



## Health and Safety at Work Policy

### Purpose

The purpose of this policy is to document the commitment of Gillett, Preston and Associates Inc. (GPA) to providing a healthy and safe work environment for employees, as well as stakeholders, subcontractors and others in the workplace.

This policy addresses the key health and safety risks identified and key procedures on how they are managed. This is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of workers, and that stakeholders and others not in GPA employment or engagement are not exposed to risks to their health or safety by providing a safe workplace and safe methods of work.

### Scope

This policy applies to GPA workplaces and other places of work under the control of GPA, as well as GPA employees, workers, visitors, and others who access GPA premises or may be impacted by GPA activities.

### Policy Statement

Gillett, Preston and Associates Inc. recognises its moral and legal responsibility to provide a safe and healthy work environment for workers, contractors and employees of contractors, clients and visitors to sites under GPA control. This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

GPA places high priority on the health and safety of its workers. GPA makes every reasonable effort to prevent accidents, protect individuals from injury and promote the health, safety, and welfare of all individuals.

GPA is committed to providing a safe and healthy work environment for all workers, and individuals. This includes measures for safe premises, systems of work and emergency management. GPA recognises that the well-being of individuals can directly affect their participation outcomes, job satisfaction, motivation, and overall morale in the work environment.

All workers and others have both fundamental and specific responsibilities for ensuring health and safety within the workplace at all times, these are identified in this policy and communicated through various means including this policy, worker contracts, position descriptions and terms of reference, worker induction, signage and other ongoing communication methods.

GPA consults with workers regarding the development, implementation and review of health and safety issues.

GPA workers and others are provided with adequate information regarding hazards and risks and where required trained or shown safe conduct expectations and safe handling and storage of equipment and materials.

If a serious incident, accident or near miss occurs it is addressed promptly, documented and reported to the MFAT and the Vanuatu Department of Labour, or other jurisdictional authority, where required as soon as is practical after the event.

All Health and Safety incidents are reviewed by GPA management at regular intervals to ensure appropriate preventative actions are implemented as required.

### Responsibilities

GPA management are committed to:

- Integrating WHS into all aspects of GPA operations.
- Doing everything reasonably practicable to ensure the health, safety and welfare of its workers while they are at work.
- Compliance with legislative requirements, current industry WHS standards and co-operation with regulatory bodies, as far as is reasonably practicable.
- Identifying any hazards in the workplace that may be a risk to health and safety and eliminating or controlling those hazards.
- Exceeding legislative requirements and aiming for best practice systems of work.
- Establishing measurable targets to ensure continued improvement reflected in accountability/ key performance indicators at all levels.
- Provision and maintenance of a work environment that is safe and without risks to health.
- Consultation with workers and other parties to improve decision-making on WHS and environmental matters.
- Development, implementation and review of written safe work procedures.
- Distribution and communication of safety information and safe work procedures.
- Providing information, training and supervision to workers, contractors, clients and visitors to ensure safety.
- Supporting and assisting employees in effective injury management and rehabilitation.
- Regular review and assessment of WHS policies.

Workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work.
- Co-operate with GPA to enable compliance with WHS legal obligations.
- Participate in consultative arrangements.
- Assist GPA to meet WHS targets/ key performance indicators.
- Participate in return-to-work programs.
- Comply with all reasonable instructions from managers in relation to health and safety issues at work.
- Ensure that they know how to use equipment safely and that they use all equipment in a correct manner.

GPA:

- Ensures this policy and its associated procedures align with legislation, government policies and the corporate goals and values of GPA.

- Ensures this policy and its associated procedures are implemented, monitored and reporting is provided on the policy commitments.
- Ensures this policy and its associated procedures are reviewed regularly to make sure they continue to be relevant and are achieving what they are intended to achieve.

## Definitions

### Non-worker individuals “others”

Persons that are not workers such as customers, passers-by, visitors or workers of another organisation who may be in the direct vicinity of the work being carried out.

