



**HILT CRC WHS POLICY
V2.
October 2024**

Document details:

VERSION	DATE	DESCRIPTION	APPROVED
1	14/2/23	Original policy statement	Board
2	October 2024	Re-write to make policy document more comprehensive including making the scope & coverage clearer. Revised policy also introduces Research Project Participant (RPP) terminology and reporting procedures including role of the Safety Working Group.	

VALUES & PHILOSOPHY

A core responsibility of HILT CRC is the health and safety of all employees, officers, secondees, contractors, students and partners (collectively referred to as '**Workers**') associated with its activities. HILT CRC is engaged in facilitating the delivery of Research Projects for decarbonisation of heavy industry (iron/steel, alumina & cement). In undertaking its role, HILT CRC receives Commonwealth funding, as well as Research Project Participant contributions, including in-kind contributions, which it administers and oversees.

Research Project Participants (**RPPs**) are organisations or individuals in receipt of funding facilitated by HILT CRC for the Research Projects. The health and safety of individuals involved with Research Projects are integral to good science and good business practice. As a condition of Commonwealth funding, HILT CRC is required to take reasonable steps to ensure that RPPs comply with all laws and regulations of the jurisdictions in which they are conducting Research Projects. RPPs are required to comply with this Policy in accordance with relevant Project Agreements and as a condition of ongoing funding from HILT CRC.

HILT CRC is founded on the deeply held value of Zero Harm. HILT CRC is focused on ensuring that all Workers return home safely to their families at the end of their working day.

HILT CRC and RPPs operate in a range of legal jurisdictions in Australia. HILT CRC notes that health and safety laws and regulations are regularly updated and vary across Australia.

HILT CRC maintains that consultation and cooperation with Workers and RPPs is imperative to achieving ongoing work health safety compliance. HILT CRC is committed to consistently facilitating and implementing effective means of coordinating and monitoring its worksites and practices regarding work health safety compliance and expects equal commitment and participation from its Workers and RPPs, at other worksites that are associated with HILT projects.

WORK HEALTH SAFETY RESPONSIBILITIES

HILT CRC and its officers recognise that the health and safety of all Workers is of the utmost importance and vital to its success. As such we have a primary duty of care to ensure the health and safety of all Workers at the workplace. We aim to continuously improve health and safety in the workplace through effective management systems, consultation and increased health and safety awareness of management and employees.

We are committed to ensuring we comply with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012, relevant Codes of Practice and relevant Australian Standards.

Work health and safety is everyone's responsibility. Through the participative and co-operative efforts of everyone, we are committed to:

- providing a safe environment for all Workers.
- caring about the wellbeing of our personnel and a culture that reflects our values
- engaging and consulting with all Workers affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree
- providing and maintaining buildings, facilities, equipment and plant in safe working condition
- supporting the on-going training and assessment of Workers
- developing, implementing and monitoring appropriate and applicable safe work practices for all workplace activities

- continuously improving the standards of workplace health and safety
- managing risks in the workplace and
- providing information, training, instruction and supervision sufficient to understand how to undertake work safely and without risks to others at the workplace.

The focus of our health and safety management system is preventing hazards. We have a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across HILT.

Where the location of work is a workplace under the control of another entity the rules of that workplace will apply.

SCOPE & COVERAGE

The HILT CRC Work Health & Safety Handbook applies to all Workers and RPPs in respect of work undertaken at all HILT CRC Worksites. This document incorporates the operational requirements and legal obligations of both HILT CRC and Workers in respect of workplace safety, risk management and human resources issues.

An electronic copy of the HILT CRC Work Health Safety Handbook is located on the HILT CRC Website.

HILT CRC Worksites:

HILT CRC Office

HILT CRC is headquartered at Lot Fourteen, Space Lab, Cnr North Terrace and Frome Road, Adelaide SA, 5000. HILT CRC employees frequently work from home office locations and are required to complete the HILT CRC Working from Home Checklist.

HILT CRC Workers at Other Worksites

Where HILT CRC Workers are required to attend any other worksite for the purpose of HILT CRC business/functions, the following policies & procedures will apply:

- HILT CRC Health and Safety Handbook;
- Their own employers' policies and procedures (in the case of non-HILT CRC employees); and
- Worksite specific policies & procedures (including those of RPPs).

