

Health, Safety, Environmental and Quality (HSEQ) Management Systems Policy

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Strategic Pillar	Office of the GM
Responsible Branch	People & Culture

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1 PURPOSE

- 1.1 Queanbeyan-Palerang Regional Council (QPRC) is committed to achieving business excellence by integrating Health, Safety, Environment and Quality (HSEQ) management systems into all areas of operation. This policy outlines our strategic intent to provide safe workplaces, protect the environment, and meet stakeholder expectations through compliance with legislation, international standards, and continuous improvement.

2 SCOPE

- 2.1 This policy applies to all QPRC employees, contractors, suppliers, volunteers, and customers. It extends to services certified under the HSEQ system, including transport, water, sewer, waste, utilities, and asset management.

3 DEFINITIONS

- 3.1 Executive – comprises the QPRC General Manager, Director Community, Arts and Recreation, Director Development and Environment, Director Infrastructure Services and Director Corporate Services.
- 3.2 KPI – Key Performance Indicator
- 3.3 PCBU – Person Conducting Business or Undertaking. A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. This definition relates to the Work Health and Safety Act 2011.
- 3.4 Worker – anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker. However, the term can also include unpaid workers such as volunteers or work experience students. This definition related to the Work Health and Safety Act 2011.

4 LEGISLATIVE AND STANDARD REFERENCES

- 4.1 Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017
- 4.2 ISO 45001:2018 Occupational Health and Safety
- 4.3 ISO 14001:2016 Environmental Management
- 4.4 ISO 9001:2016 Quality Management
- 4.5 QPRC Procurement Policy – The Procurement Policy supports delivery of Council's Community Strategic Plan to achieve a sustainable local region. Sustainable procurement and contract management takes responsibility for the economic, environmental social and civil governance impacts of any purchase - goods or services. These four factors are referred to as the quadruple bottom line (QBL) and relate to a total lifecycle impact, and not just the upfront price.
- 4.6 Environmental Planning and Assessment Act 1979 – High level objectives include "encouraging ecological sustainable development."

5 POLICY STATEMENT

- 5.1 QPRC commits to:
- Maintaining and continually improving a certified HSEQ Management System
 - Complying with applicable legal and regulatory requirements.
 - Promoting a culture of safety, environmental responsibility, and quality service delivery
 - Demonstrating ethical conduct and social responsibility in all operations.

6 PRINCIPLES

QPRC will:

- 6.1 Provide a safe, healthy, and respectful working environment
- 6.2 Prevent workplace incidents through hazard identification and risk control
- 6.3 Promote ecologically sustainable development and pollution prevention
- 6.4 Ensure due diligence is exercised by all officers
- 6.5 Engage in effective consultation with stakeholders
- 6.6 Supply adequate resources, training, and supervision
- 6.7 Set and review HSEQ KPI's aligned with corporate strategy
- 6.8 Proactively manage risks across all domains
- 6.9 Ensure accountability at all levels for HSEQ performance.
- 6.10 Maintain third party certification to ISO 45001:2018, ISO 14001:2016 and ISO 9001:2016 Standards.

7 ROLES AND RESPONSIBILITIES

- 7.1 The General Manager, Directors, Chief Financial Officer: Accountable as officers for exercising due diligence and strategic oversight of HSEQ risks
- 7.2 Managers/Coordinators/Team Leaders: Responsible for implementing HSEQ systems and promoting best practices.
- 7.3 Workers: Required to take reasonable care for their health and safety and that of others, report incidents and cooperate with HSEQ processes.
- 7.4 HSEQ Team: Provides expert advice, compliance monitoring, and supports all HSEQ initiatives.
- 7.5 Council workers, councillors, contractors, volunteers, and visitors are responsible and held accountable for carrying out their activities in accordance with the above principles. QPRC staff, councillors, contractors, and volunteers are required to cooperate and comply with this policy and supporting documents to undertake a HSEQ risk management approach.

8. PERFORMANCE MONITORING

QPRC will:

- 8.1 Achieve and maintain 100% external certification of HSEQ systems
- 8.2 Monitor, audit, and review performance against internal KPI's
- 8.3 Report outcomes and apply lessons to support continuous improvement

9. REVIEW

- 9.1 This policy will be reviewed at least every three years or sooner if required by legislative changes or organisational restructures.