



OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Tranzworks Pty Ltd is an organization providing transport support services to a select client base. Our transport operations can be complex, with a range of risks and hazards. All of these risks and hazards have the potential to cause harm to our employees, contractors, customers and other people involved in our business either directly or indirectly.

Our commitment

Tranzworks is committed to ensure safe and secure working environments for all employees.

We also seek to safeguard visitors, contractors and any third parties who come into contact with our business.

Tranzworks will ensure through the management structure that appropriate steps are taken in order to:

- ◆ Provide and maintain work equipment that is safe and does not create risks.
- ◆ Provide the information, instruction, and supervision necessary to ensure the Health and Safety of employees at work.
- ◆ Provide Health and Safety induction training for all new members of staff to ensure employees are able to undertake their tasks and responsibilities without risk to themselves and others. Additional training is provided, as required, during the course of employment.
- ◆ Provide and maintain safe and secure places of work.
- ◆ Complete and act upon suitable and sufficient assessment of risks to Health and Safety.
- ◆ Provide to all persons working on site, whether or not employees of the company, adequate information of all known risks and hazards and protective measures.
- ◆ Provide and maintain adequate first aid facilities.
- ◆ Comply with all applicable OHS legislation and other requirements as identified by Tranzworks.
- ◆ Commit to the establishment of measurable objectives and targets for Health & Safety to assist in the prevention of work related injury and illness.
- ◆ Ensure continuous improvement in our Health and Safety performance.

Organisation and Responsibilities

The Tranzworks management team is responsible for Health and Safety performance under the leadership of the managing director who is ultimately accountable for the Health and Safety of the company.

The Tranzworks management team firmly believes that our people are the Company's key resource and their health, safety and welfare are central to our values, therefore the health & safety is a vital aspect of management.

The Tranzworks managing director delegates his responsibility, for the purpose of the day to day running of the operation, to the management team.

They are required to develop and implement action plans, in line with the present policy, designed to ensure continuous improvements in the entities they manage; report on and review their Health and Safety performances, to issue, periodically review and, when necessary, revise specific policies, procedures and rules relevant to their work activities.

The Tranzworks management team is further responsible for allocating the necessary resources and employing specialist Health and Safety managers/advisors as required by the managed activities.



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Tranzworks requires all employees to comply with the Health and Safety procedures relevant to them and to co-operate with management to ensure we maintain legal compliance as well as achieving our best practice standards in the field of Health and Safety.

Employees are reminded to notify immediately any unsafe conditions to their supervisor and not to take risks that could affect their own or other person's Health and Safety.

Any breaches of the company Health and Safety policy may result in disciplinary action.

Risks Assessments and Control

A systematic identification of potential risks and hazards in the work place, as a first step to control the possible risks involved, must be in place at each Tranzworks location.

To fulfil this policy Tranzworks encourages all employees and third parties to work together to create a healthy and safe working environment.

Following the risks assessments appropriate measures, including technical procedural and behavioural actions, must be taken in order to prevent injury or ill health to Tranzworks employees or third parties.

Tranzworks will conduct periodic inspections and audits to evaluate the effectiveness of the risk control measures.

Accident Management

All managers are responsible, under the supervision of the relevant Health and Safety manager, for investigating and reporting the circumstances and cause of all incidents that result in a personal injury, ill health, property damage or near misses.

All relevant documentation must be forwarded to the Health and Safety and insurance departments. Serious Health and Safety failures must be notified to the managing director.

If the relevant Enforcing Authorities must be advised, according to the local legislation and rules, the relevant manager is responsible for complying with these rules.

Policy control and review

Copies of this policy will be made available to every employee and displayed at all Tranzworks locations. The policy must also be brought to the attention of contractors, customers and visitors as required and be made available to any interested parties. The policy will be regularly reviewed and revised in the light of any new legislation or the changing needs of the company.

Christopher Smith
Managing Director
Tranzworks Pty Ltd
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