



**CONVOY**  
TRANSPORT

**CONVOY TRANSPORT PTY LTD**  
**Occupational Health and Safety**  
**Management System**

AS/NZS ISO 45001:2018

AS/NZS 4801:2001

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**Disclaimer:** This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

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Amendment Introduction

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing DirectorApproved by: Jason Haywood  
Managing Director

## Introduction

Convoy Transport Pty Ltd is committed to developing and maintaining an Occupational Health and Safety Management System (OHSMS) that demonstrates our commitment to maintaining OHS values. This commitment is placed within a framework that has safety as priority, is focused on the service it provides, while fostering continual improvement of our OHSMS.

The purpose of this manual is to describe the scope of the OHSMS, define accountabilities of all persons involved and to provide procedures for testing and OHS inspection for all activities that impact Health and Safety as a result of our processes, product and service. The manual is used to direct internal activities, and inform external parties who require information about our OHSMS.

The OHSMS will include essential information for persons at the workplace(s) to ensure health and safety as far as is reasonably practicable. It will include roles and responsibilities of key personnel, health and safety representatives and participation arrangements, guides for resolving issues, workplace rules, and processes in place for hazard identification, risk assessment and controls, managing incidents, emergency response and review/monitoring procedures.

This OHSMS Manual documents the means by which we implement, maintain and continually improve our OHSMS. It identifies the criteria and methods used to ensure the effective operation, and control of the system, and identifies the monitoring, analysis, information, and actions necessary to achieve business outcomes.

Senior Management of the company determines the management of the external and internal issues that have an impact on the products and services that we deliver to our customers.

To understand the external issues, the Management Team will monitor and consider issues coming from:

- Legal and legislative requirements;
- Technology changes;
- Customer requirements; and
- Cultural and social expectations on an international, national, regional and local level.

To understand the internal issues affecting our OHS policies, the Management Team will monitor and consider issues coming from:

- The company's values;
- The company's culture and ways of operating; and
- The ongoing performance of the company against our OHS plans, objectives and targets.



Amendment	Scope	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## Scope

This manual outlines Convoy Transport Pty Ltd plan to satisfy the requirements of AS/NZS ISO 45001:2018 and AS/NZS 4801:2001.

The OHSMS defined in this manual applies to the delivery of Road Freight and Hiab Delivery Services as offered by Convoy Transport Pty Ltd. The following processes and locations, applicable to this OHSMS Manual. *(Insert each process and location associated with the operations as applicable).*

- 39 PACIFIC STREET LONG JETTY NSW 2261
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The OHSMS defined in this manual also applies where an arrangement where external parties perform part of the organisations' functions. The following external processes and locations within the scope of this OHSMS Manual. *(Insert each external process and location associated with the operations as applicable).*

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The OHSMS Manual is a controlled document relating to the OHSMS of Convoy Transport Pty Ltd operating from 39 PACIFIC STREET LONG JETTY NSW 2261. This OHSMS Manual also relates to the licenses/trade operation permits/under *(name any licensing/trade permits etc.)* issued by *(insert name of issuing authority)*. *(If your organisation does not require a licence or permit to trade then delete the sentence.)*



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## Exclusions

*(Insert any known exclusions: If there are any requirements that are not applicable to your company, briefly justify their exclusion from this manual. This is the scoping section, so exclusions are specifically what is not covered by this manual. E.g. an office section of a warehousing business may be excluded and have a separate manual.)*



Amendment References and Applicable Documents  
Record

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Managing Director

Approved by: **Jason Haywood**  
Managing Director

## References and Applicable Documents

### References

#### [Refer to 1. OHS Legislation and Codes of Practice Reference List](#)

- Heavy Vehicle National Law.
- Heavy Vehicle (Fatigue Management) National Regulation Heavy Vehicle (General) National Regulation.
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation.
- Heavy Vehicle (Vehicle Standards) National Regulation.
- Work Health and Safety (Transitional and Consequential Provisions) Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011.
- Work Health and Safety (First Aid in the Workplace) Code of Practice 2015
- Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015
- Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015
- Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015
- Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015
- Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015
- Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015
- Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- First aid in the workplace code of practice 2020
- Hazardous manual tasks code of practice 2019
- How to manage work health and safety risks code of practice 2019
- Managing electrical risks in the workplace code of practice 2019
- Managing noise and preventing hearing loss at work code of practice 2019
- Managing the risk of falls at workplace code of practice 2019
- Managing the risk of falls in housing construction code of practice 2019

- Managing the work environment and facilities code of practice 2019
- Managing risks of hazardous chemicals in the workplace code of practice 2019
- Managing the risks of plant in the workplace code of practice 2019
- Work health and safety consultation, coordination and cooperation code of practice 2019
- Labelling of workplace hazardous chemicals code of practice 2019
- Overhead protective structures code of practice 1995
- Safe handling of timber preservatives and treated timber code of practice 1991
- Work near overhead power lines code of practice 2006

### Standards and guidelines

AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems

AS/NZS 4801:2001 Occupational Health and Safety Management Systems

*Insert any standards or guidelines applicable to your industry.*



Amendment  
Record

Terminology

Issue #: 1

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Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## Terminology

### Abbreviations and Acronyms

**(A):** Average.

**db:** decibel.

**AS/NZS:** Australian Standards/New Zealand Standards.

**CEO:** Chief Executive Officer.

**COP:** Code of Practice.

**CoR:** Chain of Responsibility.

**DG:** Dangerous Goods.

**FMP:** Fatigue Management Plan.

**GPS:** Global Positioning System.

**GVM:** Gross Vehicle Mass.

**HSR:** Health and Safety Representative.

**HSW:** Health and Safety at Work.

**HVNL:** Heavy Vehicle National Law.

**ISO:** International Organisation for Standardisation.

**IVMS:** In-Vehicle Monitoring System.

**JSA:** Job Safety Analysis.

**LOTO:** Lockout/Tagout.

**MSD:** Musculoskeletal Disorders.

**OHS:** Occupational Health and Safety.

**OHSF:** Occupational Health and Safety Form.

**OHSM:** Occupational Health and Safety Manual.

**OHSMP:** Occupational Health and Safety Management Plan.

**OHSMS:** Occupational Health and Safety Management System.

PA: Photocopy Allowed.

