



OCCUPATIONAL HEALTH AND SAFETY POLICY



OCCUPATIONAL HEALTH & SAFETY POLICY

Scope:

Tranz Logistics is committed to taking all reasonable steps to comply with or exceed occupational health and safety responsibilities where possible.

Tranz Logistics is also committed to managing its operations so as to ensure the safety and welfare of its employees, contractors, visitors and the wider community. We will meet this commitment by adhering to the following:

Principles:

- All work related injuries and illnesses are preventable
- Occupational health and safety has the same priority as other business imperatives
- Managers and supervisors are responsible for creating occupational health and safety systems, and together with employees, for ensuring that those systems operate effectively
- All employees are consulted in relation to matters affecting their health, safety and welfare
- Managers and supervisors are responsible for leading continuous improvements in occupational health and safety
- All employees are responsible for identifying and assessing hazards and eliminating or controlling associated risks
- All employees are responsible for their own actions, health and safety and for looking after their co-workers, contractors, visitors and the wider community
- All employees are trained in safe working procedures
- Ensuring occupational health and safety performance meets or exceeds regulatory requirements

All employees must follow safe work practices at all times. There is no other acceptable alternative.

OCCUPATIONAL ILLNESS AND INJURY MANAGEMENT POLICY

Scope:

Tranz Logistics is committed to assisting employees who have sustained work-related illnesses or injuries to return to full and gainful employment. We will meet this commitment by adhering to the following:

Principles:

- Encouraging all employees to report any work-related illness or injury as soon as they become aware of any symptoms.
- Commencing the illness and injury management process as soon as possible after the occurrence of an injury or illness in a manner consistent with medical judgement.
- Ensuring the safe and early integration of injured or ill employees back into the workforce following the occurrence of an injury or illness by providing appropriate and productive work.
- Ensuring that participation in the illness and injury management process will not disadvantage an injured or ill worker.
- Ensuring through employee consultation and feedback that our illness and injury management process is effective.

WORKPLACE REHABILITATION POLICY

Scope:

Tranz Logistics workplace rehabilitation program supports a process that offers an early and safe return to work of any employee who has a work related injury or illness.

Objectives:

- To provide rehabilitation support to the ill/injured employee through active involvement by the organisation.
- To ensure that occupational rehabilitation is commenced as soon as practicable in order to restore the employee's maximum physical and psychological potential.
- To encourage early return to work using suitable duties as part of the rehabilitation process, under direction of the treating medical practitioner.
- To return the ill/injured employee successfully to the workforce, ideally to his/her pre-injury/illness duties.
- To ensure that workplace rehabilitation is seen as normal management practice.
- To ensure that a mechanism exists for consultation with employees to promote an effective Workplace.

Rehabilitation program and to provide an appropriate method of dispute resolution within the program. Where disputes cannot be resolved within the program the injured worker has the right to seek review of the claim for compensation through the Q-Comp statutory review process.

Accident Prevention:

1. All defined systems of work should be diligently followed.
2. Where an event causing injury is likely to happen, your Manager or safety officer must be notified immediately (Hazard Report to be completed).
3. Where an event causing injury is likely to happen, everything reasonably possible should be carried out to avoid injury.
4. Personal protective equipment is to be worn when required.
5. Where faulty or unsafe equipment, plant or personal protective equipment is identified, a report should be made at the earliest possible time to your Manager or safety officer.
6. No misuse of anything provided to minimise your exposure to risk.
7. No breach of safety or other lawful instructions.
8. No intentional consumption of any substance that induces impairment should be carried out prior to commencement of duty or whilst on duty. Employees will not be allowed to commence employment if they are impaired by the consumption of a substance. This will be determined by the preferred medical practitioner.
9. All employees to be trained in safety and the correct use of equipment.
10. New employees must attend an induction covering all relevant information relating to safe work practices etc.
11. Employees will be asked to attend the preferred medical practitioner after any injury/illness, whilst at work.
12. A medical clearance certificate is required prior to any injured employee returning to work on full duties for all work related injuries.

