



HEALTH, SAFETY & WELLBEING POLICY

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1. Objective:

Leocatas Transport, Storage and Distribution is committed to ensuring the health, safety and wellbeing of all employees, contractors, visitors and the general public.

In recognizing this the business will continually strive to improve its Health and Safety Management systems and provide ongoing resources and support for their successful implementation and ongoing management, to ensure that the workplace is free from hazards and unnecessary risks that may cause injury or ill health.

2. Commitment

To meet its HSW commitment the organisation will:

- Ensure that Management provides support, and allocates resources to meet the businesses HSW commitments
- Implement HSW systems and procedures to provide direction for establishing and maintaining a safe and healthy workplace for all persons entering Leocata sites
- Take all practical steps to eliminate hazards and safety risks associated with the organisations activities through the process of risk identification & assessment, implementation of controls and monitoring to gauge effectiveness.
- Ensure all injuries and incidents are reported, recorded and root causes investigated. Where illness or injury occurs or could have occurred Leocata's will implement corrective actions.
- Ensure all employees are aware of the zero tolerance to drugs and alcohol when at work, the requirement for D&A testing for pre-employment, medicals, following an incident and the company's discretion to implement random testing & fit for work processes.
- Ensure Schedulers do not permit drivers to drive outside their legislated permitted work hours under Basic Fatigue Management regulations, Chain of Responsibility legislation and company policy
- Where employees are injured at work to help them achieve full recovery through prompt treatment, active rehabilitation and participation in the Return to Work program
- Ensure all equipment, plant and substances are safe and without risk to health when used in accordance with safe operating procedures.
- Provide education, training and supervision to ensure healthy and safe work practices for all employees, ensuring safety in the workplace.
- Consult with employees to ensure there is effective communication and knowledge of the HSW system

3. Legislative Obligations

Leocatas Transport has a responsibility to ensure the business complies with all State and Federal legislation that relates to Health, Safety and Wellbeing

4. Responsibilities:

Managers, Schedulers and Supervisors have a responsibility to:

- Take ownership in managing health and safety
- Actively participate in developing a safety culture
- Promptly respond to health and safety concerns and issues
- Consult with employees in Health, Safety and Wellbeing matters

Employees have a responsibility to take care of their own health and safety and that of others, report any health or safety concerns to management.

5. Reference Documents

OHS Act & Regulations, D&A Policy, COR/BFM legislation

Version Number & Date	Revision Description
V4 – 21.08.2018	Document revised to include reference to BFM/COR legislation

6. Review & Authorisation

This policy will be reviewed every 2 years or earlier dependent on any legislative or company policy change requirements.

Authorised by: David Bassett – General Manager

Signature: