# HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT

## Introduction

Data#3 Group (Data#3) is committed to ensuring the organisation meets its obligations for health, safety and environmental (HSE) management. We want to ensure that we:

* Meet our legal, staff, customer, and industry expectations for HSE management
* Prevent incidents and protect our people and those we work with from injury and ill health
* Prevent and minimise the impact of our services on the environment
* Protect the Data#3 Group’s business reputation
* Minimise losses or costs associated with work-related incidents or accidents

This Information Sheet explains Data#3’s arrangements for HSE and provides links to the organisation’s HSE Management Pages on StaffNet. [CLICK HERE](https://staffnet13.data3.com.au/processes/cs/cas/Pages/HSE%20Management%20System.aspx) to go to the HSE Management Pages. [CLICK HERE](https://staffnet13.data3.com.au/processes/cs/cas/Documents/GUI%20-%20Data3%20HSE%20System%20Framework%20-%202.0.pdf) for a copy of the HSE Management System Framework.

## Health, Safety and Environmental Management

HSE management involves anticipating, planning and managing all aspects of health, safety and the environment associated with work, in Data#3 offices, customer sites, driving or travelling for work.

Under legislation, Data#3, all staff, our customers and those we work with have responsibilities to prevent incidents and protect from injury, ill health and environmental damage. This is particularly important where there may be shared duties for work completed, to ensure these are understood and met.

Understanding obligations and managing risk is a key element in HSE management. Key obligations and responsibilities are:

1. Safety in design for the ICT systems, infrastructure and equipment proposed (and subsequently installed)
2. Health and safety for personnel working in Data#3 offices, and visiting and working on customer sites
3. Health and safety for other activities associated with work (conferences, trade shows, promotional events etc.)
4. Preventing environmental impacts and incidents associated with work
5. Understanding and meeting customer expectations for delivering services and working on their premises

HSE responsibilities exist in all stages of work (from an opportunity through to delivery and conclusion of services) and for all personnel (including permanent staff, casuals and contractors).

Data#3 also has responsibilities where work is sub-contracted (such as for engineers or installations), to ensure the sub-contractor has the required skills, capabilities and insurances for work and for being aware of issues or incidents that arise.

## Applicability and Responsibility

HSE management applies to all Data#3 personnel in all areas where work is undertaken, this includes all companies within the Data#3 Group. Data#3 staff are responsible for understanding and complying with Data#3’s arrangements for HSE, for stopping work if it is not safe to continue and for reporting concerns, hazards or incidents so the organisation can respond to these. HSE responsibilities are explained in the HSE System.

## Data#3 Group HSE System

Data#3’s HSE System is located on Data#3’s StaffNet and applies across all of the Group’s companies and operations in Australia and Asia-Pacific.

The HSE System framework is shown in this diagram and based on:

* WHS and environmental legislation, related codes, guides etc.
* AS/NZ 4801: OH&S Management Systems and ISO/DIS 45001: OH&S Management Systems (due for release February 2018)
* ISO 14001: 2015 Environmental Management Systems
* Client requirements (including HSE pre-qualification)
* HSE risks associated with work
* Business needs and processes

The elements in the HSE System provide the overarching arrangements for the Data#3 Group. All personnel are responsible for following requirements and seeking further information if required. Assistance is available on HSE requirements specific to work activities and services provided by Data#3.

## Using the HSE System

Each element of the HSE System contains pages and associated documents, forms etc. Data#3 personnel can access the system by going to HSE Hub: <https://staffnet.data3.com.au/Pages/HSEHub.aspx>.

For companies in the Data#3 Group with their own brand identity (such as Business Aspect), these adopt Data#3’s HR policies and use Data#3 branded documents for internal use, with documents for external use branded with their company logo and branding as part of the Data#3 Group. The Company takes responsibility for determining which documents are required for external use and re-branding as required.

## Useful Links for HSE Management

* Data#3 HSE System: <https://staffnet.data3.com.au/Pages/HSEHub.aspx>.
* HSE Management System Framework: <https://staffnet13.data3.com.au/processes/cs/cas/Documents/GUI%20-%20Data3%20HSE%20System%20Framework%20-%202.0.pdf>
* Communication, Induction & Training: <https://staffnet13.data3.com.au/processes/cs/cas/Pages/Communication%2c%20Induction%20and%20Training.aspx>
* Hazard or Incident Report: <https://staffnet13.data3.com.au/processes/cs/cas/Pages/Reporting%20a%20Hazard%20or%20Incident.aspx>
* Data#3 Offices WHS Contacts: <https://staffnet13.data3.com.au/processes/cs/cas/Pages/WHS%20Contacts.aspx>

## Questions?

For general queries, refer to the HSE Pages on Staff Net or ask your Manager. For queries on HSE management at work, submit a BCS for the attention of WHS. To report a hazard or incident, submit a [HSE Incident Report Form](https://staffnet13.data3.com.au/processes/cs/cas/Pages/Reporting%20a%20Hazard%20or%20Incident.aspx).