



# HEALTH, SAFETY & WELLBEING POLICY

Date issued:  
17.05.2021:

Supersedes:  
V4 -21.8.18

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## 1. Objective & Commitment:

Leocatas Transport, Storage and Distribution is committed to ensuring the health, safety and wellbeing of all employees, contractors, visitors, and any other people affected by the company's operations.

By implementing and maintaining workplace health and safety the organisation is committed to pursuing best practice in health and safety and to fulfill its statutory duties.

The General Manager accepts overall responsibility for the effective management of workplace health, safety, and wellbeing.

## 2. Responsibilities:

Managers and Supervisors are responsible within the scope of their authority to ensure that:

- This policy is implemented into workplace practices.
- All employees participate in full induction prior to carrying out any work tasks.
- Employees are consulted on health & safety issues that may affect them in the workplace.
- All plant, substances and work practices are suitable for their intended use and meet required safety requirements.
- All employees are made aware of the company's zero tolerance to drugs and alcohol at work, requirement for D&A testing for pre-employment, medicals, following an incident and the company's discretion to implement random testing and fit for work processes.
- Required training, information, instruction, and supervision are provided to enable employees to carry out their job tasks safely.
- Contractors and visitors are made aware of the company's safety procedures and site rules.
- Any identified risks to health and safety are investigated and rectified.
- Plant and equipment in use are safe, well maintained and without risk to the health and safety of employees.
- Scheduled trips do not permit drivers to work outside their regulated hours – refer Fatigue Management Policy.
- Senior management are advised of any identified risks to health and safety.
- Mental health issues are acknowledged and assistance including referral to company EAP forwarded.
- All accidents and incidents are reported, recorded, and investigated and corrective action implemented.
- Safe access to and from the workplace is maintained at all times.
- Where an employee is injured at work to assist them in achieving full recovery with prompt treatment, active rehabilitation, and participation in the Return-to-Work program.

Employees are responsible for:

- Ensuring their own health and safety and that of others.
- Participating in any health and safety training deemed appropriate by management.
- Immediately reporting any matters that may affect health and safety to their supervisor or manager.
- Only undertake job tasks for which they have been authorised, instructed, and trained.
- Consult with others on any identified risks or hazards in the workplace & any implemented controls.

## 3. Risk Assessments

Leocatas Transport will undertake a number of risk management activities to ensure the safety and wellbeing of all employees, contractors, visitors, and anyone affected by our operations.

Risk assessments are used to identify any current or potential hazards and ensure that any identified issues are rectified or controlled to ensure a safe work environment.



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**4. Training:**

Leocatas Transport prides itself on providing safe and quality services to our customers. In order for this to occur we ensure every employee undertakes a comprehensive induction which also includes training specific to their job position within the business.

**5. Legislative Obligations**

Leocatas Transport acknowledges its responsibility to ensure the business complies with all State and Federal legislation that relates to Health, Safety and Wellbeing. Information regarding legislation obligations will be forward to all employees at time of induction and any changes will be forwarded via policy and procedure updates.

**6. Continual Improvement**

Leocatas Transport is committed to continually improving their OHS Management System embracing new technology to assist in the development of programs that will enhance and improve current systems to benefit both our employees and customers.

**7. Definitions**

EAP – Employee Assistance Program  
NHVR – National Heavy Vehicle Regulator

**8. Reference Documents**

LT05 - Fatigue Management Policy  
LT89 – Drug and Alcohol policy  
OHS Act -2004  
OHS Regulations -2017  
ISO 45001 – Occupational health and safety management systems requirements

**9. Policy Review**

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

**10: Version History Review**

Version Number & Date	Revision Description
V5 – 17.5.2021	Policy completely revised to bring in additional specific responsibilities, clauses added for training, continual improvement, definitions, and policy review. Additional references also included.

Authorised by: David Bassett – General Manager

Signature: David Bassett