PCBU: Person who Conducts a Business or Undertaking.

PCDA: Plan-Do-Check-Act

PLB: Personal Locator Beacon.

PPE: Personal Protective Equipment.

RTO: Registered Training Organisations.


SDS: Safety Data Sheet.

SDP: Safe Driving Plan.

SWI: Safe Work Instruction.

TMP: Traffic Management Plan.

WHS: Work Health and Safety.

 *Within Australia and New Zealand combined there are differing Acts and Regulations, with multiple naming conventions. For the purposes of this policy, no specific references will be made to the terms HSW, WHS or OSH (unless referring directly to the Act or Regulation in question) and, will be generally referred to as OHS as per the standard AS/NZS ISO 45001:2018 and AS/NZS 4801:2001 Occupational Health and Safety Management Systems.*

## Definitions

AS/NZS 4801: The joint Australian and New Zealand Standard for Occupational Health and Safety Management Systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

AS/NZS ISO 45001: International audit tool system intended to audit OHS Management Systems and provide international OHS benchmarks.

Audit Evidence: Documentation, Statements, and Records.

Audit: Systematic, independent and documented process for obtaining evidence of conformity to a set of standards and evaluation to determine the extent of compliance.

Continual Improvement: Consistent review of the OHSMS to identify opportunities for enhancement.

Corrective Actions: Action to eliminate and control the cause of identified non-conformance to the OHSMS.

Documented Information: All controlled documentation that is developed by Convoy Transport Pty Ltd is required to have developed a plan and implemented process for:

- Distribution, access, retrieval and use;
- Storage and preservation, including the preservation of legibility (managing documented records of the company's work);

- Change Control;
- Retention and disposal in line with regulatory requirements (also a requirement of managing documented information in the form of records).

Emergency: Unplanned or unexpected event that needs the urgent application of specific competencies, resources or processes to prevent or mitigate their actual or potential consequences. Emergency situations can result in adverse OHS impacts or other effects on the organisation.

Hazard: A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Hierarchy of Control: A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

Incident: An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

Infrastructure: The physical and organisational structures and facilities needed for the operation of the organisation (e.g., buildings, power, and telecommunications supplies, roads, pipework, etc.).

Organisation: The person or group of people with responsibilities, authorities and relationships to achieve OHS objectives.

Management Representative: A person with the authority to implement and/or approve change within the organisation.

Management Team: This is made up of the critical decision makers for the organisation. Each member of the management team will concentrate on his or her own area of expertise to provide input. There may be more than one management team or, an individual may be a member of multiple management teams.

Non-conformity: Discrepancy between a company's actual OHSMS activities and the procedures laid out in their OHSMS manual and associated documentation.

Occupational Health and Safety Management Plan: Action plan necessary to achieve the objectives and targets.

OHS aspect: An element of a company's activities, products, or services that may or does create an OHS impact.

OHS Documents: Include, but not limited to policies, procedures, guidelines, programs, agreements, forms, checklists, templates, risk assessments and SWIs.

OHS impact: Any impact to the health and Safety of others, resulting from a company's activities, products, or services.

OHS Management Representative: Member of the company's management group who is responsible for the functioning of the OHSMS. The OHS Management Representative ensures that all tasks relating to the OHSMS are identified and completed in a timely manner. The OHS Management Representative is responsible for reporting periodically to the management group on the progress and results of the OHSMS.

OHS Management Team (*Implementation team*): Anyone with primary responsibilities within the OHSMS should be on the team. These team members may vary over time or process and would be dependent on the task at hand e.g. site or process engineer, health and safety officer, maintenance engineer, or shift foreman.

OHS Records: Include, but not limited to audit reports, workplace inspections, risk assessments, SWIs, training plans and registers, OHS meeting minutes, emergency evacuation reports, health monitoring reports, document control registers, inspection testing and monitoring reports and corrective action registers.

Organisation: The person or group of people with responsibilities, authorities and relationships to achieve OHS objectives. E.g. Employer, Chief Executive Officer (CEO) etc.

Performance indicator: Measurement criteria that allows the company to evaluate the success of the OHSMS program.

Person Responsible: The nominated person authorised to make decisions in relation to a specified task or activity.

Plan-Do-Check-Act: A system to ensure all actions are planned and checked before action takes place. It ensures that the system is continually being improved as below.

Plant: includes:

- a. Any machinery, equipment, appliance, implement and tool; and
- b. Any component of any of those things; and
- c. Anything fitted, connected or related to any of those things.

Process: The implementation of tasks to convert inputs into the delivery of outputs.

Safe Work Instructions: SWI's are a set of written instructions that identify the health and safety issues that may arise from use of the machinery and equipment or be based on a task or process.

Stakeholder: Anyone who has a stake in the company's OHS performance. Internal stakeholders may include Workers, shareholders, customers, suppliers, investors and insurers. External stakeholders may include neighbours, community organisations, OHS Regulators, the media, and the general public.

