

Workplace Fitness & Wellbeing Procedure

WNH Q27 - Revision 2.0

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Revision History

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1	Initial release	08/2019	Robert Barbour	Chris Sims	Steven Ross
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Contents

1.0	This Document	2
1.1	Purpose	2
1.2	Scope	2
2.0	Fitness for Work	3
2.1	Alcohol and Other Drugs	3
2.2	Transmissible Infections and Diseases	3
2.3	Fatigue Management	4
3.0	Smoke Free Workplace	5
3.1	Overview	5
4.0	Ergonomics & Manual Handling	6
4.1	Overview	6
5.0	Psychosocial Hazards	7
5.1	Overview	7
5.2	Managing Common Psychosocial Hazards	7
5.3	Reporting Psychosocial Hazards (Support)	7
5.3.1	Employment Assistance Program (EAP)	8
6.0	Definitions	9
7.0	Accountabilities	10
7.1	General	10
8.0	References	11

1.0 This Document

1.1 Purpose

The purpose of this procedure is to eliminate or reduce the risk of impact/injury resulting from personnel arriving to WNR workplace unfit for their activities or, as a result of manual handling, ergonomic, psychosocial hazards, or smoking, As Far As Reasonably Practicable (AFARP). Correct use of the procedure will ensure that adequate controls are in place before these factors can become significant hazards.

1.2 Scope

This procedure applies to all aspects of the WNR business, any worksite managed by WNR, and any personnel engaged or invited by WNR to conduct activities on behalf of WNR.

2.0 Fitness for Work

2.1 Alcohol and Other Drugs

It is important to ensure that WNR has a business that is not compromised by the actions of individuals who are not fit for work due to having consumed alcohol or drugs. Woolnorth Renewables is committed to providing assistance to any workers impacted by alcohol or drugs as required, through the employee assistance program.

While at a workplace, all workers must:

- a) have zero blood alcohol content (BAC);
- b) have zero blood/saliva illicit drug content;
- c) notify their manager of any prescription or general medication that could affect the ability to drive, operate machinery or complete tasks safely. This means being affected by either taking or not taking your medication as prescribed; and
- d) not drive or operate machinery if affected.

Alcohol and drug testing is conducted in the following circumstances:

- a) random testing may be carried out on any worker at any time;
- b) testing may follow a serious incident or near miss;
- c) you may voluntarily self-test your blood alcohol content (if facilities available); and
- d) 'causal testing' may be requested if there is reasonable suspicion that the zero BAC or drugs requirement has been breached, at the discretion of the Site Supervisor or General Manager.

Personnel found to breach the alcohol or illicit drug thresholds shall be subject to WNR disciplinary processes, which may result in immediate dismissal.

Alcohol may be served responsibly at functions approved by the General Manager held in designated areas, providing operational areas are not accessed afterwards.

2.2 Transmissible Infections and Diseases

To help prevent the spread of infectious diseases, hygiene measures should be used at all times. These include,

- a) covering your cough;
- b) wash your hands;
- c) sanitize your hands;
- d) keep your distance;
- e) know the signs of the flu; and
- f) stay at home if sick.

Workers are encouraged to remain isolated from other workers when infections and diseases are in a transmissible state.

2.3 Fatigue Management

Fatigue can occur because of prolonged mental or physical activity, or sleep loss. In the workplace fatigue can present a high-risk condition for workers and their colleagues and shall be managed pro-actively. Woolnorth Renewables shall seek to control the health and safety risks arising from fatigue by eliminating the factors causing fatigue. If elimination is not reasonably practicable, the risks must be minimised.

A range of measures can be adopted to ensure the impacts of fatigue are minimised As Far As Reasonably Practicable in the work place, however, all workers must:

- a) minimise the risks associated with non-work-related sources of fatigue, as well as those that may arise during the normal course of work and travelling to and from work;
- b) conduct periodic 'self-assessments' and act to identify, report and manage any actual or potential risks likely to be associated with fatigue;
- c) be aware of signs of fatigue in other WNR employees and contractors;
- d) discuss fatigue risks with their manager/project manager if their working day, including travelling time, extends beyond 12 hours;
- e) document the risks of fatigue if they are deemed significant, either at the planning phase or during operational activities;
- f) understand their own sleep, rest and recovery needs and obtain adequate rest and sleep away from work;
- g) seek medical assistance if they have or are concerned about a health condition that affects their sleep and/or causes fatigue;
- h) consider other factors that may impact on an individual's level of fatigue, such as low/high temperature, high humidity, exposure to the effects of the sun, dust, and extended driving, when producing fatigue risk assessments.

