

SEC Occupational Health & Safety Policy



1. Purpose

- 1.1. The State Electricity Commission (SEC) is committed to providing, so far as is reasonably practicable, a safe and healthy workplace, in accordance with occupational health and safety (OHS) laws. The wellbeing of the SEC employees, contractors, agents and other authorised individuals required to conduct work at SEC premises (Workplace Participants) will be proactively monitored and considered during all work performed on the SEC's behalf to minimise OHS risks, as far as reasonably practicable.
- 1.2. Workplace Participants have responsibilities under OHS laws. These responsibilities must be upheld at all times.

2. Scope

- 2.1. This policy applies to all SEC Workplace Participants.

3. Principles

- 3.1. The SEC's approach to the health, safety and wellbeing of Workplace Participants is underpinned by the following principles:

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| <p>We will all strive to achieve a safe and healthy workplace by:</p> | <ul style="list-style-type: none"> • Understanding individual accountabilities and contributions. • Demonstrating visible and meaningful safety leadership through actions and behaviours. • Driving a culture of safety excellence with our people and business partners. • Developing our people and being actively involved in group objectives and targets aimed at continuous improvement and the elimination of work-related injury and illness. • Taking a proactive approach to the identification of workplace risks. • Timely reporting of hazards and incidents. • Ensuring that workstations and work areas are safe (including when working from home). |
| <p>The SEC will understand our safety responsibilities by:</p> | <ul style="list-style-type: none"> • Actively involving our people in decisions that keep them safe. • Continually reviewing our performance and implementing improvements based on this knowledge. • Knowing our obligations and ensuring we are appropriately resourced to meet and surpass them. • Supporting our people with injuries or illness in achieving their full potential within the workplace. |
| <p>We will all prevent harm by:</p> | <ul style="list-style-type: none"> • The systematic identification and management of risk. • Promptly responding when health and safety concerns are raised. • Continually ensuring that health, safety and wellbeing risks are adequately controlled. • Empowering our people to speak up and make safe choices to prevent harm. • Ensuring our people's wellbeing is always considered. • Complying with our legislative obligations and the values outlined in our Code of Conduct. |

4. The SEC's commitments:

- 4.1. Responsibility for fostering a safe and healthy work environment is shared between the SEC and Workplace Participants. All Workplace Participants must participate in making the SEC a safe and healthy place to work, and the SEC will support and facilitate active participation in these matters.
- 4.2. To aid the fulfilment of the OHS policy purpose, the SEC is committed to:
- demonstrating leadership in its commitment to the workplace health, safety and wellbeing for all Workplace Participants;
 - providing OHS training, instructions, information and other education tools in a proactive manner to Workplace Participants;
 - engaging in consultation and communication with Workplace Participants;
 - fostering a workplace culture where all Workplace Participants feel empowered to report OHS incidents, provide suggestions and drive positive OHS outcomes for other Workplace Participants;
 - establishing and maintaining systems where Workplace Participants safely report OHS incidents;
 - reviewing their OHS policies and procedures regularly; and
 - ensuring that all relevant OHS legislation is complied with.

5. Accountabilities

| Role | Accountabilities |
|-------------------------------|---|
| Board | <ul style="list-style-type: none"> • Role model the SEC values, including creating a workplace that is safe and healthy and without risks as far as is reasonably practicable, in accordance with OHS laws. • Ensure implementation and monitoring of systems of work which take all reasonable steps to prevent unacceptable risk to health and safety at SEC. |
| Executives | <ul style="list-style-type: none"> • Promote and role model a healthy and safe work environment. • Ensure OHS training, instructions, information and other education tools is provided to Workplace Participants. • Review OHS policies and procedures regularly. • Report regularly to the Board in relation to the implementation of this Policy. • Ensure that all Workplace Participants abide by and implement this Policy. • Take all reasonable steps to prevent unacceptable risk to health and safety at the SEC. |
| Workplace Participants | <ul style="list-style-type: none"> • Comply with the terms of this Policy. • Behave appropriately, following the SEC values. • Follow the terms of their employment contract, the Code of Conduct and the SEC's other policies. |

6. Breach of this policy

- 6.1. Any breach of this policy may be considered misconduct and could lead to disciplinary action. This includes a breach of any other policy which may also breach the Occupational Health and Safety Policy, even if inadvertently.

7. Key related policy, legislation and other documents

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)
- SEC Workplace Behaviours Policy
- SEC Complaints / Grievance Policy

8. Approval and review

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| Policy name | Occupational Health & Safety |
| Approved by | SEC Board |
| Policy owner | SEC Board |
| Contact | General Manager People and Culture |
| Date issued | 21/02/2024 |
| Last review date | On date issued. |
| Review frequency | At least every 12 months |
| Replaces | Nil – new policy |

9. Version history

| Version | Approval Date (for published versions) | Author | Description of change |
|---------|--|------------------|-----------------------|
| 0.1 | | People & Culture | Policy drafted |
| 1.0 | 21/02/2024 | | Approved |