

## Safety Policy

Freight Assist Australia Pty Ltd recognises its safety duties under the *Heavy Vehicle National Law (HVNL)* and the *Work Health and Safety Act* to ensure the safety and wellbeing of its employees and the safety of its transport activities.

Freight Assist Australia Pty Ltd values the benefits of promoting and maintaining a safe transport operation for its employees, contractors, customers and other road users. It is committed to undertaking all transport activities in a way that is as safe as reasonably practicable.

Freight Assist Australia Pty Ltd is committed to:

- ✦ supporting the management of safety through the provision of appropriate human and financial resources that will result in an organisational culture that:
  - fosters safe practices and regulatory compliance
  - encourages effective safety reporting and communication
  - actively manages safety with the same importance as that given to financial management
- ✦ ensuring the management of safety as one of the primary responsibilities of all managers
- ✦ clearly defining employee accountabilities and responsibilities for the delivery of safety
- ✦ establishing and implementing hazard identification and risk management processes to eliminate or minimise risks associated with any business activity to a point that is 'as low as reasonably practicable'
- ✦ encouraging all employees to report information concerning safety, in line with a Just Culture
- ✦ investigating safety incidents with the aim of improving the business's future safety performance and not to apportion blame
- ✦ complying with—and wherever possible exceeding—legislative and regulatory requirements and standards
- ✦ establishing and measuring safety performance against realistic objectives and/or targets
- ✦ continually improving safety performance and conducting safety management reviews to ensure relevant safety action is taken and is effective
- ✦ ensuring sufficient skilled and trained resources are available to implement safety strategies and processes
- ✦ ensuring all employees are:
  - provided with adequate and appropriate safety information and training
  - competent in safety matters
  - only allocated tasks relevant to their skills, qualification and competence
- ✦ ensuring all visitors and third parties are made aware of the safety risks and related controls they must follow
- ✦ maintaining physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use and consistent with environmental management—minimising waste and pollution—as far as reasonably practicable.



**This commitment is achieved by:**

- ✈ Providing safe systems of work.
- ✈ Providing tools, equipment and machinery that are safe and properly maintained.
- ✈ Providing employees with the information, instruction, supervision and training required to perform their job safely and without endangering their health and safety and the health and safety of others.
- ✈ Providing management with advice and training to take all reasonable precautions to prevent illness and injury.
- ✈ Consulting with employees through workplace health and safety committees and workplace health and safety officers about health and safety issues in the workplace.
- ✈ Monitoring our workplaces regularly and striving for continuous improvement in workplace health and safety.
- ✈ Setting targets and providing adequate resources and implementing safety management programs to address significant safety risks.
- ✈ Requiring employees to follow instructions and all workplace health and safety requirements.
- ✈ Requiring employees to work and behave in ways which are safe and do not endanger the health and safety of anyone in the workplace.
- ✈ Ensuring that the risk of injury or illness is minimized for visitors accessing and attending the Company and providing contractors with appropriate information on safety requirements at each site. Worked performed by contractors is carried out safely and to agreed standards.

All workforce members, contractors and visitors are required to observe and follow this policy and associated health and safety policies and procedures. Workforce members must report all known or observed hazards to their manager or supervisor. The commitment from all concerned is necessary if the Health and Safety of all persons is to be achieved and maintained.

## Roles and Responsibilities

Role	Safety Responsibilities
Owner	<p>The Executive Officer of Freight Assist Australia Pty Ltd is ultimately accountable for the safe operation of the business. They are responsible for:</p> <ul style="list-style-type: none"> <li>✦ defining the Safety Management System (SMS) policies and objectives</li> <li>✦ implementing the SMS and making sure it operates effectively</li> <li>✦ communicating the importance of the SMS to the business</li> <li>✦ providing the resources (personnel and funding) necessary to meet SMS requirements</li> <li>✦ leading by example in promoting safe work practices</li> <li>✦ staying up to date with the safe conduct of transport activities</li> <li>✦ monitoring safety performance in the business</li> <li>✦ ensuring all employees have the ability to work safely and comply with business policies and procedures</li> <li>✦ empowering employees to speak up about safety issues</li> <li>✦ promoting health and wellbeing (e.g. mental health) for all involved in the transport activity</li> <li>✦ fostering a positive safety culture within the business</li> <li>✦ complying with Freight Assist Australia Pty Ltd policies, procedures and training requirements.</li> </ul>
General Manager	<ul style="list-style-type: none"> <li>✦ Reporting safety-related issues directly to the owner</li> <li>✦ defining the Safety Management System (SMS) policies and objectives</li> <li>✦ implementing the SMS and making sure it operates effectively</li> <li>✦ communicating the importance of the SMS to the business</li> <li>✦ leading by example in promoting safe work practices</li> <li>✦ staying up to date with the safe conduct of transport activities</li> <li>✦ monitoring safety performance in the business</li> <li>✦ ensuring all employees have the ability to work safely and comply with business policies and procedures</li> <li>✦ empowering employees to speak up about safety issues</li> <li>✦ promoting health and wellbeing (e.g. mental health) for all involved in the transport activity</li> <li>✦ fostering a positive safety culture within the business</li> <li>✦ complying with Freight Assist Australia Pty Ltd policies, procedures and training requirements.</li> </ul>
Compliance Manager or National Manager HR/WHSE	<p>The Compliance Manager is responsible for:</p> <ul style="list-style-type: none"> <li>✦ complying with Freight Assist Australia Pty Ltd safety policies, procedures and training requirements</li> <li>✦ the management and oversight of the SMS</li> <li>✦ reporting safety-related issues directly to the General Manager</li> <li>✦ ensuring risk management activities are carried out and regularly reviewed</li> <li>✦ reporting and collating all safety events, hazards and near misses</li> <li>✦ reviewing all reports of safety issues, hazards, risks and near misses, and conducting investigations (as required)</li> <li>✦ monitoring compliance with safety policies and procedures</li> <li>✦ openly communicating with employees, customers and contractors about safety practices and issues</li> <li>✦ leading by example in promoting safe work practices</li> <li>✦ promoting health and wellbeing (e.g. mental health) for all involved in the transport activity</li> <li>✦ staying up to date with best safety practices.</li> </ul>