### Notifiable incident

A notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to:

- a) an escape, a spillage, or a leakage of a substance; or
- b) an implosion, explosion, or fire; or
- c) an escape of gas or steam; or
- d) an escape of a pressurised substance; or
- e) an electric shock; or
- f) the fall or release from a height of any plant, substance, or thing; or
- g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- h) the collapse or partial collapse of a structure; or
- i) the collapse or failure of an excavation or any shoring supporting an excavation; or
- j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.

### Notifiable injury or illness

An injury or illness that requires the person to have immediate treatment (beyond first aid treatment) at a medical centre or hospital such as an amputation, serious head injury eye injury or burn, a spinal injury or loss of a bodily function.

An injury or illness that requires or would usually require, the person to have medical treatment within 48 hours of exposure to a substance

Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor.

### Reasonably practicable

What is or was reasonably practicable for GPA at a particular time, to do in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- a) The likelihood of the hazard or the risk concerned occurring; and
- b) The degree of harm that might result from the hazard or risk; and
- c) What the person concerned knows, or ought reasonably to know about the hazard or risk and ways of eliminating or minimising the risk; and
- d) The availability and suitability of ways to eliminate or minimise the risk; and
- e) 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.

#### Worker

An individual who carries out work in any capacity for GPA, including employee, contractor, subcontractor, employee of a labour hire company who has been assigned to work for GPA, apprentice, trainee, a person gaining work experience or undertaking a work trial, a volunteer or a person of a prescribed class.

#### Workplace

A workplace is a place where work is being carried out, or is customarily carried out, for GPA and includes any place where a worker goes, or is likely to be while at work.

#### References

NZ Health and Safety at Work Act 2015 and General Risk and Workplace Management Regulations 2016  
 NZ Aid Programme Health and Safety Information for Partners and Contractors  
 MFAT Health and Safety Acknowledgement Form  
 MFAT Technical Advisor Code of Conduct  
 MFAT Environment Guideline  
 MFAT Gender-Analysis-Guideline  
 MFAT Human Rights Analysis Guideline  
 MFAT Knowledge Note: Sustainable Economic Development and Gender Equality  
 Constitution of the Republic of Vanuatu  
 Vanuatu Health and Safety at Work Act – Consolidated 2006  
 Vanuatu Disaster Risk Management Act 2019  
 Vanuatu Employment Act - Consolidated 2019  
 Vanuatu Workmen’s Compensation Act 2004 and subsequent amendments  
 Vanuatu Education Act – Consolidated 2006  
 Vanuatu National Provident Fund Act 2012 and Regulations 1987  
 Vanuatu National Youth Authority Act 2018  
 Vanuatu Food Regulations 2007  
 Vanuatu Employment (First Aid) Regulations 1983  
 Vanuatu National Child Protection Policy 2016-2026  
 Vanuatu National Disability Inclusive Development Policy 2018-2025  
 Vanuatu National Gender Equality Policy 2020-2030  
 Vanuatu National Youth Policy 2019-2024  
 Vanuatu Climate Change and Disaster Risk Reduction Policy 2016-2030

Vanuatu National Human Resources Development Plan 2020-2025  
Vanuatu National Sustainability Plan and M&E Framework 2016-2030  
Vanuatu MoH COVID-19 Safe Business Operations Learning Guide  
ISO 31000 – Risk Management and ISO 31000:2018 Risk Management – Guidelines.

### Procedures

Procedure 10 Identifying and Managing Risk  
Procedure 11 Monitoring Risk  
Procedure 12 Hazard Identification and Risk Control  
Procedure 13 Violence, Harassment and Welfare  
Procedure 14 Working From Home  
Procedure 15 Critical Incident  
Procedure 16 Critical Incident Emergency Response  
Procedure 17 Emergency Management  
Procedure 18 First Aid Response  
Procedure 19 Disaster Response  
Procedure 20 Pandemic Response  
Procedure 21 Workers Compensation and Return to Work

### Communication

GPA ensures communication of this policy statement to employees, members, partners, contractors and visitors through digital communication, induction processes and training activities.

### Version Control

Updates to this document are managed using the Microsoft Word, *Review*, *Tracking*, and *Changes* tools. That is, document review is done via digital copies of the document only with archived versions stored with changes highlighted. Printed copies of this document are considered uncontrolled.