DRUG AND ALCOHOL POLICY

Scope:

Our commitment to Workplace Health & Safety requires a very clear position on Drugs and Alcohol in the workplace.

Our procedure covers the requirements associated with the consumption of alcohol in the workplace, and the prohibition of the use, sale, possession or distribution of illegal or unauthorised drugs (including medical drugs unless specifically authorised by a qualified medical practitioner). This Policy ensures the use of drugs or alcohol does not compromise the ability of personnel to perform their work related duties without detrimental effects on the health

and safety of themselves or others.

The implementation of this Policy will ensure that the requirements of the Tranz Logistics Occupational Health and Injury Management Policy are met.

Responsibilities:

Dealer Principals / Managers are responsible for communication and implementation of Company policies and procedures relating to the misuse of drugs and alcohol.

Nominated Medical Practitioner is responsible for the assessment of employees referred by management.

Definitions:

Drugs - a substance or medication capable of causing dependency; alteration of mood; or impairment of judgement, concentration or coordination, including:

- Alcohol,
- Illegal drugs,
- Unauthorised prescription medication,
- “Over the counter” substances or medication which are misused, or used contrary to, or in excess of, the manufacturer’s instructions or recommended dosage.

Procedure:

i) The Use, Sale, Possession or Distribution of Drugs and Alcohol

- The unauthorised use, sale, possession, consumption or distribution of any type of drug or alcohol, on company premises, (at any time) is prohibited. Unless in relation to alcohol, if it is authorised by the Dealer Principal or Senior Manager at the Branch.
- No person shall undertake work if impaired by drugs or alcohol.
- It is the responsibility of employees to notify their Manager prior to commencing work, if they have been prescribed medication that may, in any way, affect their performance at work.
- All employees have a responsibility to advise their Manager if they have reasonable grounds for concern and suspect that any staff member is suffering the effects of drugs or alcohol. Reasonable grounds for concern may include, observations of deteriorating work performance; abnormal conduct or behaviour or incidents where safety is compromised.

ii) Failure To Comply

- All employees on company business (regardless of geographical location) shall be subject to disciplinary procedures, including termination of employment, for breaches of this procedure.
- Any employee, who is suspected of being in a state where they are unlikely to be able to safely perform their duties, will be suspended pending an investigation of the issue.
- All employees who conduct business on behalf of the Company who take, consume or are under the influence of drugs or alcohol shall be made aware that an insurer may decline a workers’ compensation or other claims resulting from any incident subsequent to, or involving the consumption of drugs or alcohol.

iii) Education

- All new and existing employees shall receive induction training to cover the requirements of this procedure and the implications relating to the use, sale, possession, or distribution of drugs or alcohol at work.

HAZARD AND INCIDENT REPORTING

HAZARDS

Hazard identification is a necessary component of any work site, at Tranz Logistics we believe we are all responsible for our own safety, that of our co-workers, contractors working on site and visitors.

Part of that responsibility is the reporting of any hazard encountered during your time at work. All identified hazards shall be reported to your Manager and if that person is unavailable direct your information to the 2IC or Assistant Manager in your department.

To formalize your reporting of any hazard, a Hazard Report must be completed. These forms are available from your Manager or the Human Resources Department.

INCIDENTS

Any workplace incident that causes injury must be reported immediately to your Manager.

Any workplace near miss (an event which nearly caused injury to a person/s or damage to plant / equipment) must be reported immediately to your Manager.

To formalize your reporting of any near miss, a Hazard Report must be completed.

In the case of injury or illness, an Incident Record / Report must be completed. These forms are available from your Manager or the Human Resources Department.

EVACUATION PROCEDURE

On hearing that there may be a potential fire danger, Department Managers are to consult with senior management to obtain instructions and directions as to the next course of action.

If the potential hazard is considered dangerous, Department Managers will evacuate all personnel via the nearest exit point (as shown on the Evacuation Diagram*) to an external Assembly Point.

All personnel must report to their Department Manager at the Emergency Assemble Area, employees must remain in this area until advised it is safe to return to work by emergency services personnel or a management representative. Department Managers are to ensure ALL people in their department (including visitors) are present and report this to the Dealer Principal or senior site representative, as quickly and as safely possible.

