

Health, Safety, Environment and Quality POLICY PROCEDURE

Operational Management Procedure

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BOOM
L O G I S T I C S

HSEQ POLICY PROCEDURE

Operational Management Procedure

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	Important information
	A tool to help implement this procedure. Tools include flowcharts, forms, diagrams and templates.
	An external document that provides further information or assistance.

1. Purpose

Safety Always – the Boom Logistics goal

The Health, Safety, Environment and Quality (HSEQ) Policy Procedure aims to deliver on BOOM’s commitment to “safety always” for everyone in the company’s workplaces and the environments in which we operate. Through this procedure, risk will be systematically reduced in order to maintain the highest possible level of health and safety at work, along with the appropriate management of environmental and client expectations in relation to service delivery.

This document is an Operational Management Procedure (OMP) and provides the processes and responsibilities necessary to develop and promote the HSEQ Policies in the workplace.

- **Reduce risk in our operations**
Provide a framework for HSEQ commitment, responsibilities, resources, consultation and performance to help achieve zero harm for everyone involved in the company’s operations.
- **Provide direction and assistance**
Provide direction and assistance to operations for their HSEQ performance by stating core commitments, outlining major responsibilities and setting primary goals.
- **Ensure continuous improvement**
Set HSEQ objectives and targets that promote continuous improvement in HSEQ performance and undertake periodic review of the policy to raise the company’s performance goals.
- **Ensure appropriate allocation of resources**
Make sure appropriate allocation of resources to implement the HSEQ Policy Procedure that when applied, will reduce risk along with promote appropriate levels of sustainability in our operations.
- **Demonstrate due diligence**
Assist in demonstrating due diligence through the public statement of HSEQ commitments, responsibilities and goals to promote high standards of health, safety and environmental management which meet all legal requirements.

2. Application and Scope

The HSEQ Policy OMP outlined in this document applies to all areas of health, safety and environmental activities, along with the correct provision of services within and across all BOOM operations.

It informs management at all levels and is of particular importance to senior management teams at national and regional levels.

- **Senior managers**
This procedure assists national and regional senior management teams because the HSEQ Policy authorises a framework of HSEQ requirements and performance outcomes that guide their efforts to integrate HSEQ commitments into company practice and sustain systematic management of HSEQ in the workplace.

- **Branch managers, supervisors, employees and contractors**

This procedure is relevant to managers, supervisors and employees because the company commitments to HSEQ performance directly affects health, safety and environmental standards and services in their workplaces and because they have a primary role to play in assisting senior management achieve the requirements and goals of the HSEQ Policy.



More detailed individual responsibilities are documented in Section 4 of this procedure.

3. Definitions

This table contains terms specific to the BOOM Standard.

Terminology	Definition
Commitment	An undertaking or pledge to do something, which could include to achieve a stated goal or provide a stated item or service
Obligation	A binding requirement to perform an action or carry out a duty. It can be informal on the basis of a promise or formal in terms of a law or legal agreement
Policy	Written statement that communicates managements intent, objectives, requirements, responsibilities and standards



Terms used broadly in the BOOM Integrated Management System can be found in the 10.1 OMP *Integrated Management System - Glossary of Terms*.

4. What is in this Procedure

This section sets out the scope of the procedure and includes the following items:

- Why have Policies?
- Open commitment from the BOOM Executive Management team
- Review of the BOOM Logistics ‘Health, Safety & Wellbeing’, ‘Environmental’ and ‘Quality’ Policies

4.1 Why have policies?

These Policies sets out key principles of HSEQ management

These Policies sets out the key principles by which an organisation manages health, safety and environmental standards and services in its operations.

These key principles are:

- A commitment to injury prevention which strives to make sure no one is harmed by the work they do

- A commitment to maintain a systematic management approach that sees health, safety and environmental standards and services as an integral part of company planning, production and performance monitoring
- A commitment to use risk management techniques to identify hazards in all areas of the company’s operations, to assess the resulting level of risk and to effectively eliminate or reduce risk exposures
- A commitment to comply with relevant HSE laws as a minimum standard
- A commitment to identify and assign HSEQ responsibilities so everyone knows what is expected of them
- A commitment to foster consultation and cooperation so managers and employees use available consultation channels to solve HSEQ issues for their mutual benefit
- A commitment to look to the provision of sustainable health, safety and environmental standards and services

These Policies contains BOOM’s commitment to HSEQ

These Policies contains a commitment to manage HSEQ risks in all of its operations and achieve the goal of ‘safety always’ for everyone involved. These Policies indicates that good HSEQ management is an integral part of everything the company does.