Role	Safety Responsibilities
Managers	<p>Managers are responsible for:</p> <ul style="list-style-type: none"> <li>✚ complying with Freight Assist Australia Pty Ltd safety policies, procedures and training requirements</li> <li>✚ ensuring all employees work safely and comply with business policies and procedures</li> <li>✚ ensuring risk management activities are carried out and regularly reviewed</li> <li>✚ bringing accidents and serious incidents to the attention of the Compliance Manager and providing resources and information for any subsequent investigation</li> <li>✚ reviewing investigation reports and other reports involving employees to ensure adequate corrective actions have been initiated to prevent recurrence</li> <li>✚ developing and administering reasonable safety goals and objectives</li> <li>✚ reviewing compliance with safety policies and procedures</li> <li>✚ communicating the following in a timely manner to all employees within their area of responsibility: outcomes of incidents and accidents, safety goals and objectives, departmental and organisational safety performance and noteworthy safety-related issues</li> <li>✚ promoting health and wellbeing of their employees</li> <li>✚ developing a high degree of safety awareness among employees—motivating employees to think, act and work safely.</li> </ul>
Other employees	<p>Other employees are responsible for:</p> <ul style="list-style-type: none"> <li>✚ complying with Freight Assist Australia Pty Ltd safety policies, procedures and training requirements</li> <li>✚ reporting all safety events, hazards and near misses</li> <li>✚ making suggestions when a safety practice can be improved</li> <li>✚ participating in safety and risk management activities</li> <li>✚ ceasing work and contacting management if unsure about the safety of any activity</li> <li>✚ ensuring they are 'fit for duty'</li> <li>✚ managing fatigue in line with work and rest options</li> </ul>
Visitors/Parties in the Chain of Responsibility (CoR)	<p>Visitors and parties in the CoR are responsible for:</p> <ul style="list-style-type: none"> <li>✚ participating in the safety induction process and complying with Freight Assist Australia Pty Ltd policies, procedures and training requirements</li> <li>✚ reporting all safety events, hazards and near misses.</li> </ul>

## Workplace Health & Safety (WHS) Communication and Consultation Policy

### Overview

Freight Assist Australia Pty Ltd (“Company”) recognises that employee consultation and participation in the Company's safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of the Company's safe work practices.

### Operation





Employees of the Company shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management.

Regular meetings to consult and inform employees on safety issues shall be conducted through staff meetings.

Employees of the Company shall be made aware of safety issues relating to their jobs on a regular basis.

The manner of doing so will vary depending upon the type of information to be conveyed.

One of the following methods shall be used:

-  **Employment Hero** – company announcements board (online)
-  **Notice board** – to alert employees to WH&S issues, changes to policies, procedures or safe work practices, recent incidents on site.
-  **Email / Mail out** – safety information may be conveyed through a mail out to employees. This would most likely occur with the regular mailing out of pay slips by email or direct emails to individuals.
-  **Verbal contact** – for more immediate safety concerns, employees shall be contacted verbally.

Procedures for communication and consultation are maintained and reviewed by the Company as necessary with input from employees. An issues resolution procedure shall also be maintained and reviewed, which allows for an agreed process of resolving WH&S issues arising.

Communication and consultation with employees are a significant aspect of the Company's safe working culture.

The Company expects its employees to be committed to working with management in order to effectively manage health and safety on the job. Employees of the Company are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and staff meetings.

Management shall work in conjunction with employees to review and update this policy.