Fire Brigade is to be given control on arrival at site.

NOTE: Under no circumstances are employees to place themselves or anyone else at risk. Employees are not to make statements to the media. All requests for information from the media are to be directed to the Dealer Principal or the senior person on site.

FIRE PREVENTION POLICY

Tranz Logistics is committed to minimizing all potential fire risks through good housekeeping practices.

FIRE EXTINGUISHERS

Fire Extinguisher Training will be provided to employees. A company appointed fire officer will ensure regular maintenance of fire fighting equipment.

Please ensure that you familiarise yourself with your department's fire fighting equipment, its location and its capabilities.

OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE

FIRST AID:

In the event of an accident or injury to yourself or fellow employee, please make immediate contact with the Office who will direct a First Aid Officer to assist. The Office will also arrange, if necessary, for any other special or immediate medical attention required.

All accidents or injuries must be reported when they occur to the Workplace Health and Safety Officer.

HOUSEKEEPING:

Tranz Logistics is responsible for providing a safe workplace, but you share the responsibility for its maintenance. All of our locations must be kept in top condition. This means that housekeeping in all areas must be of the highest standard. Practice good housekeeping by keeping your own work area clean, tidy and ordered.

The benefits of good housekeeping are:

- Reduces the chances of accidents and fire.
- Makes the job easier and more pleasant.
- You can find tools and materials.
- Conserves your time and energy.

Housekeeping is not just the cleaner's task. It is an essential part of everyone's safe working practices.

Your responsibility is to:

- Keep all access ways free from obstructions.
- Not allow product to build up around your work area.
- Replace tools and materials when not in use.
- Good housekeeping maintains the best use of space and encourages better work habits.

PERSONAL PROTECTIVE EQUIPMENT

In our industry, there will be times when personal protective equipment (PPE) will be required to be worn. PPE is equipment used, or clothing worn, to protect against or minimise workplace risks.

Purpose of PPE

- PPE is designed to protect an individual and products from the harmful effects of a hazard
- PPE does not eliminate that hazard, but instead lowers the risk of harmful effects
- PPE is to be implemented as an immediate control to lower that risk, to reduce or limit exposure to the hazard and/or to be considered as a last resort where the hazard cannot be otherwise addressed

All employees, contractors and visitors are to be instructed on the correct use and maintenance of PPE.

FOOT PROTECTION

Work footwear has a dual function. Boots should be non-slip and give adequate protection against the hazards of the particular work. Safety footwear is mandatory in service department.

CLOTHING

Clothing appropriate to the type of work must be worn. Loose and / or torn clothing must not be worn whilst at work. As part of your employment agreement, you will be provided with a compulsory work uniform.

EYE PROTECTION

It is essential for eye protection to be worn when operating tools such as welders, grinders and drills. No exceptions are permitted when operating these tools.

If, for some reason, eye protection is not available, do not perform your given task until you have obtained this

equipment from your Supervisor / Manager.

Remember, the Company is doing all in its power to supply you with all available eye protection, and it is up to you, for your own protection, to wear it.

HEARING PROTECTION

Approved hearing protection, earmuffs must be worn when noise exposure exceeds safe levels (e.g. working near noisy machinery or compressed air).

REMEMBER: IF AN ITEM OF PPE IS NOT AVAILABLE, ASK FOR IT!

NOISE AND INDUSTRIAL DEAFNESS

Noise is one of the most frequently experienced problems of the industrial environment. The main effects of noise on people working in industry are:

- Hearing loss
- Effects on work performance
- Effects on conversation and communication
- Annoyance

When noise cannot be controlled at its source, it is necessary for hearing protection to be worn (earmuffs).

To ensure effective control of noise exposure, it is mandatory for you to wear hearing protection when working near noisy machinery or compressed air. If you are unsure if hearing protection is required, please ask your Supervisor / Manager.

MANUAL HANDLING

Manual handling is carried out in most types of work. It includes activities that require someone to exert force in order to move (lift, lower, push, pull), carry, hold, grasp, manipulate, strike, throw or restrain an object, load or body part.

