



# Work, Health & Safety Policy

<b>Title:</b>	Work, Health & Safety Policy
<b>Approved by:</b>	QCN Board
<b>Responsible lead:</b>	Chief Executive
<b>Audience:</b>	QCN Staff
<b>Brief description:</b>	Sets out the roles for work, health and safety at QCN.
<b>Periodicity of review:</b>	Annual
<b>Approved:</b>	August 2025
<b>Next Scheduled Review Date:</b>	August 2026

## Version History

Version	Date	Section(s)	Summary of Amendment
1.0	October 2019		Original Approved Version
2.0	April 2020	All	Recommended amendments by Seyfarth & Shaw
3.0	August 2021	All	Annual Review
4.0	August 2022	All	Annual Review
5.0	August 2023	All	Annual Review
6.0	August 2024	All	Annual Review
7.0	August 2025	All	Annual Review

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# 1 Introduction

Queensland Capacity Network Pty Ltd (ACN 633 081 517) (QCN) is committed to providing and maintaining a healthy and safe work environment for QCN Staff and other persons that may be put at risk from work carried out by QCN and conducting its business in a way that is safe.

This policy sets out how QCN will fulfill its commitment to workplace health and safety.

# 2 Background

QCN is committed to complying with WHS Legislation.

# 3 Roles

QCN's staff all have a role in health and safety.

## 3.1 The Chief Executive will

The Chief Executive will comply with and take reasonable steps to verify QCN's compliance with WHS Legislation including by:

- Acquiring and keeping up to date knowledge of WHS matters (which includes electrical safety matters and the safe conduct of transport activities).
- Gaining an understanding of the nature of the operations of QCN and generally of the hazards and risks associated with its operations.
- Ensuring QCN has available for use, and uses, appropriate resources and processes to eliminate, so far as is reasonably practicable, and if it is not reasonably practicable to eliminate risks, to minimise risks to health and safety (including risks to electrical safety) from work carried out by QCN (including its transport activities).
- Ensure QCN has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- Ensure QCN has, and implements, processes for complying with any duty or obligation that QCN has under the WHS Legislation. This includes QCN's obligations to:
  - report notifiable incidents;
  - consult with workers who are directly affected by WHS matters;
- take workers' views into account before making decisions on WHS matters;
  - ensure compliance with notices issued under WHS Legislation;
  - ensure the provision of training and instruction to workers about work health and safety (including electrical safety); and
  - ensure that health and safety representatives receive their entitlements to training.
- Verify the provision, use and implementation of resources and processes referred to above.
- Encouraging a culture of health, safety, open communication, consultation and involvement at all levels across QCN.
- Verifying that all staff demonstrate and uphold behaviour aligned to QCN's Code of Conduct.
- Maintaining a Safety Framework as set out in Appendix A.

## 3.2 QCN Staff will

All QCN Staff will:

- Take reasonable care for their own health and safety (including electrical safety and psychosocial safety) and the safety of others.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons (including the electrical safety of other persons or property).
- Comply with reasonable instructions given by QCN to comply with WHS Legislation.
- Cooperate with this Policy, the QCN Workplace Health and Safety Management System, the QCN Safety Framework, the Work Health and Safety Procedure and any other policies, procedures and Guidelines in place to protect work, health and safety at QCN.
- Immediately report all incidents and accidents in the Workplace in accordance with the incident reporting requirements set out in the Work, Health and Safety Procedure.
- Identify and report any hazards in the Workplace.
- Use equipment safely and in the correct manner.
- Participate in work, health and safety training.
- Participate in work, health and safety consultation, and
- Comply with WHS Legislation.

## 3.3 Reporting Safety Issues

Anyone who sustains an injury or illness or observes a potential hazard or near miss in a Workplace is required to immediately report the incident to the Chief Executive. This applies even if the injury or illness does not require medical attention or if no injury or damage has occurred. In addition, QCN Staff must immediately report any incidents relating to third parties.

## 3.4 Discrimination

It is unlawful to discriminate against any member of QCN Staff for a reason that is prohibited under WHS Legislation including because they raise or propose to raise an issue or concern about work, health and safety including within QCN. QCN Staff recognise and must comply with this important protection.

# 4 Compliance

Any breach of the obligations contained in this Policy may result in disciplinary action being taken up to and including termination of employment or other action by QCN.

# 5 General

This Policy summarises some of the rights and obligations which are created by the WHS Legislation. This Policy is not intended to go beyond the requirements of the WHS Legislation. This Policy is not a term of any contract, including any contract of employment, and does not impose any contractual duties, implied or otherwise, on QCN. This Policy may be varied by QCN from time to time.

## 6 Definitions

Term	Definition
<b>Reasonably Practicable</b>	<p>Means that which is, or was at a particular time, able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> <li>• The likelihood of a hazard or risk occurring (i.e. the probability of a person being exposed to harm)</li> <li>• The degree of harm that would result if the hazard or risk occurred (i.e. the potential seriousness of injury or harm)</li> <li>• What the person concerned knows, or ought to reasonably know, about the hazard or risk and ways of eliminating or minimising the risk</li> <li>• The availability of suitable ways to eliminate or minimise the risk, and after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk</li> </ul>
<b>QCN Staff</b>	<p>Includes any QCN employee whether permanent, temporary, full-time, part-time or casual, or any volunteer, student gaining work experience, contractor, sub-contractor, employee of a contractor or sub-contractor, consultant, labour hire worker, outworker, apprentice or trainee, or anyone who carries out work in any other capacity for QCN.</p>
<b>QCN Safety Framework</b>	<p>Is comprised of a set of documents including a policy and procedure established by QCN to assist it meet its obligations under WHS Legislation, which may be varied from time to time as further set out in Appendix A of this Policy.</p>
<b>WHS Legislation</b>	<p>The health and safety legislation in operation in Queensland that applies to QCN and includes the:</p> <ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2011</i> (Qld)</li> <li>• <i>Work Health and Safety Regulation 2011</i> (Qld)</li> <li>• <i>Electrical Safety Act 2002</i> (Qld)</li> <li>• <i>Electrical Safety Regulation 2013</i> (Qld)</li> <li>• Heavy Vehicle National Law and associated regulations, and</li> <li>• Any associated Codes of Practice</li> </ul> <p>as varied from time to time.</p>
<b>Workplace</b>	<p>A place where work is carried out for QCN and includes any place where a staff member goes, or is likely to be, while at work.</p>

## Appendix A: QCN Safety Framework

