

Health, Safety & Wellbeing Policy

Policy Name: Health, Safety and Wellbeing Policy Number: C6.1	Top Energy ☒	Ngāwhā ☒
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The Top Energy Group is firmly committed to providing a healthy and safe work environment throughout its operations. Including our activities that could impact public, property or the environment.

To achieve this, we all have a responsibility to ourselves, each other and to the environment in which we work and live. This responsibility includes doing all we can for the health, safety and wellbeing of ourselves, our workmates, contractors, visitors, customers and consumers.

OUR EXPECTATIONS – for everyone

We all have a responsibility to:

- **Look out for ourselves and our workmates by never walking past** – speak up and take action when you see something that looks dangerous or doesn't feel safe
- **Report all hazards, incidents and near misses** so we can learn and take action to avoid future harm
- **Take care of yourself and your workmates** – always come to work fit and capable of doing your job safely; don't put anyone in harm's way and always look out for each other

OUR COMMITMENT – for managers

As leaders we are committed to doing all we can to eliminate hazards and reduce risks to people and the environment. To promote a healthy working environment and learning culture with continual improvement of our safety management system. We will set strategic and operational objectives and targets to support this vision and adhere to all regulatory/relevant industry standards at a minimum.

Our Safety Foundations	Our Commitment
Reduce injuries and incidents	Minimise risks, so far as is reasonably practicable Take steps to minimise employees and other workers health exposures, including psychosocial risks
Promote participation	Involve & consult employees, representatives & others regarding relevant matters Actively consult with injured or ill employees to help plan safe returns to work Engage in leader interactions, listen & encourage an open, honest & transparent culture Promote safety focused conversations and provide feedback
Management accountability	Commit to meet all relevant regulatory and industry standards Apply hard controls where practicable on critical risks
Train and equip people to work safely	Provide relevant resources, training, PPE and tools for the job
Working safely is a condition of employment	Hold each other and our people to account using a Just & Fair Culture approach
Promote safety	Recognise and celebrate effective risk management and innovations Promote health and wellbeing initiatives and encourage participation

Russell Shaw
Chief Executive
Top Energy Ltd
Ngāwhā Generation

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1 Policy Implementation

		Competence and Interface
Implementation of the Policy	G	Board of Directors
	A	Chief Executive Officer
	R	General Manager Finance
	R	General Manager Generation
	R	General Manager Network
	R	General Manager Contracting
	R	Chief Information Officer
	R	Health Safety & Risk Manager

Legend: **G** – Governance; **A** - Accountability; **R** - Responsibility; **C** - Co-operation

2 References

The following references should be considered in support of this Policy:

Ref. Number	Name
A6.2	Public Safety Policy
D6.1	Risk Management Policy
D6.5	Legal and Regulatory Compliance Policy
D7.1	Quality Policy

The following procedural arrangements are implemented in support of this Policy:

Ref. Number	Name
SS08-01-007S	Health and Safety Manual
SS08-01	Various Health and Safety Guides

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