Manual handling can contribute to injuries affecting all parts of the body, particularly the back, shoulder and wrist.

Today, forklifts, hoists, dollies and other types of lifting equipment are used to lift heavy objects. However, sometimes it is necessary to load or unload moderate to heavy objects by hand. When that is the case, knowing the proper ways to lift can save you a great deal of pain and misery from a back injury.

1. Assess the situation:

Before lifting or carrying a heavy object, ask yourself the following questions:

- Can you lift this load safely, or is it a two-person lift?
- How far will you have to carry the load?
- Is the path clear of clutter, cords, slippery areas, overhangs, stairs, curbs or uneven surfaces?
- Will you encounter closed doors that need to be opened?
- Once the load is lifted, will it block your view?
- Can the load be broken down into smaller parts?
- Should you wear gloves to get a better grip and protect your hands?

2. Size up the load:

- Test the weight by lifting one of the corners. If it is too heavy or an awkward shape, stop.
- If there is any doubt, ask for help from fellow workers.
- Try to use a mechanical lift or a hand truck.
- Try to break the load down into smaller parts.

3. Use good lifting techniques:

- Get close to the load. Center yourself over the load and stand with your feet shoulder width apart.

- Tighten your stomach muscles. Tight abdominal muscles increase intra-abdominal pressure and help to support the back.
- Get a good handhold and pull the load close to you. The farther the load is from your body, the heavier it will feel.
- Bend your knees. Bending your knees is the single most important thing you can do when you lift moderate to heavy objects. Squat down like a weightlifter, bend your knees, keep your back in its natural arch, and let your legs do the lifting. Your leg muscles are much more powerful than the smaller muscles in your back.
- Do not jerk. Use a smooth motion and lift straight up.
- Do not twist or turn your body while lifting. Keep your head up, and look straight ahead.
- Hold the load close and keep it steady.

4. Carrying the load:

- Change direction by turning your feet, not your back.
- Your nose and your toes should always be pointing in the same direction. Any sudden twisting can result in injuring your back.
- Rest if you fatigue. Set the load down and rest for a few minutes.

5. Setting the load down:

- Bend your knees. Squat down and let your legs do the work.
- Keep your back curves. Remember not to twist your body while setting down a load, and keep your head up.
- Keep the load close.
- Plan your release. Once the load is where you want it, release your grip. Never release your grip until the load is secure.

6. Using trolleys and lifting aids:

- Push rather than pull. It is easier and safer to push than to pull. You can use your body weight to assist when pushing.
- Keep close to the load and lock your arms. Try not to lean over and keep your back in its natural arches.
- Use both hands. Carts are easier to push and control using both hands.
- Use tie-downs, if necessary, to secure the load.

7. Forklifts:

- Use a forklift to lift and transport very heavy objects.
- Obtain training and authorization before using a forklift.

Remember: manual handling can contribute to injuries affecting all parts of the body, please ensure that you follow the above 7 techniques when you are required lift / move / carry a heavy load or object.



MSDS - (MATERIAL SAFETY DATA SHEETS)

MSDS's are documents containing important safety information about products there are copies located in each depot. These documents must be provided by the supplier of the chemicals under law and must contain certain information, this information includes:

- Date of issue: MSDS's are current for a period of 4 years, if you find an expired MSDS please inform your Manager
- Statement of Hazardous Nature: This is usually stated in large text at the top of the document and will state whether the product is hazardous to health as defined by the National Health and Safety Council (NOHSC). Remember that non hazardous products can still be dangerous
- Product & chemical names: many products are known by several names and/or have several chemicals in them, this information is important in the event of an emergency
- Storage and transportation: These sections will contain advice and information such as HazChem Code (used by the emergency services) and the Dangerous Goods Code (used for easy identification when storing and transporting goods)
- Information about the physical properties of the chemical: boiling point, freezing point etc.
- Health effects: All MSDS's will contain information stating the possible effects of the product on various parts of the body
- PPE/Controls: this will state the PPE and procedures for use as recommended by the manufacturer
- Environmental/Spill control: some chemicals are environmentally hazardous and have information on safe disposal and spill control
- First Aid: this will detail the basic first aid for the various routes of entry into the body e.g. skin contact, swallowing etc.