3.0 Smoke Free Workplace

3.1 Overview

All WNR sites, vehicles and assets are smoke free areas. The only exceptions to this are hardstands and carpark ensuring 3m away from any building or assets and 5m away from the vegetated perimeter of these areas. Used cigarette butts are to be disposed of responsibly and not discarded as litter.

4.0 Ergonomics & Manual Handling

4.1 Overview

The day-to-day operations of Woolnorth Renewables (WNR) wind farms involve manual tasks, some of which can be hazardous and may cause musculoskeletal disorders (MSDs). WNR manages the risks associated with those manual tasks that have the potential to cause MSDs by following the process of:

- a) identifying manual tasks that are hazardous;
- b) if necessary, assessing the risks of MSDs associated with the hazardous manual task;
- c) implementing suitable risk control measures; and
- d) reviewing the effectiveness of control measures.

Woolnorth Renewables recognises the highly physical and awkward working conditions that their personnel often work in, particularly within wind turbines. Close and proactive consultation with work teams are to be maintained by supervisory personnel, through toolbox meetings and case-by-case assessments and support. This will be guided by investigations into specific incidents, but also incident trending analyses by HSE personnel. The control of MSD risks will focus on Elimination, Substitution and Engineering, e.g. using lifting aids and an extra person for heavy lifting in awkward environments. Support for more complex MSD risks and controls can be sought from the Safe Work Australia Hazardous Manual Tasks Code of Practice (2018).

5.0 Psychosocial Hazards

5.1 Overview

Psychosocial hazards are elements in the design or management of work that increase the risk of work-related stress and can lead to psychological or physical harm. The working environment and workplace interaction or behaviors are important elements to be considered.

Woolnorth Renewables shall seek to identify hazards that could increase psychological risk, assess the risks, eliminate risks As Far As Reasonably Practicable and where not possible to eliminate the risk, minimize the risk AFARP. Any control measures implemented to eliminate or minimize the risks shall be maintained so that they remain effective, reviewed, and revised where necessary.

5.2 Managing Common Psychosocial Hazards

If workers are exposed to psychosocial hazards, they are likely to be exposed to a combination of hazards, some risks may constantly be present while some may arise sporadically.

Woolnorth Renewables staff and contractors shall seek to reduce common psychosocial hazards by;

- a) Managing job demands regarding work hours, workload, ensuring work is within employees' capability and training and realistic job completion time frames are set.
- b) Allowing and encouraging job control so that workers are involved in deciding how and when a job is to be completed allowing workers to apply their skills and judgement.
- c) Ensuring adequate support is provided, including practical assistance, emotional support, adequate training, tools, and resources.
- d) Employees roles and responsibilities and expectations are clear.
- e) Any organisational changes (management) take place with the appropriate level of communication and information or training during the change.
- f) Positive reward and recognition given to help promote a positive work environment.
- g) A zero-tolerance approach is taken towards any form of violence, aggression, bullying and harassment (including sexual harassment).
- h) Measures put in place to prevent or improve poor workplace relationships or interpersonal conflicts.

Woolnorth Renewables are aware that workers may also be exposed to psychosocial hazards in their personal life and shall seek to offer support to such workers.

5.3 Reporting Psychosocial Hazards (Support)

Woolnorth Renewables encourage workers to report any psychosocial hazards to their manager and seek support from their manager, a senior colleague or use the confidential Employee Assistance Program (EAP). WNR shall take any reported hazards seriously, investigate the hazard and implement controls to eliminate or minimize the risk. The risk management process and the outcomes shall be recorded.

5.3.1 Employment Assistance Program (EAP)



Visit: www.newportwildman.com

Call: 1800 650 204

6.0 Definitions

None

7.0 Accountabilities

7.1 General

Personnel working on behalf of WNR shall ensure that, AFARP, hazards are identified and where they cannot be eliminated, will be controlled. This process shall include documenting the hazards, the processes used to identify and control the hazards, and evidence of communicating the hazards and controls to other members of the work team.

All personnel of WNR shall ensure that:

- they understand the requirements of this procedure
- ensure their activities are in compliance with this procedure
- can access this procedure
- they support the implementation of this Procedure and providing feedback to peers and supervisors where improvements to the document or associated risk management can be made.

The HSE Manager for WNR is to ensure AFARP that this meets National and State legislative requirements and Standards and that this document is maintained as a part of the businesses HSE management system.

8.0 References

- Safe Work Australia - Hazardous Manual Tasks Code of Practice 2018
- Safe Work Australia - Managing Psychosocial Hazards at Work 2022
- Safe Work Australia – Fatigue Management, A Worker’s Guide 2013
- Safe Work Australia - Guide for Managing the Risk of Fatigue in the Workplace 2013