These Policies shows that BOOM Logistics value its people, and is committed to their physical and mental wellbeing while at work, along with the environments in which we operate and services we provide.

The company tries to minimise the direct and indirect costs that flow from poor HSEQ management, such as medical and compensation costs, disruption to operations, harm to the environment, reduced client service satisfaction and failure to meet our legal obligations.

A framework for HSEQ responsibilities and goals

These Policies acknowledges that all managers must demonstrate commitment to HSEQ performance and show leadership in HSEQ processes in the areas under their direction. This is emphasised by the fact that these Policies is authorised by the BOOM Logistics Chief Executive Officer.

Acceptance of HSE legal obligations

These Policies also sets out the company commitment to meet its legal obligations under relevant Work Health and Safety, Environmental acts and regulations. However, the company acknowledges that its legal obligations set a minimum standard of achievement which the company aims to exceed.

The starting point for the integrated management system

These Policies establishes the principles and main structure of the BOOM Logistics integrated management system, and all the procedures, programs and resources that comprise the system. The integrated management system is the main vehicle for putting these Policy commitments into effect.

4.2 Open commitment from the BOOM Logistics Management

BOOM Logistics Management commit to these Policies

BOOM Executive Management & Regional Management Teams develop and authorise their own Statements of Commitment to support the commitment given by the Chief Executive Officer.

These Statements are also reviewed periodically as part of the established performance review process.

The Statements of Commitment show HSEQ leadership

The Statements of Commitment given by the BOOM Executive Management & Regional Management Teams play a valuable role in signalling HSEQ as a value within the company. The statements are a way for managers to show leadership and promote a culture of risk management and injury prevention in the work areas under their direction.

The Policies and Statements of Commitments are promoted

These Policies are displayed in all workplaces. A copy of these Policies is included as part of the induction process for new staff.

Individual Statements of Commitment from managers are available on integrated management system for all employees to view. These statements are also used in promotional material, such as workplace posters, whenever this is appropriate.



See Current Statements of Commitment OMP 1.1 T1

4.3 Review of the BOOM Logistics Policies

These Policies are reviewed periodically (usually 2 yearly)

These Polices are reviewed periodically (usually every two years). This review involves consultation with employees and gives managers and employees the opportunity to help shape these Policies.

These policy reviews consider such issues as:

- The relevance of the policy contents to the current position of the company,

in particular whether it reflects new initiatives the company has undertaken

- Reflection of current culture within the company and setting of appropriate goals and directions for health, safety and environmental progress
- The policy contents and language are as clear as possible
- Emphasis on leadership
- Emphasis on consultation and cooperation as the best way to solve HSEQ issues
- Acknowledgement superior practice within the company and its industry sector

5. Responsibilities

This section sets out the responsibilities of:

- Management at all levels
- HSEQ Functional support
- Workers
- Consultation committees, representatives
- Contractors
- Visitors



General accountabilities are documented in *1.2 OMP Accountability and Responsibility*.

Chief Executive Officer

The responsibilities are to:

- Authorise the OHS Policy OMP
- Commit to these Policies through a signed Statement of Commitment
- Provide resources to implement commitments given in these Policies
- Monitor HSEQ performance through audits and performance reviews
- Contribute to the periodic review of these Policies.

Executive & Regional Managers

The responsibilities are to:

- Commit to these Policies through a signed Statement of Commitment
- Assist with implementing this HSEQ Policy OMP across BOOM Logistics operations.
- Monitor and report on HSEQ performance against commitments to

BOOM Logistics Executive & Regional Management Teams.