RPP Workers at RPP Worksites

RPP Workers refer to individuals engaged by RPPs that are working on HILT CRC Projects.

As RPP Worksites are not within the sphere of HILT CRC's power or control, it is the responsibility of RPPs to implement appropriate policies & procedures in compliance with all work health safety laws that apply to Research Projects undertaken by RPPs at RPP Worksites.

WHS PROCESSES

HILT CRC Office

In implementing and maintaining processes for the identification, analysis, evaluation and treatment of issues related to workplace health safety, HILT CRC acknowledges that it is the responsibility of the Executive Team to implement, review and monitor all necessary policies, procedures, practices and strategies. WH&S Compliance is to be a standing agenda item at Executive Team meetings.

The Executive Team will:

- Receive and consider reports and other submissions from management concerning identified work health safety and environmental compliance issues.
- Ensure that Management reports are to include details of all work health safety incidents, the steps taken to remedy and improve or otherwise deal with the work health safety issues and any relevant recommendations concerning work processes and resources.
- Analyse work health safety compliance information and identify potential risk and liability issues.
- Formulate/ratify any plan of action to address any work health safety issues identified and give directions for implementation.
- Report to the Board any relevant issues, with WH&S Compliance being a standing agenda item at Governing Board meetings.

HILT CRC Workers at Other Worksites

The process identified above will also apply in relation to where HILT CRC Workers are required to attend and work at Other Worksites including RPP Worksites.

HILT CRC will liaise with people operating, managing, or occupying such worksites for the purpose of sharing/obtaining relevant information concerning work health safety issues.

RPP Worksites

HILT CRC is responsible for obtaining specific information concerning Research Project progress and compliance with funding requirements. HILT CRC is not responsible for implementing policies & procedures, manage, monitor or supervise RPPs in relation to Research Projects.

HILT CRC will regularly liaise with RPPs in accordance with the **RPP Worksite Compliance Liaison Procedure (Annexure A)** which outlines the steps to be taken by the nominated HILT CRC WHS officer in liaison with RPPs and reporting back to HILT CRC

Unless a specific employment contract exists indicating an intention to the contrary, HILT CRC is not an employer of any individual associated with a Research Project being undertaken by RPPs.

Travel Between RPP Worksites

HILT CRC acknowledges that there will be substantial domestic and international travel required to deliver on research goals. Numerous risks are associated with travel, including driver fatigue. RPPs must assess the risks involved in their staff's travel and put in place all 'reasonably practicable' measures to manage all associated risks.

RPP Responsibilities

As a condition of HILT CRC Project funding RPPs must implement and maintain compliant work health safety management systems in respect of Research Projects. Research Project work undertaken by RPPs and their employees, contractors, partners, students and volunteers ('**RPP Workers**') at worksites where RPPs are the owners, operators, managers or occupiers ('**RPP Worksites**'), is solely governed by the policies & procedures established by the RPPs in respect of that work.

RPPs are responsible for the employment/engagement of all RPP Workers working on Research Projects, including project leaders and team leaders necessary to oversee the day-to-day operation of the Research Project.

RPPs must maintain records and statistics relating to the number and type of work health and safety incidents occurring in connection with a Research Project, as required by the relevant law of the jurisdiction in which the Research Project is being undertaken.

RPPs must report any workplace safety incident, injury (or potential injury), to HILT CRC within 24 hours from the occurrence in accordance with the **RPP Worksite Compliance Liaison Procedure (Annexure A)**.

Such reporting must be in writing and outline the circumstances giving rise to the incident, specify the consequence(s) of the incident (i.e. damage, injury) and steps taken by the RPP to address the incident.

INCIDENT REPORTING

Where a work health safety incident, injury or near miss occurs in relation to HILT CRC activities (including Research Project Participant work sites and workers), the HILT CRC WHS Officer must be notified as soon as possible within 24 hours of the occurrence of the incident using the **Hazard and Incident Report Form**.