Regulations: Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk: is a combination of the likelihood and consequences of any injury or harm occurring.



Top Management: People at the top of an organisation that provide resources, delegate authority and who coordinate, direct, and control the organisation. *Note: If the scope of the OHS management system covers only part of the organisation, then the term Top Management refers, instead, to the people who direct and control that part of the organisation.*

Uncontrolled document: These are documents that are produced for information only and are not formally reviewed, maintained, subject to change review, or approved prior to release. They do not have traceable distribution. They should be identified as "uncontrolled". *Note: A controlled document may be "uncontrolled" once printed but must be labelled as such.*

Worker: is a person, who carries out work in any capacity for an Organisation, including work as:

- a. An employee, or
- a. An outworker, or
- b. An apprentice or trainee, or
- c. A student gaining work experience, or
- d. A volunteer, or
- e. A person of a prescribed class, or
- f. A contractor or subcontractor, or
- g. A worker of a contractor or subcontractor, or
- h. A worker of a labour hire company who has been assigned to work in the person's business or undertaking.

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft or other mobile structure; and
- b. Any waters and any installations on land, on the bed of any waters or floating on any waters.

## Section 1 OHS MANAGEMENT FRAMEWORK



Amendment  
Record

General Outline

Issue #: 1

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Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## 1.1 General Outline

Convoy Transport Pty Ltd uses a risk and evidence-based thinking and a process-based OHSMS (see Figure 1.) that incorporates the Plan-Do-Check-Act (PDCA) methodology as described below.

- **Plan:** Identify OHS impacts of the business, establish plans, objectives, targets and processes necessary to deliver required outcomes for conforming to regulatory requirements and the organisation's policies;
- **Do:** Implement the processes required to mitigate the impacts as planned;
- **Check:** Monitor and measure process against the plans, objectives and targets against policies, objectives, requirements and planned activities, and report the results; and
- **Act:** Develop corrective and preventative actions to improve the processes so that the planned objectives and targets are met or continually improving towards that goal.



Figure 1. Plan-Do-Check-Act Cycle

Model of a risk and process-based OHSMS (Reference: AS/NZS ISO 45001:2018)

Convoy Transport Pty Ltd's OHSMS manual has been developed as an interrelated number of processes while incorporating a risk and process-based model. The main components of the system are defined within the categories include:

- Context of the Organisation;
- Leadership;
- Planning;
- Support;
- Operation;
- Performance Evaluation; and
- Improvement.

Within this framework are three levels of structure:

**Level 1** encompasses the OHSMS itself (this level) which includes Convoy Transport Pty Ltd OHS objectives and policies. Within this document is a broad description of how Convoy Transport Pty Ltd implements our OHSMS.

**Level 2** involves the OHS Procedures that arise from the policies and subsections of this manual. These procedures detail 'who, what, where, when and how' these policies are to be implemented.

**Level 3** is the OHS Documented Records and Information that arises from implementation of the OHSMS. This includes the OHSMS, procedures, instructions and all records, checklists or other information required by the system. This includes online or hardcopy formats and is critical for both ongoing management and auditing processes.



Amendment  
Record

Awareness

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Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 1.2 Awareness

The importance of stakeholder management is critical to the success of Convoy Transport Pty Ltd. As such we will take measures to actively understand and manage the positive, negative and changing influences from a range of interested parties (stakeholders).

Convoy Transport Pty Ltd ensures that our Workers and Management Team are aware of the context in which our business interacts within the larger framework. To do this we will consider our business aspects and Impacts on health and safety, examine the expectations of interested parties, both internal and external, and determine the most significant processes that the OHSMS applies to. This includes all products, services and activities undertaken. We will achieve this by considering:

- Our Company's OHS Policy;
- Our Company's OHS Plans, Objectives and Targets;
- The effectiveness of the OHSMS to ensure that our products and services continually meets the OHS needs and expectations of external and internal parties, including regulators. *Use Interested Parties Register to list interested parties; and*
- The consequences and implications (if any) of non-conformance of our OHS responsibilities against internal and external party's requirements and expectations.

Reference	Title and Description
Document # OHSM300001	OHSMS Manual
Document # OHSF300037	Interested Parties Register <i>(OHSMS Recording Forms)</i>
Document #OHSF300112	Drivers Manual
Document # OHSF300068	Emergency Worker Training Register
Document # OHSF300008	Worker Training Competency and induction Register

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

## Section 2 LEADERSHIP AND WORKER PARTICIPATION



Amendment	OHS Leadership and Commitment	Issue #: 1	Revision #: 0
Record	Policy		
Reviewed by: Jason Haywood Managing Director		Approved by: Jason Haywood Managing Director	

## 2.1 OHS Leadership and Commitment Policy

### Purpose:

The Senior Management at Convoy Transport Pty Ltd is committed to promoting the use of a inclusive approach to OHS management and that decisions made within the company are considered using risk-based thinking that also incorporates group values, attitudes, perceptions, and worker competencies. Convoy Transport Pty Ltd will ensure that an effective mix of resources is made available to achieve the outcomes as specified in this OHSMS

### Policy:

The OHSMS and supporting policy is endorsed by Jason Haywood Managing Director and the importance of this policy will be communicated to all Workers, contractors, visitors, suppliers and other external bodies as relevant. Convoy Transport Pty Ltd is committed to managing the OHS concerns of our business processes. It is our policy to provide safe and healthy working conditions for the prevention of work-related injury and ill health and, that any work carried out within the scope of the business is conducted in an aware and responsible manner.