**IF POISONING HAS OCCURRED CALL POISONS INFORMATION CENTRE ON
131 126.**

It is crucial that all containers containing chemicals are labeled, this is for your own protection and the protection of others. All containers must have the following information on them:

- What the chemical is
- What PPE is required
- If it is flammable, hazardous, poisonous etc. this **MUST** be clearly marked
- This includes containers that you may fill such as spray bottles filled with white oil for lubrication, buckets filled with cleaning chemicals

NEVER USE, SNIFF, TOUCH OR TASTE A SUBSTANCE IN AN UNLABELED CONTAINER – Tell your Manager who will move the chemical to a safe location and contact the OH&S Officer.

NEVER MIX CHEMICALS! - When certain chemicals are mixed, they can react violently causing explosions & releasing deadly gasses.

ENVIRONMENT POLICY

Scope:

Tranz Logistics is committed to meeting and / or exceeding all environmental regulations and good practice.

Tranz Logistics is also committed to ensuring all employees and those working on behalf of the organisation are aware of this policy and play a role in protecting the environment, preventing pollution and managing any adverse environmental impacts of our operations.

These commitments will be met by adhering to the following principles:

Principles:

- Environmental performance will meet or exceed regulatory requirements, and other environmental requirements to which the organisation subscribes.
- Significant environmental impacts and risks associated with our operations will be identified and managed in

accordance with environmental objectives and targets.

- Managers are accountable for implementing and maintaining environmental management systems and conditions that ensure operations are sustainable and comply with environmental objectives and targets.
- Employees and those working on behalf of the organisation will act in an environmentally responsible manner, and will be made aware of their environmental responsibilities and will be instructed and trained accordingly.

Your Role:

What can you do?

- Be aware of Storm water drains & what we put down them
- Clean up any spill/s correctly and in a timely manner
- Report any Environmental Hazard immediately to your Manager

Remember: You can make a difference!

EMPLOYEE INDUCTION CHECKLIST, ACKNOWLEDGEMENT & ASSESSMENT

EMPLOYEE INDUCTION CHECKLIST

Employee's name:.....

Please tick the boxes covered during your induction.

COMPANY INFORMATION

WELCOME TO TRANZ LOGISTICS
OUR MISSION, OUR VALUES, OUR VISION
OUR OBJECTIVES
MANAGEMENT STRUCTURE
CODE OF CONDUCT
GENERAL WORK GUIDELINES
THEFT
WORKSHOP TOOLS AND SPECIALISED EQUIPMENT
COMPANY VEHICLES
FAULTY WORK
COMPANY VISITORS
EMPLOYEE CAR PARKING
EMPLOYEE SUGGESTIONS

EMPLOYMENT INFORMATION

RELEVANT AWARDS
HOURS OF WORK
PAY WEEK
CLOCKING ON AND OFF FOR WORK
SUPERANNUATION
EMPLOYEE ENTITLEMENTS
ABSENCE FROM THE WORKPLACE
UPDATING PERSONAL DETAILS
PERFORMANCE OF DUTIES
EMPLOYEE PROBATIONARY PERIOD
PERFORMANCE REVIEWS
NOTICE PERIOD
USE OF TELEPHONES
NOTICE BOARDS
SMOKING
UNIFORM AND FOOTWEAR POLICY

OCCUPATIONAL HEALTH AND SAFETY INFORMATION

OCCUPATIONAL HEALTH AND SAFETY POLICY
OCCUPATIONAL ILLNESS AND INJURY MANAGEMENT POLICY
WORKPLACE REHABILITATION POLICY
DRUG AND ALCOHOL POLICY
HAZARD AND INCIDENT REPORTING
EVACUATION PROCEDURE
FIRE PREVENTION POLICY.....
FIRE EXTINGUISHERS.....
FIRST AID
HOUSEKEEPING
PERSONAL PROTECTIVE EQUIPMENT (PPE)
FOOT PROTECTION.....

