy, exercising due diligence in governance of WHS at BAC					X	X
Hold the CEO accountable for the WHS performance of BAC						X
Approve and review this Policy and BAC's WHS Strategy						X

3. Definitions

BAC means Brisbane Airport Corporation Pty Ltd.

BAC Employees means an individual employed by BAC and paid via the BAC payroll system but excluding the Board of Directors.

BAC Personnel means any person working for BAC in any capacity including BAC Employees, contractors, consultants, work experience students and volunteers.

Board of Directors means the members of BAC's Board.

Business Leadership Team means any individual identified as a member of BAC's Business Leadership Team (including individuals acting in a role) or other individuals as deemed by the Executive Leadership Team or CEO for the purposes of this Policy.

Executive Leadership Team means any individual identified as a member of BAC's Executive Leadership Team (including individuals acting in a role) or other individuals as deemed by the Chief Executive Officer for the purposes of this Policy.

People Manager means any individual with BAC Personnel, Employees or Workers reporting to them in BAC's organisational chart.

WHS means Workplace Health and Safety and is the discipline concerned with protecting the health and safety of individuals in a workplace from exposure to hazards and risks resulting from work activities, as well as coordination of rehabilitation services for injured employees.

Worker is as defined in the *Work Health and Safety Act 2011* (Qld) s7(1), namely:

- "A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as-
- a. an employee; or
 - b. a contractor or subcontractor; or
 - c. an employee of a contractor or subcontractor; or
 - d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
 - e. an outworker; or
 - f. an apprentice or trainee; or
 - g. a student gaining work experience; or
 - h. a volunteer; or
 - i. a person of a prescribed class."

4. Supporting documents

Procedures	Standards	Guidelines	Relevant Policies
Workplace Health and Safety Management System			

5. Amendment history

Amendment	Version	Date Commenced
Periodic review of Policy, with amendments including: <ul style="list-style-type: none"> • Policy Statement 1.3: <ul style="list-style-type: none"> ○ inclusion of identifying and managing 'hazards' as well as risks; and ○ inclusion of eliminating hazards and risks where possible. • Update of 'Head of WHS' to 'Head of HSE' role due to internal restructuring. • Addition of 'Business Leadership Team' in Definitions section. 	6.0	24 September 2021
Various amendments arising from periodic review of Workplace Health and Safety Policy	5.0	10 May 2019
	4.0	27 January 2017
	3.0	29 January 2016
	2.0	31 January 2014
	1.0	30 March 2012