



SAFETY POLICY & RESPONSIBILITIES

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Drafted by	Leigh Canet	Approved by MD	30/03/2020
Responsible person	Leigh Canet	Scheduled review date	30/3/2021

Membrey's Transport & Crane Hire 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 & crange activities.

Membrey's Transport & Crane Hire Pty Ltd values the benefits of promoting and maintaining a safe transport % crange 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.

Membrey's Transport & Crane Hire 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.

Executive Officer

The Executive Officer (Or Authorised Person) of Membrey's Transport & Crane Hire Pty Ltd is ultimately accountable for the safe operation of the business. They are responsible for:

- 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 Membrey's Transport & Crane Hire Pty Ltd policies, procedures and training requirements.

Safety Manager

The Safety Manager or person duly authorised is responsible for:

- complying with Membrey's Transport and Crane Hire 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

Managers are responsible for:

- complying with Membrey's Transport and Crane Hire 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.

Other employees

Other employees are responsible for:

- complying with Membrey's Transport and Crane Hire 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:
 - participating in the safety induction process and complying with Membrey's Transport and Crane Hire Pty Ltd policies, procedures and training requirements
 - reporting all safety events, hazards and near misses.

Craig Membrey



Managing Director:
Membrey's Transport & Crane Hire Pty Ltd

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