Our aim is to encourage a positive health and safety culture within the workplace. To ensure this occurs, occupational health and safety will be actively promoted throughout the organisation by the provision of information, training, instruction and supervision. Convoy Transport Pty Ltd will openly encourage all staff and contractors to report hazards, including near misses, without fear of reprisal.

The OHS Policy is deemed appropriate for Convoy Transport Pty Ltd and includes a commitment to comply with the OHSMS and all applicable regulatory requirements. The OHS Policy is communicated throughout Convoy Transport Pty Ltd through induction manuals, training events and by being displayed prominently throughout the organisation and also on our website.

The Nominated OHS Manager will review the OHS Policy in consultation with relevant persons at regular intervals (annually), or sooner when deemed necessary.



Amendment OHS Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
 Managing Director

Approved by: **Jason Haywood**  
 Managing Director

## 2.2 Occupational Health and Safety (OHS) Policy

Convoy Transport Pty Ltd is committed to prevention of work-related injury and ill health of its staff, contractors and visitor within its working environment. It is our policy to ensure that any work carried out within the scope of the business is conducted in compliance with the OHSMS and complies with all applicable regulatory requirements.

Emphasis will be placed on effective management ensuring a systematic approach to the identification of risks using a hierarchy of controls and, the allocation of financial and physical resources to control these risks. In order to deliver these responsibilities Convoy Transport Pty Ltd undertakes to:

- Maintain a safe and healthy place of work by providing plant, equipment and systems of work which reduces risks to people's health and safety;
- Promote OHS awareness within the company and encourage Workers to participate in the decision-making processes within the OHSMS;
- Ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with our operations;
- Where any process or service is outsourced Convoy Transport Pty Ltd will determine criteria and methods of control to ensure conformity to our requirements and regulatory authorities.
- Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures;
- Have in place a framework for setting and reviewing our OHS objectives and targets;
- Train, educate and inform our Workers about OHS issues that may affect their work; and
- Commit to reporting OHS performance with measurable targets to ensure continued improvement.

**Jason Haywood** has been appointed as the Management Representative for the purposes of the OHSMS. The Management Representative has the full support of Convoy Transport Pty Ltd to establish, implement and maintain the OHSMS in accordance with this manual, AS/NZS ISO 45001:2018 and AS/NZS 4801:2001 and other applicable regulations, standards and guidance.

**Signature:**

**Date:**

Endorsement of the OHS Policy and Management Representative.

**(To be signed by Director/CEO of Company)**

**A copy of the OHS Policy has been provided in the OHSMS Recording Forms. Display the policy in a prominent place where all interested parties can see and read it.**

Reference	Title and Description
Document # OHSM300001	OHSMS Manual
Document # OHSF300030	OHS Policy <i>(OHSMS Recording Forms)</i>





Amendment Record	Organisational Roles, Responsibilities, Accountabilities and Authorities Policy	Issue #: 1	Revision #: 0
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 2.3 Organisational Roles, Responsibilities, Accountabilities and Authorities Policy

### Purpose:

The purpose of this policy is to define, document and communicate the roles, responsibility, accountability and authority for all elements of the Convoy Transport Pty Ltd OHSMS. This policy and procedure will apply to all activities across all operational areas of Convoy Transport Pty Ltd business.

### Policy:

Senior Management at Convoy Transport Pty Ltd has developed a register of assigned organisational roles, responsibilities, accountabilities and authorities for the implementation and maintenance of the OHSMS. This will ensure that Convoy Transport Pty Ltd's processes are controlled and delivered by implementing clear roles and reporting structures.

The register and schedule for roles, responsibilities and authorities also provides for reporting of management system performance and for the identification of opportunities to improve the system.

As changes occur within the OHSMS, the register and schedule will provide the necessary information to ensure the integrity and OHS of the management system is maintained.

Convoy Transport Pty Ltd allocates the following roles and responsibilities:

### **Organisation – Officer (Board Member, Managing Director or other):**

- Approval of OHS documentation;
- Communication of OHS policies and objectives;
- OHS Leadership;
- Allocating sufficient OHS resources;
- Reviewing OHS performance;
- Providing direction for increasing OHS performance;
- Establishing and promoting an OHS culture; and
- Legal obligations to provide and maintain a safe workplace.

### **OHS Manager:**

- Integration of OHS into all decision making;
- Consult with workers and other duty holders/contractors;
- Plan, develop, implement, monitor and review OHS policies, procedures and programs;
- Control risks;
- Support OHS Committees;
- Provide OHS Communication;

- Discuss OHS at toolbox meetings;
- Identify training needs and enable training as required;
- Reporting and recording;
- Liaise with relevant Regulatory Authorities;
- Legal obligations to provide and maintain a safe workplace; and
- Protection of the environment.

### OHS Committees:

- Develop, monitor and review OHS policies and procedures;
- Monitor and report on OHS performance;
- Monitor changes in legislation;
- Review Corrective Actions; and
- Provide OHS information to workers.

### All workers:

- Comply with OHS policies, procedures and programs;
- Work in a manner that is safe and does not create risks to themselves or others;
- Report and assist to rectify hazards;
- Participate in consultative arrangements; and
- Legal obligations to not endanger others by their acts or omissions.



