

Royal Australian Mint Policy



Australian Government

Royal Australian Mint

Reference: HSEQ-RAMP 1

Subject: Health, Safety, Environment & Quality Policy

Document Control

Issue Number	Document Change Description	Author	Approver	Date of Issue
0	Draft	Esther McVicar	Ross MacDiarmid	10/01/2018
0.1	Revised applicable documents on Draft	Esther McVicar	Ross MacDiarmid	10/01/2018
0.2	Revised 2.1 & 8.1.2 on Draft from Consultant Advice	Esther McVicar	Ross MacDiarmid	10/01/2018
1	Update and review changes in sections 1, 4, 5, 6 and 8.	Jarrod Healey	Ross MacDiarmid	19/06/2018
2	Reviewed for adequacy	Esther McVicar	Ross MacDiarmid	27/03/2019

Approved by the Chief Executive Officer

Ross MacDiarmid

A handwritten signature in black ink, appearing to read 'Ross MacDiarmid', written in a cursive style.

27 March 2019

Reference: HSEQ-RAMP 1

Subject: Health, Safety, Environment & Quality Policy

1. Purpose:

- 1.1. This policy outlines the commitment of the Royal Australian Mint recognising its moral and legal responsibility with regard to the health and safety of our workers, visitors and contractors at the Mint, our responsibility for the environmental aspects of our company in our community, and the quality of our products and services for our customers.

2. Policy Statement:

- 2.1. Strong health, safety, environment and quality performance is essential for the success and growth of our organisation. Our aim is for no accidents, no harm to our people, protection of the environment, and continual improvement of our processes, through managing our activities in a sustainable manner with respect to our workforce, our community, our customers, and the prevention of environmental pollution stemming from our activities.

3. Scope:

- 3.1. The Royal Australian Mint is a manufacturing based commonwealth agency, and is the sole supplier of Australia's circulating coinage. The Mint also produces a range of a high quality numismatic coins, medals and awards. This policy applies to these Royal Australian Mint activities and site.

4. Roles and Responsibilities:

- 4.1. These senior management positions are responsible for implementation and compliance monitoring of the policy in their work areas for
 - 4.1.1. Promoting and implementing the HSEQ management system.
 - 4.1.2. Development of risk assessments for all work-based activities, substances and equipment.
 - 4.1.3. Providing a safe workplace and personal protective equipment (PPE).

Royal Australian Mint Policy

4.1.4. Ensuring workers are suitably trained in HSEQ matters.

4.1.5. Staff participation in early intervention.

4.1.6. Consideration of the wider economic, social and HSEQ implications during decision making processes.

4.1.7. Provide adequate resources to meet HSEQ commitments.

4.1.8. Reporting notifiable incidents.

4.2. Roles

4.2.1. **Executive Operations** - CEO.

4.2.2. **Manufacturing Operations** - NBL Operations Manager, Tooling Coining & Engineering Manager.

4.2.3. **Design and Development Operations** - Marketing, Sales, Distribution Manager and Tooling, Coining & Engineering Manager.

4.2.4. **Customer Operations** - Marketing, Sales, and Distribution Manager.

4.2.5. **Supply Chain Operations** - Systems and Process Manager.

4.2.6. **Support Operations** - Systems and Process Manager, CFO, & Quality Systems Manager.

4.2.7. **PCBU officers and supervisors.**

4.3. Additionally responsibility for the application of this policy rests with all Mint employees, contractors, visitors and volunteers, engaged in activities within the Mint and in circumstances when they are required to work off site must

4.3.1. Follow all HSEQ management system procedures, work instruction and reasonable directions.

4.3.2. Support workers in the awareness and application of this policy.

4.3.3. Ensure their actions do not create a risk or increase as existing risk, to themselves, other persons, the environment or HSEQ management system.

4.3.4. Report all hazards, incidents or opportunities to their supervisor and HSEQ representative.

5. Applicable Documents:

- 5.1. Royal Australian Mint Strategic Plan
- 5.2. Public Governance Performance and Accountability Act: 2013
- 5.3. Work Health Safety Act:2011
- 5.4. Work Health and Safety Regulations:2011
- 5.5. Work Health and Safety Codes of Practice: 2015
- 5.6. Australian Radiation Protection and Nuclear Safety Act:1998
- 5.7. Australian Radiation Protection and Nuclear Safety Regulations 1999
- 5.8. Environment Protection and Biodiversity Conservation Act:1999
- 5.9. Environment Protection and Biodiversity Conservation Regulations: 2000
- 5.10. Safety, Rehabilitation and Compensation Act: 1988
- 5.11. ISO 9001:2015
- 5.12. OHSAS 18001:2007
- 5.13. ISO 14001:2015
- 5.14. AS/NZ 4801:2001

6. Definitions:

- 6.1. RAM - Royal Australian Mint
- 6.2. HSEQ - Health Safety Environment and Quality
- 6.3. WHS - Workplace Health and Safety
- 6.4. ISO - International Organisation for Standardisation

7. General Requirements:

7.1. Legislative Obligations

7.1.1. The Royal Australian Mint is required by the legislation and regulations mentioned in section 5 to *"protect workers and other persons against harm to their health, safety, and welfare from hazards and risks arising from work as long as it is reasonably practicable to do so"*.

7.1.2. Similarly The RAM is required to *"provide protection for the environment, promote ecologically sustainable development, promote the conservation of biodiversity, and provide for the protection and conservation of heritage"*.

7.1.3. Furthermore as a government entity the RAM is required to “*manage public resources properly and meet high standards of governance, performance, and accountability.*”

7.1.4. The Mint has chosen to do this by the application of a management system that meets legislative and regulatory requirements, good management practice, and where a legislative requirement, Code of Practice or Mint subscribed duty does not exist, the applicable Australian Standard is the minimum standard achieved.

8. Detailed Requirements:

8.1. HSEQ Strategy

8.1.1. We are committed to managing our activities to minimise adverse health, safety, or environmental impacts, and incorporating a design for manufacture approach to ensure quality, safety and environmental impact mitigation, where possible, is built into our products and processes from inception.

8.1.2. The Mint will achieve this by

- Implementing a systematic approach to HSEQ risk management, including the use of the hierarchy of controls to manage WHS Risk.
- Complying with relevant law and regulations, and applying responsible standards where laws do not exist.
- Providing a safe and healthy work environment for its workers and visitors.
- Build and maintain a culture of supporting healthy lifestyle choices.
- Setting, measuring, and reviewing objectives and targets that will drive continuous improvement in HSEQ performance, with intent to minimise risk.
- Embedding HSEQ consideration in our business planning and decision making processes.
- Integrating HSEQ requirements when designing, purchasing, constructing and modifying work flow product, equipment or facilities.
- Maintaining a culture in which everybody is aware of their HSEQ obligations and are given the opportunity to be involved in, or feel empowered to speak up about HSEQ issues.

Royal Australian Mint Policy

- Communicating with our customers, suppliers, employees, regulators and community with the clear intent to deliver continuously improved outcomes for all interested parties.
- Implement ecologically sustainable development principals.

8.2. Communication of Requirements

8.2.1. The Royal Australian Mint will make this policy available internally within our system documentation and to interested parties on request.

8.2.2. This policy will be reviewed regularly in line with the Mint's document review process or as required by changes in process or legislation and is endorsed by the CEO.

9. Appendices:

9.1. N/A