Group Work Health & Safety Policy

Purpose and scope

Purpose

This Policy outlines the Group's commitment and approach to the physical and psychological health and safety of people who carry out work that is influenced or directed by the Group, as well as Customers and visitors.

The Group is committed to identifying and appropriately managing risk by eliminating or reducing so far as reasonably practicable, the risk and the likelihood of injury or illness arising from the Group's business and undertakings.

Scope

This Policy applies to the Group, its Directors, Employees, Contractors, Secondees and Workers (collectively, 'Our People'), as well as Customers and visitors.

For those parts of the Group that are impacted by foreign or local laws, regulatory requirements, or contractual obligations that conflict with this Policy, the more stringent requirement applies.

Policy statement

The Group provides expertise and resources to support the implementation of a Health and Safety Management System (HSMS) so that our work environment is physically and psychologically healthy and safe. Our People, Customers and visitors must take reasonable care for their own health and safety, and that of others.

Policy requirements

Information, training, instruction and supervision

The Group must provide Our People with appropriate information, training, instruction and supervision to ensure that they have the skills and competencies required to safely undertake their role. This includes the provision of contemporary health and wellbeing programs and initiatives that encourage Our People to maintain a physically and psychologically healthy lifestyle.

Consultation

Where appropriate, the Group provides consultative arrangements for Our People and their representatives to invite constructive input into the decision-making processes that impact upon their work health and safety.

Management of workplace hazards

The Group must document and implement health and safety risk management processes for the control of workplace hazards, both physical and psychosocial, that are consistent with the risk profiles of the Group's workplaces and activities within the HSMS.

Monitor, measure and report

The Group must develop, and measure performance against, objectives and targets aimed at the elimination or minimisation of work-related risk, injury and illness. The Group must regularly review the performance of and continuously improve the HSMS.

Investigations

The Group must review or investigate incidents and injuries in a timely manner.

Injury management

The Group must maintain a fair and equitable workers' compensation and claims management process for the rehabilitation of injured parties.

Contractual arrangements

The Group must monitor third party suppliers to ensure that applicable contractual arrangements for the supply of goods and services are undertaken and comply with all work health and safety requirements.

Accountabilities

Role and accountabilities
Governance body
CBA Board • Oversee the Policy and monitor its effectiveness. • Approve the Policy.
Board People and Remuneration Committee • Review and endorse the Policy for CBA Board approval.
Line 1
General Managers and above (Officer) • Understand and exercise due diligence in regard to health, safety and wellbeing. This is a personal and continuous duty that requires Officers to take proactive steps to discharge this duty. • Ensure adequate resources and expertise are provided for the implementation of the Group's HSMS. • Regularly monitor, measure and report on health and safety performance, and contribute to building a positive safety culture across the Group
Management • Apply and adhere to the HSMS and wellbeing systems and programs for maintaining a physically and psychologically healthy and safe workplace. • Ensure the health and safety of Our People, Customers and visitors, including providing them with appropriate information, training and supervision.
Health, Safety and Wellbeing Team • Develop and enhance the HSMS by providing people, processes, and system capability to support its implementation. This includes policies, processes, guides, and tools. • Provide advice, guidance, and oversight of Health, Safety and Wellbeing (HSW) compliance to BU/SU Line 1 Risk. • Identify issues and trends across the Group and escalate as necessary. • Identify, track, and forecast impending regulatory changes and work with BU/SUs to determine the impact and implement the change. • Report to Senior Management, the Board or Board Committee regarding the management of HSW compliance across the Group.
Business Profile Owner • Take ownership of the physical and psychological health and safety risks and the strategy within their business. • Develop and implement processes that support the requirements of the health and safety risk management framework to be effective, including designing, implementing, operating, and testing controls to manage their own health and safety risks.

- Assign responsibilities for managing material risks and key controls.
- Monitor, review and govern the business' health and safety profile including control effectiveness to identify, understand, escalate and report on health and safety issues, incidents, and changes in the business' health and safety profile. This includes changes that may have a material impact to the existing business environment.

Our People, Customers and visitors

- Take reasonable care for your own health, safety and wellbeing.
- Take reasonable care that your conduct does not adversely affect the physical and psychological health, safety and wellbeing of others.
- Comply and co-operate, so far as is reasonably able, with any reasonable instruction that is given by the Group, including any Group Policy or Procedure for maintaining a safe and healthy workplace.

Line 2

Risk Management

- Monitoring/assurance activities.
- Advise and provide guidance to Line 1 to effectively identify, measure and mitigate their risks and/or to identify and understand their obligations (as applicable).
- Guidance where BU/SUs cannot align to the Policy.

Line 3

Audit & Assurance

- Providing independent assurance that the Group's risk management, governance and internal control processes are operating effectively, as per the approved audit plan.

Policy governance

Policy Approver

CBA Board

Exemption Authority

Executive General Manager, Group People Services

Owner

General Manager Health, Safety and Wellbeing

Support

General Manager Health, Safety and Wellbeing

Review Cycle

Triennial

Next Review Date

March 2027