

**coNEXA TopCo Pty Ltd**

**ACN 616 144 471**

**CIP-IMS-DOC-005**  
**QHSE Responsibilities and Authority Procedure**

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## 1. Purpose

The purpose of this procedure is to ensure that QHSE responsibilities and authorities are defined and communicated within coNEXA Infrastructure Partners (coNEXA).

## 2. Definitions

**QHSE** Quality, health and safety and environment

**IMS** Integrated management system

## 3. QHSE Roles and Responsibilities

An effective IMS requires the roles, responsibilities and authorisations of each worker within coNEXA to be defined. This procedure defines the general QHSE responsibilities and authorisations at each level of the organisation. Further specific QHSE duties, roles and responsibilities are documented in other IMS Procedures.

### 3.1 Directors

The Directors of coNEXA are ultimately responsible for coNEXA's QHSE performance and the IMS. Officers of coNEXA must exercise due diligence to ensure that coNEXA complies with all of its QHSE legal and other requirements.

### 3.2 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that all relevant information relating to QHSE is understood by all workers of coNEXA. The Chief Executive Officer is also responsible for ensuring that the commitments expressed in the QHSE Policy are realised and communicated to all workers engaged by coNEXA.

The Chief Executive Officer is to ensure the availability of resources essential to establish, implement, maintain and improve the IMS.

### 3.3 Senior Management Team

The senior management team of coNEXA must demonstrate their commitment to the continual improvement of QHSE performance. Members of the senior management team must consult, communicate and report on QHSE issues raised by any worker under their management in accordance with procedure *CIP-IMS-DOC-015 QHSE Consultation, Communication and Reporting Procedure*.

Specifically, senior management team members should take effective action to provide and maintain a healthy and safe workplace and take effective action for hazard identification, risk assessment and controls in the workplace.

### 3.4 All Workers

All workers engaged by coNEXA, whether direct employees or contractors, have a responsibility to follow all reasonable instructions, policies and procedures of coNEXA. All workers must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health or safety of any other person, the environment or the quality of any product or service of coNEXA. All workers must report any QHSE incident, near miss or non-compliance immediately to their manager.

All workers are encouraged to contribute to the development and continual improvement of the IMS.

#### 4. **Resources**

The senior management team shall identify and provide the resources required to establish, implement, maintain, and improve the IMS. Resources include human resources and specialised skills, organisational infrastructure, technology and financial resources.

#### 5. **Management Representative**

The Chief Executive Officer shall appoint a specific management representative who, irrespective of other responsibilities, has the authority for ensuring that the IMS is established, implemented and maintained. The management representative is the Risk and Compliance Officer.

There shall be no fixed term for the appointment of a management representative. The appointment of the management representative shall be documented in the form of a letter of appointment signed by the Chief Executive Officer. The identity of the management representative shall be made available to all persons working under the control of coNEXA.

#### 6. **Management System Standards References**

- *AS / NZS ISO 9001:2016, CI 5.3 Organisational roles, responsibilities and authorities*
- *AS / NZS ISO 45001:2018, CI 5.3 Organisational roles, responsibilities and authorities*
- *AS / NZS ISO 14001:2016, CI 5.3 Organisational roles, responsibilities and authorities*

#### 7. **Additional Resources**

- *WUA-IMS-DOC-001 QHSE Policy*
- *WUA-IMS-DOC-015 QHSE Consultation, Communication and Reporting Procedure*