Amendment      Organisational Roles, Responsibilities,      Issue #: 1      Revision #: 0  
 Record      Accountabilities and Authorities  
 Procedure

---

Reviewed by: **Jason Haywood**      Approved by: **Jason Haywood**  
**Managing Director**      **Managing Director**

---

## 2.4 Organisational Roles, Responsibilities, Accountabilities and Authorities Procedure

Convoy Transport Pty Ltd allocates the following roles and responsibilities:

### **Organisation – Officer (Board Member, Managing Director or other):**

- Approval of OHS documentation;
- Communication of OHS policies and objectives;
- OHS Leadership;
- Allocating sufficient OHS resources;
- Reviewing OHS performance;
- Providing direction for increasing OHS performance;
- Establishing and promoting an OHS culture; and
- Legal obligations to provide and maintain a safe workplace.

**OHS Manager:**

- Integration of OHS into all decision making;
- Consult with workers and other duty holders/contractors;
- Plan, develop, implement, monitor and review OHS management policies, procedures and programs;
- Control risks;
- Support OHS Committees;
- Provide OHS Communication;
- Discuss OHS at toolbox meetings;
- Identify training needs and enable training as required;
- Reporting and recording;
- Liaise with relevant Regulatory Authorities;
- Legal obligations to provide and maintain a safe workplace; and
- Protection of the environment.

**OHS Committees:**

- Develop, monitor and review OHS policies and procedures;
- Monitor and report on OHS performance;
- Monitor changes in legislation;
- Review Corrective Actions; and
- Provide OHS information to workers.

**All workers:**

- Comply with OHS policies, procedures and programs;
- Work in a manner that is safe and does not create risks to themselves or others;
- Report and assist to rectify hazards;
- Participate in consultative arrangements; and
- Legal obligations to not endanger others by their acts or omissions.

**OHS Organisational Chart**

Organisation	Name(s) Jason Haywood
↓	
Top Management	Name(s)
↓	
OHS Manager	Name(s)
↓	
OHS Committee	Name(s)
↓	
Workers	Name(s)

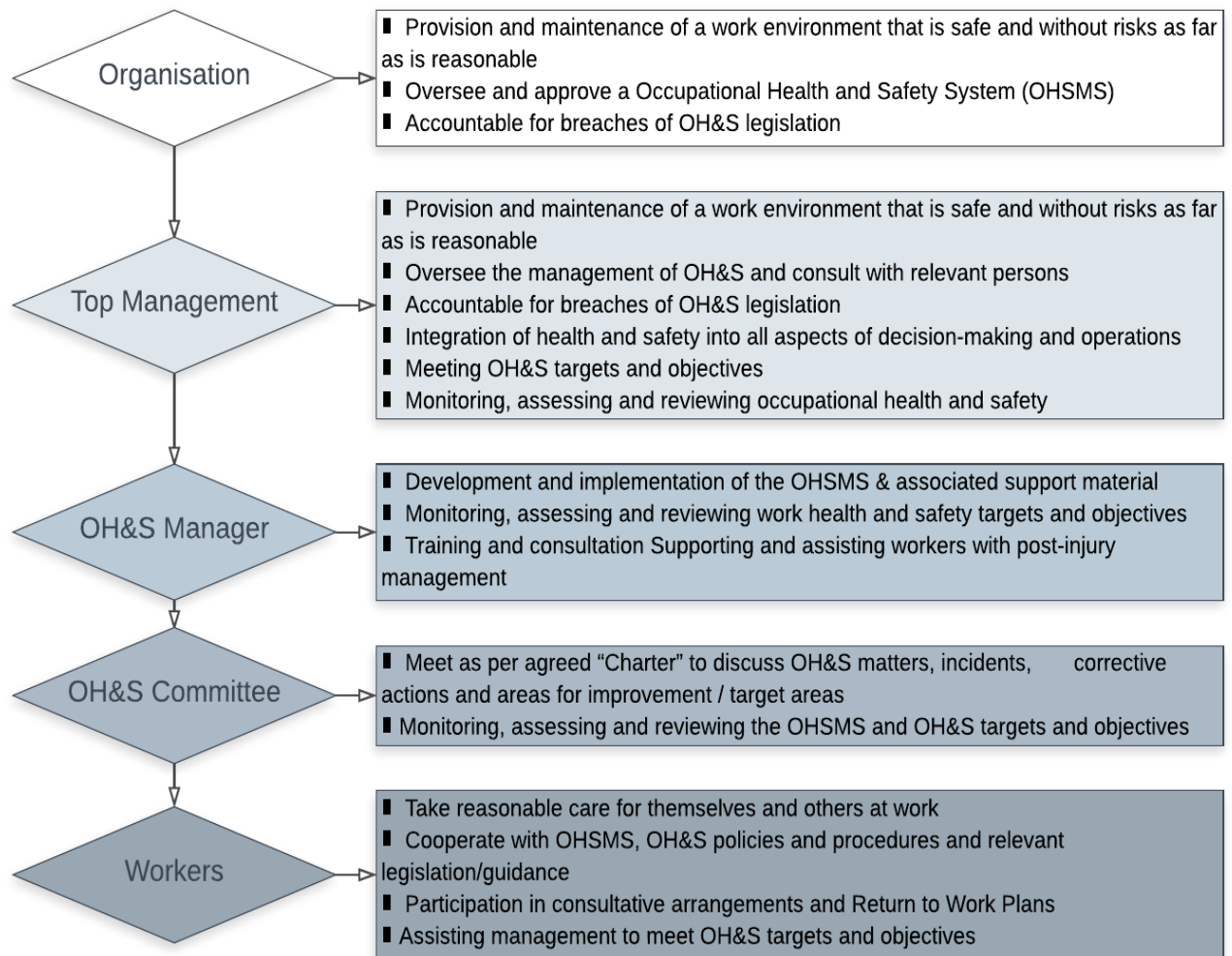


Figure 2. Roles, Responsibilities, Accountabilities and Authorities Flowchart

Reference	Title and Description
Document # OHSM300001	OHSMS Manual
Document # OHSF300034	Roles, Responsibilities, Accountabilities and Authorities Register <i>(OHSMS Recording Forms)</i>
Document # OHSF300023	Organisation Chart <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Participation and Consultation Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 2.5 Participation and Consultation Policy

### Purpose:

The purpose of this policy is to communicate the responsibility, authority and accountability for ensuring formal Consultation, Cooperation and Participation methods are established so workers and other duty holders, such as contractors (and workers of contractors) are aware of health and safety matters relevant to them.