CLOTHING
EYE PROTECTION
HEARING PROTECTION
NOISE AND INDUSTRIAL DEAFNESS
MANUAL HANDLING
MSDS - (MATERIAL SAFETY DATA SHEETS)
ENVIRONMENT POLICY.....

HUMAN RESOURCES INFORMATION

ANTI DISCRIMINATION, HARASSMENT,VICTIMISATION, BULLYING AND OCCUPATIONAL VIOLENCE POLICY
.....

SECTION 5: EMPLOYEE INDUCTION CHECKLIST,ACKNOWLEDGEMENT & ASSESSMENT

EMPLOYEE INDUCTION CHECKLIST.....
EMPLOYEE ACKNOWLEDGEMENT
EMPLOYEE INDUCTION QUESTIONNAIRE
WORKPLACE HEALTH AND SAFETY VIDEO QUESTIONS

Complaints:

Tranz Logistics has investigation procedures in place to deal with alleged discrimination, harassment, victimisation, bullying and occupational violence complaints. Employees are required to report any incidents of discrimination, harassment, victimisation, bullying or occupational violence to a Supervisor, Manager or the Human Resources Department. Any reports of alleged discrimination, harassment, victimisation, bullying or occupational violence will be investigated and resolved promptly, confidentially and without victimisation.

Occupational violence must be reported immediately to a supervisor, manager or the human resources department. The actions in response to occupational violence will be dependent on the circumstances of the incident.

Consequences:

If there is reasonable evidence that an individual has acted in a discriminatory way or harassed, victimised, bullied or has behaved violently towards others in the workplace, disciplinary action will be taken. This could include termination of employment.

References:

Discrimination:

The following Federal and State legislation prohibits behaviour, policies, procedures or practices that unlawfully discriminate against people, or treat them unfairly, in the area of employment:

State Acts

QLD Anti Discrimination Act 1991
NSW Anti Discrimination Act 1977S

Federal Acts

Racial Discrimination Act 1975
ex Discrimination Act 1984
Human Rights and Equal Opportunity Act 1986
Disability Discrimination Act 1992
Equal Opportunity for Women in Workplace Act 1999

Bullying and Occupational Violence:

The following State legislation imposes a duty of care to ensure that health and safety risks are reduced or eliminated from the workplace through Bullying and Occupational Violence:

State Acts

NSW Occupational Health and Safety Act 2000
QLD Workplace Health and Safety Act 1995

EMPLOYEE ACKNOWLEDGEMENT

By signing this I acknowledge:

- I have received a copy of Tranz Logistics Employee Handbook.
- I have received Induction Training and understand my obligations and responsibilities under all policies and procedures set out by the company.
- I understand all information contained in this Booklet.
- I understand that if do not comply with all company guidelines, polices and procedures that I may be disciplined and alternatively my employment may be terminated.

Print Full Name: _____

Employee Signature: _____

Date: _____

EMPLOYEE INDUCTION QUESTIONNAIRE

Name: _____

Date: _____

Depot: _____

Tick the correct answer TRUE or FALSE to the following statements:

- 1. Smoking is only allowed in the designated areas.
True False
- 2. Good housekeeping means keeping your own work area clean, tidy and in order.
True False
- 3. Good housekeeping is an essential part of everyone's safe working practices.
True False
- 4. A Material Safety Data Sheet (MSDS) contains important information about products, and are supplied by the supplier.
True False
- 5. Everyone within the workplace has legal responsibilities to eliminate or reduce risks to Health & Safety.
True False
- 6. No person shall undertake work if impaired by Drugs and/or Alcohol.
True False
- 7. The purpose of our Anti Discrimination, Harassment, Victimization, Bullying and Occupational Violence Policy is to ensure that ours is a workplace free from unlawful discrimination & harassment; victimization; bullying; and occupational violence.
True False

Provide short answers to the following questions:

8. Why does Tranz Logistics view on-going training as essential?

9. Workplace Rehabilitation program is the process which supports a process that offers an early and..... of any worker who has a work or non-work related injury or illness.

10. List three General Work Guidelines.

Induction Session Facilitated by

Induction Score / 10 7 Required to pass.