



Workplace Health and Safety Policy

- Purpose:** 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.
- Our Workplace Health and Safety (WHS) vision is “BWell & BSafe... every person, every day”, with the goal of reducing serious harm incidents to zero for everyone working at, with, or visiting, Brisbane Airport.
- Owner:** Chief Executive Officer
- Approver:** Board of Directors
- Updated:** 25 August 2023
- 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.

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:
 - a. 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.
 - b. Maintaining a continual focus on identifying and managing hazards and risks that have the potential to cause harm to our people, customers or airport community; and control measures to eliminate (or minimise) are identified, maintained and reviewed.
 - c. Identifying reasonably foreseeable psychosocial hazards that may result in health and safety risks and ensuring control measures to eliminate (or minimise) are identified, maintained and reviewed.
 - d. Setting clear WHS expectations at all levels, including the Board and Executive Leadership Team, and holding each other accountable in our performance of these.
 - e. 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.
 - f. 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.
 - g. 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, regulations, standards and codes of practice.
- 1.4 This policy governs the WHS Strategy and sets the direction of BAC’s WHS management system which sets out the approach to providing a healthy and safe work environment for all Workers and visitors.

- 1.5 BAC is genuinely committed to achieving the above outcomes and will work closely with anyone associated with BAC where behaviours and/or actions do not reflect the expectation standards in relation to health and safety.

2. Responsibilities

Board of Directors	<ul style="list-style-type: none"> Review and approve this Policy.
Finance, Audit and Risk Management (FARM) Committee	<ul style="list-style-type: none"> Review and endorse this policy for Board approval. Assist the Board of Directors to discharge its work health and safety responsibilities.
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> Maintain a clear awareness, understanding of their responsibilities of this policy. Demonstrate a commitment to the compliance of this policy at all times and developing and promoting a positive health and safety culture within BAC.
Executive General Manager Governance	<ul style="list-style-type: none"> Oversee the implementation and maintenance of this Policy and the BAC health and safety management system.
Head of Health Safety and Environment	<ul style="list-style-type: none"> Directly responsible for implementing, reviewing and maintaining this Policy and administer the implementation of the work health and safety management system. Provide regular reporting to the ELT, Board of Directors and other stakeholders as needed on BAC's work health and safety performance.
BAC Personnel	<ul style="list-style-type: none"> Demonstrate a commitment to the compliance of this policy at all times and developing and promoting a positive health and safety culture within BAC. Exercise care (for self and others) in the performance of all work activities. Follow safe work procedures, instructions and rules, complying with the requirements of BAC's work health and safety management system. Identifying and reporting hazards, injuries and incidents, participating in safety training, risk assessments and investigations. Use safety equipment and personal protective equipment as instructed.

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.

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.

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.”*

Supporting BAC documents

Procedures	Standards	Guidelines	Relevant Policies
WHS Management System			Workplace Rehabilitation Policy

Legislation

Work Health and Safety Act 2011 (QLD)
Work Health and Safety Regulations 2011 (QLD)

Amendment history

Amendment	Version	Date commenced
Periodic review of Policy, with amendments including: <ul style="list-style-type: none"> • Policy Statement 1.3: Inclusion of identifying psychosocial hazards, risks and controls; • Policy Statement 1.3: Included compliance to standards & codes of practice; • Responsibilities: Replaced RACI matrix with responsibilities table; • Definitions: removal of Business Leadership Team and People Manager due to removal of RACI matrix; and • Supporting BAC Documents: Added Workplace Rehabilitation Policy as relevant policy. • Legislation: Added relevant legislation 	7.0	25 August 2023
Periodic review of Policy, with amendments including:	6.0	24 September 2021

<ul style="list-style-type: none"> • Policy Statement 1.3: inclusion of identifying and managing 'hazards' as well as risks. • Policy Statement 1.3: inclusion of identifying and managing 'hazards' as well as risks. • Policy Statement 1.3: 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. 		
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