### Policy:

Convoy Transport Pty Ltd will ensure formal Consultation, Cooperation and Participation methods are established so workers and other duty holders, such as contractors (and workers of contractors) are aware of health and safety matters relevant to them. OHS legislation requires an Organisation to consult with their workers and other relevant persons on matters that will or are likely to directly affect their health and safety. Convoy Transport Pty Ltd recognises the benefits that regular and effective consultation including, communication, cooperation and coordination can produce and is committed to fulfilling this duty.

This policy applies to all persons who work for Convoy Transport Pty Ltd, irrespective of their individual employment arrangement. This policy covers all persons who are directed and/or engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations including Workers, independent contractors, work experience students, trainees, apprentices, volunteers.

In addition, visitors and any Organisation that may be impacted by OHS at Convoy Transport Pty Ltd, will be included in consultation and communication in respect of OHS matters as and when required, which will be determined by the workplace Supervisor/Manager/Health and Safety Representative HSR.

Convoy Transport Pty Ltd will make every effort to ensure that process will be modified for languages other than English and persons with learning disabilities as relevant. Consultation will be timely and allow for relevant persons to contribute their views and feedback. Feedback will be considered during hazard identification, risk assessment and implementation of risk controls.

All workers, and others, are responsible for actively participating in consultation and for following reasonable directions whilst working at Convoy Transport Pty Ltd.

Convoy Transport Pty Ltd will establish the following AGREED consultative arrangements in line with State legislative requirements:

- Health and Safety Committees and regular meetings;
- Work Groups;
- Elected Health and Safety Representatives (HSR); and
- Regular toolbox/safety meetings with OHS as a standing agenda item.

Further to this, consultation will take place in the following ways:

- Formal Inductions;
- Training;
- Information on hazards and the existing OHSMS;
- Emergency Response;
- OHS meeting minutes displayed;
- Incident investigation and corrective actions;
- Results of OHS evaluations including audits, non-conformances;
- Review of OHS objectives;
- SWIs, documented safety instructions;
- Risk assessments, risk controls and feedback regarding long-term controls;
- Safety Data Sheets (SDS), product safety sheets, operating manuals etc.; and
- Reporting and keeping records in line with legislative requirements.



Amendment	Participation and Consultation	Issue #: 1	Revision #: 0
Record	Procedure		
	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 2.6 Participation and Consultation Procedure

### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- All workers are trained and familiar with, have access to and participate in the Consultation Cooperation and Coordination Procedure and associated mechanisms while working at Convoy Transport Pty Ltd;
- Those other persons, who are impacted by OHS at Convoy Transport Pty Ltd, such as other Organisation's, self-employed persons and visitors, participate in consultation as required; and
- Review of the Consultation, Cooperation and Coordination Procedure is conducted as required.

Supervisors/Managers are responsible for:

- Informing workers and others about the requirement to actively participate in, and follow, the Consultation, Cooperation and Coordination Procedure and associated mechanisms whilst working at Convoy Transport Pty Ltd;
- Ensuring that all people are adequately trained in how to consult in the workplace;
- Conducting, and enabling, regular consultation with all workers and work groups; and
- Maintaining records required by legislation relating to consultation.

The HSR/OHS Manager/Coordinator is responsible for:

- Maintaining and reviewing the Consultation, Cooperation and Coordination process as required;
- Ensuring all workers have access to adequate consultation mechanisms and that they actively participate in consultation in the workplace;
- Informing and consulting with the business owner/CEO regarding consultation as necessary; and
- Maintaining formal, approved consultation mechanisms and records.

### Procedure:

Consultation will take place directly with workers, or where elected, the HSR, to identify and assess hazards, before and during implementation of risk controls, and whenever there are changes or new information that may affect health and safety of workers or other duty holders as relevant. Consultation will be timely to ensure views are heard and workers/duty holders are provided with an opportunity to contribute to decision making as appropriate. In the event of a dispute in regard to OHS issues, the Issue Resolution Procedure will be followed.

HSR and Deputy HSR will be elected via agreed procedures to represent the Work Groups for this workplace. *Work Groups Register* The term of office of HSR/Deputy HSR will be 3 years and is open to re-election. The HSR/Deputy HSR for Work Groups relevant to this workplace will be identified and placed within the works group register:

- In the first instance, workers who identify OHS issues in the workplace, or who wish to communicate with Convoy Transport Pty Ltd in regard to OHS, should contact their supervisor or manager;
- If it is not possible, or the worker feels uncomfortable to raise a particular OHS issue with their supervisor or manager, they should contact their work group's HSR for assistance and/or consultation;
- Workers who are HSR are deemed to represent workers in particular work groups and as such, will undertake regular meaningful consultation with the workers in their work group. They will also respond to OHS issues raised with them by a worker or group of workers, in accordance with their duties as the HSR;
- HSR are then empowered to raise OHS issues formally at meetings with the supervisor or manager and may in certain circumstances contact the relevant State Authority for assistance and/or information;
- The OHS Manager will coordinate, manage, resolve and document any formally raised OHS issues, in consultation with the relevant workers and HSR involved with the issue. They will then report to the Organisation/CEO to ensure they are fully consulted with regarding the nature and outcome of the OHS issue; and
- The Organisation/CEO will be actively included and engaged with the consultation procedure in regard to OHS issues identified and raised at Convoy Transport Pty Ltd by the OHS Manager or HSR.