- Lead periodic review of these Policies

Managers

The responsibilities are to:

- Are not required to, but may choose to Commit to these Policies through a signed Statement of Commitment
- Assist with implementing these HSEQ Policy OMP in their area
- Provide resources to implement commitments given in the HSEQ Policy
- Make sure these Policies and relevant Statements of Commitment are promoted in area workplaces
- Monitor HSEQ performance through audits and performance reviews and report outcomes
- Participate in review of these Policies as required

Supervisors

The responsibilities are to:

- Are not required to, but may choose to Commit to these Policies through a signed Statement of Commitment
- Assist with implementing these HSEQ Policy OMP in their area
- Provide leadership and resources to help implement commitments given in these Policies
- Make sure these Policies and relevant Statements of Commitment are promoted in the workplace
- Monitor HSEQ performance through audits and performance reviews and report outcomes
- Participate in review of these Policies as required

HSEQ Functional Support

The responsibilities are to:

- Assist with implementing the HSEQ Policy OMP in all areas of the business
- Assist with review of these Policies
- Assist in promoting these Policies and relevant Statements of Commitment
- Assist in identifying performance indicators that link to commitments and goals set out in these Policies
- Assist in developing strategic and annual plans that conform with

commitments and goals set out in these Policies

- Monitor HSEQ performance through audits and performance reviews and report the outcomes

Workers

The responsibilities are to:

- Be aware of these Policies and Statements of Commitment
- Help achieve the commitments and goals set out in these Policies through their personal behaviour and work practices
- Participate in review of these Policies as required

**Consultation
Committees,
representatives**

The responsibilities are to:

- Be aware of these Policies and Statements of Commitment
- Help achieve the commitments and goals set out in these Policies through their personal behaviour and the work of their committee
- Participate in review of these Policies as required

Contractors

The responsibilities are to:

- Be aware of these Policies and Statements of Commitment
- Make sure their personal behaviour and work practices while in a BOOM workplace conform to the commitments and goals set out in these Policies

6. Related Documents

BOOM Management System

Reference	Title	Date or version
OMP 1.1 T1	Statements of Commitment Template	Current
OMP 1.2	Accountability and Responsibility.	Current
OMP 1.3	HSEQ Management Resources	Current
OMP 10.1	Integrated Management System	Current

Legislation

Source	Description
NSW	Work Health and Safety Act 2011
	Work Health and Safety Regulation 2011
	Environmental Planning and Assessment Act 1979
	Environmental Planning and Assessment Amendment Act 2008
QLD	Work Health and Safety Act 2011
	Work Health and Safety Regulation 2011
	Environmental Protection Act 1994
	Environmental Protection Regulation 2008
VIC	Occupational Health and Safety Act 2004
	Occupational Health and Safety Regulation 2007
	Environment Protection Act 1970
	Pollution of Waters by Oils and Noxious Substances Act 1986
	Pollution of Waters by Oil and Noxious Substances Regulations 2012
TAS	Work Health and Safety Act 2012
	Work Health and Safety Regulation 2012
	Environmental Management and Pollution Control Act 1994
	Environmental Management and Pollution Control Regulations (various)
SA	Work Health and Safety Act 2012
	Work Health and Safety Regulation 2012
	Environment Protection Act 1993
	Environment Protection (Variation of Act, Schedule 1) Regulations 2013
WA	Occupational Health and Safety Act 1984
	Occupational Health and Safety Regulation 1996
	Environmental Protection Act 1986
	Environmental Protection Regulations 1987

Australian Standards

- AS/NZS 4801 Safety Management Systems
- ISO 14001 Environmental management systems
- ISO 9001 Quality Management Systems

7. Training

Target Group	Course/Content
Executive & Regional Management	Policies and requirements of the HSEQ Policy OMP
Managers and supervisors	Policies and requirements of the HSEQ Policy OMP
Workers	Policies and requirements of the HSEQ Policy OMP
HSEQ Functional Support	Policies and requirements of the HSEQ Policy OMP

8. Audit & Review

Triggers	Frequency
IMS Audit	Every 3 years
Performance Review	 14.1 OMP Audit and Performance Review - Audit and Performance Review Schedule Annual
Legislative changes	As necessary
External 3 rd party audit	TBA

9. Self-Assessment / Audit Checklist

Audit/Self-Assessment Points		Confirmed
1	Is the HSEQ Policy OMP accessible in the workplace?	<input type="checkbox"/>
2	Are all the current Policies displayed in the workplace?	<input type="checkbox"/>
3	Are relevant Statements of Commitment displayed in the workplace?	<input type="checkbox"/>
4	Have employees read these Policies and Statements of Commitment?	<input type="checkbox"/>
5	Have employees participated in review of these Policies?	<input type="checkbox"/>
6	Do the integrated management system procedures give effect to the Policies commitments and goals?	<input type="checkbox"/>

10. Document History

Version	Summary of Changes