



Category: Governance

Contact: GM Corporate Services

Approval: Board

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Next review due: February 2029

1. Purpose and Scope

Gas Industry Co is committed to providing a safe and healthy work environment for all Gas Industry Co employees, contractors, and visitors. Our goal is “zero harm”. Gas Industry Co will meet its obligations under the Health and Safety at Work Act 2015.

To achieve that goal, effective processes will be maintained to identify and manage health and safety risks in all aspects of Gas Industry Co’s operations.

This policy relates to workplace health and safety of all Gas Industry Co employees, contractors and visitors whether working from Gas Industry Co’s offices or working from home.

Implementing this Policy is an ongoing part of the Company’s work programme through the use of processes, checklists, and registers, which are reviewed and reported on regularly.

2. Policy

To ensure a safe and healthy work environment, the Company will maintain appropriate processes that:

1. Provide and maintain a safe working environment for employees and others in the workplace;
2. Provide and maintain facilities for the welfare of the employees while at work including providing all necessary training and instructions to the employee;
3. Review health and safety objectives and performance;
4. Ensure that hazards are identified and managed;
5. Ensure appropriate visitor and contract management;
6. Provide procedures to manage emergencies, which includes having clear guidelines on what actions to take in the case of a major emergency (such as where the office is unable to be accessed, or a Gas Industry Co employee feels it is unsafe to attend the office); and
7. Allow for the investigation of all reported accidents and incidents and ensure appropriate corrective action is taken.

3. Responsibilities

3.1. The Chief Executive is responsible for:

1. Providing leadership in health and safety matters, and ensuring that health and safety performance is continually improved;
2. Ensuring that health and safety systems and processes are approved, resourced, implemented, monitored and regularly reviewed to enable Gas Industry Co to meet its commitments under this Policy;

3. Reporting regularly to the Board on health and safety matters (at least six-monthly, or more regularly if required);
4. Ensuring, that all employees provide the Company with appropriate annual assurances that they have taken all reasonable and practicable steps to ensure they maintain a safe and healthy work environment at home, and that they will adhere to the terms of this policy when working from home. Employees will be required to confirm that they have ensured the safety of their home work environment and have considered any hazards which may affect their ability to carry out their work in a safe and healthy manner. The GM Corporate Services will be responsible for providing a home workstation assessment if requested by an employee.

3.2. Gas Industry Co employees, contractors, and visitors to the workplace are accountable for:

1. Taking reasonable care to protect their own safety and the safety of others around them;
2. Following safe and healthy work systems and processes and instructions; and
3. Reporting work-related risks, hazards, accidents, events, injuries, illnesses and near misses so the employer can investigate and eliminate, or minimise, harm or risk of harm.

The vast majority of our work is carried out in Gas Industry Co's offices but, on occasions where the Company arranges activities outside of the office (e.g. consumer/shareholder site visits, offsite workshops or seminars), employees will:

1. Meet health and safety requirements of the host venue; and
2. Otherwise ensure that Gas Industry Co's own health and safety standards are met.

3.3. Employee engagement and participation

The Company will engage with employees on health and safety matters that may directly affect them, and employees will be supported to have reasonable opportunities to participate effectively in improving health and safety on an ongoing basis.

Employees are able to make recommendations relating to any work health and safety matter. Functions include assistance in the development of health and safety rules, policies or procedures. Employees may make recommendations relating to work health and safety, and assist in establishing and maintaining a culture of health and safety throughout the Company.