The following formal consultative arrangements are in place. *(Check one or more of the following options as appropriate. Include specific consultative arrangements if they are not represented already).*

Formal OHS Meetings					Toolbox Meetings					OHS Committee Meetings				
<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>				
Day	Week	Bi-week	Mthly	Qrtly	Day	Week	Bi-week	Mthly	Qrtly	Day	Week	Bi-week	Mthly	Qrtly
				Qrtly				Mthly						Qrtly

Records of health and safety meetings will be maintained using the template for OHS Meeting/Toolbox Record. Convoy Transport Pty Ltd will ensure effective communication and consultation with other Duty Holders (such as contractors) as relevant for the tasks undertaken at this workplace. All efforts will be made to identify hazards, consult with duty holders, cooperate and co-ordinate with duty holders to ensure health and safety.

Reference	Title and Description
Document # OHSMS300001	OHSMS Manual
Document # OHSF300039	Work Groups Register <i>(OHSMS Recording Forms)</i>
Document # OHSF300040	OHS Meeting/Toolbox Record. <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Issue Resolution Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 2.7 Issue Resolution Policy

### Purpose:

The objective of this policy is to ensure that all OHS issues arising in the workplace are resolved in an efficient, timely and suitable manner to enable a safe and healthy work environment to be maintained at Convoy Transport Pty Ltd. This policy will provide a practical framework to enable the resolution of any work health, safety or welfare (OHS) issue that may arise at Convoy Transport Pty Ltd.

### Policy:

Convoy Transport Pty Ltd will adhere to the guidelines and requirements of the OHS legislation and follow a process of natural justice to resolve any OHS issues raised in the workplace.

In attempting to resolve any OHS issue, Convoy Transport Pty Ltd will have regard to relevant matters, including, but not limited to:

- The degree and immediacy of the risk to workers or other persons affected by the OHS issue;
- The number and location of workers and other persons affected by the OHS issue;



- Corrective measures (temporary and/or permanent) that must be implemented to resolve the issue, using appropriate mechanisms to eliminate and control risks;
- Who will be responsible for implementing the resolution measures;
- Consultation between all parties involved and affected by the OHS issue.

Workers will not be penalised in any way due to a safety issue being raised and actioned at Convoy Transport Pty Ltd.



Amendment  
Record

Issue Resolution Procedure

Issue #: 1

Revision #: 0

Reviewed by: **Jason Haywood**  
**Managing Director**

Approved by: **Jason Haywood**  
**Managing Director**

## 2.8 Issue Resolution Procedure

### Responsibilities:

At Convoy Transport Pty Ltd the **Organisation is responsible** for ensuring that:

- There is an effective Issue Resolution Procedure and associated mechanisms in place that meet legislative requirements;
- All workers are trained and familiar with, have access to and participate in the Issue Resolution Procedure and associated mechanisms, when required, while working at Convoy Transport Pty Ltd; and
- Review of the Issue Resolution Procedure is conducted as required.

**Supervisors/Managers** are responsible for:

- Informing workers and others about the requirement to actively participate in, and follow, the Issue Resolution Procedure and associated mechanisms whilst working at Convoy Transport Pty Ltd;
- Ensuring that all relevant workers are adequately trained in how to follow and action the Issue Resolution Procedure in the workplace;
- Conducting, and enabling, Issue Resolution when required with all workers and work groups; and
- Maintaining records required by legislation relating to Issue Resolution.

The **HSR/OHS Manager/Coordinator** is responsible for:

- Maintaining and reviewing the Issue Resolution Procedure as required;
- Ensuring all workers have access to adequate Issue Resolution information and mechanisms and that they actively participate in Issue Resolution when required in the workplace;
- Informing and consulting with the Organisation/CEO regarding Issue Resolution as necessary;
- Maintaining formal, approved Issue Resolution mechanisms and records required by legislation; and
- Seeking assistance from the Regulator when required, as per the Issue Resolution Procedure Flow Chart and the requirements of legislation.

**All workers** are responsible for actively participating in and following reasonable directions in respect of Issue Resolution whilst working at Convoy Transport Pty Ltd, when required.

**Informal Issue Resolution Procedure:** A workers who wishes to raise an OHS hazard/concern should first discuss the issue directly with their supervisor or manager. The Supervisor/Manager will:

- Consider and investigate the issue, including contacting other relevant workers at Convoy Transport Pty Ltd who may be able to assist with resolving the OHS issue;
- If possible, implement, or arrange to be implemented, actions to address the hazard/issue, as soon as practicable;
- Consult with and inform the worker who raised the issue of the outcome of the investigation and all corrective actions;
- Ensure that a *Hazard Report Form* has been completed and is retained as a record of the issue and the outcome and resolution; and
- Monitor and review the issue at an appropriate and agreed time to ensure there is no repeat of the issue.

If the OHS issue is resolved satisfactorily at this stage, then there is no need for further action.

If the OHS issue is NOT resolved at this stage, it will be progressed to the Formal Issue Resolution Procedure. Refer to the Issue Resolution Procedure - Flow Chart.