If a 'Notifiable Incident' occurs ([Incident notification information sheet | Safe Work Australia](#)) it must be reported to the regulator immediately ([Incident reporting | Safe Work Australia](#)), and the incident site must be preserved until an inspector arrives or directs otherwise. This doesn't prevent you helping an injured person or making the site safe. If a 'notifiable incident' arises out of more than one business or undertaking, then each must ensure that the incident has been notified to the regulator. There is no need for all duty holders to notify—only one needs to. However, all duty holders retain their responsibility to notify, regardless of any agreement between them.

Jurisdiction	Regulator	Telephone	Website
New South Wales	SafeWork NSW	13 10 50	safework.nsw.gov.au
Victoria	WorkSafe Victoria	1800 136 089	worksafe.vic.gov.au
Queensland	WorkSafe Queensland	1300 369 915	worksafe.qld.gov.au
South Australia	SafeWork SA	1800 777 209	safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	commerce.wa.gov.au/Work_Safe/
Australian Capital Territory	WorkSafe ACT	02 6207 3000	worksafe.act.gov.au
Tasmania	WorkSafe Tasmania	1300 366 322 (Tas) 03 6233 7657 (External)	worksafe.tas.gov.au
Northern Territory	NT WorkSafe	1800 019 115	worksafe.nt.gov.au
Commonwealth	Comcare	1300 366 979	comcare.gov.au

ANNEXURE A: RPP WORKSITE COMPLIANCE LIAISON PROCEDURE

The HILT CRC COO is the HILT CRC WHS Officer.

Reporting Procedure

1. Reportable Incidents

Where a work health or safety incident, injury or near miss occurs to a RPP Worker on a RPP Worksite, the HILT CRC WHS Officer must be notified within 24 hours of the occurrence of the incident using the **Hazard and Incident Report Form**. Such will include details of the circumstances giving rise to the incident, the consequences (such as death, injury, potential injury, damage or potential damage to property), remedial/preventative steps taken and whether it has been reported to the applicable statutory authority.

If a 'Notifiable Incident' occurs ([Incident notification information sheet | Safe Work Australia](#)) it must be reported to the regulator immediately ([Incident reporting | Safe Work Australia](#)), and the incident site must be preserved until an inspector arrives or directs otherwise. This doesn't prevent you helping an injured person or making the site safe. If a 'notifiable incident' arises out of more than one business or undertaking, then each must ensure that the incident has been notified to the regulator. There is no need for all duty holders to notify—only one needs to. However, all duty holders retain their responsibility to notify, regardless of any agreement between them.

The HILT CRC WHS Officer must prepare a written report for the HILT CRC Program Leadership and Executive Team within 24 hours of notification of a reportable incident. Comprehensive reporting will be undertaken to the HILT CRC Board of Directors at their scheduled meetings.

Where a RPP compliance issue is identified in respect of any Research Project, the HILT CRC WHS Officer will review the provisions of the applicable Research Project Agreement regarding whether a serious breach has occurred and make recommendations as to what steps should be taken by HILT CRC.

If further action is considered necessary, the HILT CRC WHS Officer will prepare a written report of their findings and recommendations in respect of the RPP compliance issue to be submitted for consideration and action (if appropriate) by the HILT CRC Board.

2. Quarterly Reporting

Any WHS incidents will be reported by HILT CRC to quarterly Safety Working Group (SWG) meetings. All RPPs will be invited and expected to attend SWG meetings which provide a forum for reports and learnings to be shared across the CRC.

3. HILT CRC Program Leader Meetings and Executive Team Meetings

Work health and safety will be a standing item on the HILT CRC Program Leader Meetings and Executive Team Meetings agenda.

The HILT CRC WHS Officer will be required to provide overviews of SWG meetings at the Program Leader Meetings and Executive Team Meetings.

4. HILT CRC Board Meeting

Work health and safety will be a standing item on the HILT CRC Board meeting agenda.

The HILT CRC Board shall consider reports/recommendations prepared by HILT CRC Management concerning an RPP, Research Project or the provisions of the applicable Research Project Agreement and ratify actions it considers necessary.

The HILT CRC Board shall consider all other reports/recommendations submitted to it in relation to HILT CRC operations and ratify such actions as it considers necessary to address identified compliance issues.