



Big Truck Transport Pty Ltd.

Safety policy and responsibilities

Safety policy

Big Truck Transport Pty Ltd Safety commitment

Big Truck Transport 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.

Big Truck Transport 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.

Big Truck Transport 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.

Signature: *S. Safety*

Position: Chief Executive Officer

Date: 02/04/2019



Roles and responsibilities

Role	Safety Responsibilities
Executive Officer	<p>The Executive Officer of Big Truck Transport Pty Ltd is ultimately accountable for the safe operation of the business. They are responsible for:</p> <ul style="list-style-type: none"> • defining the Safety Management System (SMS) policies and objectives • implementing the SMS and making sure it operates effectively • communicating the importance of the SMS to the business • providing the resources (personnel and funding) necessary to meet SMS requirements • leading by example in promoting safe work practices • staying up to date with the safe conduct of transport activities • monitoring safety performance in the business • ensuring all employees have the ability to work safely and comply with business policies and procedures • empowering employees to speak up about safety issues • promoting health and wellbeing (e.g. mental health) for all involved in the transport activity • fostering a positive safety culture within the business • complying with Big Truck Transport Pty Ltd policies, procedures and training requirements.
Safety Manager	<p>The Safety Manager is responsible for:</p> <ul style="list-style-type: none"> • complying with Big Truck Transport Pty Ltd safety policies, procedures and training requirements • the management and oversight of the SMS • reporting safety-related issues directly to the owner • ensuring risk management activities are carried out and regularly reviewed • reporting and collating all safety events, hazards and near misses • reviewing all reports of safety issues, hazards, risks and near misses, and conducting investigations (as required) • monitoring compliance with safety policies and procedures • openly communicating with employees, customers and contractors about safety practices and issues • leading by example in promoting safe work practices • promoting health and wellbeing (e.g. mental health) for all involved in the transport activity • staying up to date with best safety practices.
Managers	<p>Managers are responsible for:</p> <ul style="list-style-type: none"> • complying with Big Truck Transport Pty Ltd safety policies, procedures and training requirements • ensuring all employees work safely and comply with business policies and procedures • ensuring risk management activities are carried out and regularly reviewed • bringing accidents and serious incidents to the attention of the Safety Manager and providing resources and information for any subsequent investigation • reviewing investigation reports and other reports involving employees to ensure adequate corrective actions have been initiated to prevent recurrence • developing and administering reasonable safety goals and objectives • reviewing compliance with safety policies and procedures • 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 • promoting health and wellbeing of their employees • developing a high degree of safety awareness among employees—motivating employees to think, act and work safely.



Role	Safety Responsibilities
Other employees	Other employees are responsible for: <ul style="list-style-type: none"> • complying with Big Truck Transport Pty Ltd safety policies, procedures and training requirements • reporting all safety events, hazards and near misses • making suggestions when a safety practice can be improved • participating in safety and risk management activities • ceasing work and contacting management if unsure about the safety of any activity • ensuring they are 'fit for duty' • managing fatigue in line with work and rest options
Visitors/Parties in the Chain of Responsibility (CoR)	Visitors and parties in the CoR are responsible for: <ul style="list-style-type: none"> • participating in the safety induction process and complying with Big Truck Transport Pty Ltd policies, procedures and training requirements • reporting all safety events, hazards and near misses.