**In the event of immediate serious risk to workers:** In the situation when a definite and immediate safety hazard is perceived, and the issue is considered urgent and serious, the worker or HSR will inform the relevant supervisor, who will call an immediate halt to the work whilst the issue is investigated.

In the event the Supervisor/Manager fails to agree about the degree of risk present or the supervisor is not available, a HSR or a worker from that work group will direct affected workers (and any other persons who may be affected) to withdraw from the alleged hazard and will then inform the appropriate manager and the Organisation of the actions that have been taken pending a full investigation.

Work will not resume until it has been agreed that the hazard has been controlled and no longer presents an unacceptable risk to the safety and health of workers and others. Alternative duties may be found for those workers affected.

Refer to Figure 3. Issue Resolution Procedure Flow Chart.

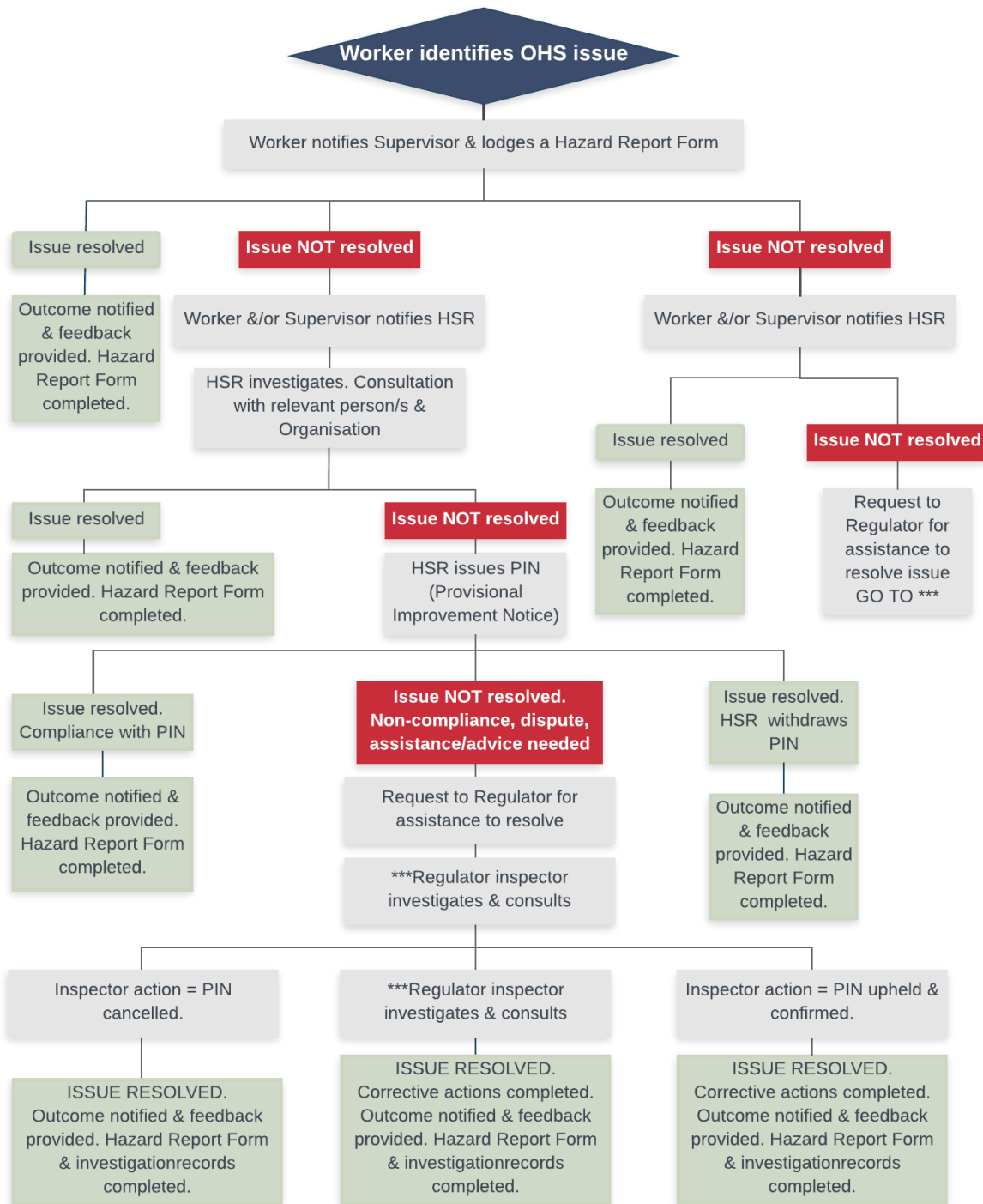


Figure 3. Issue Resolution Procedure Flow Chart

Reference	Title and Description
Document # OHSM300001	OHSMS Manual
Document # OHSF300041	Hazard Report Form <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

## Section 3 PLANNING



Amendment	Actions to Address Risks and Opportunities	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 3.1 Actions to Address Risks and Opportunities

During the planning phase, Convoy Transport Pty Ltd's Management Team will consider the management issues described in the Introduction to this document and determine:

- The risks and mitigation strategies that are to be addresses that may (if they eventuate) have a negative impact on Health and Safety; and
- The opportunities that the company can leverage to improve the OHSMS by adapting the work, work organisation and/or the work environment.

The processes developed will provide assurance that the practices that Convoy Transport Pty Ltd use will mitigate, as much as practicable, our OHS impacts by improving our OHSMS through good planning, we will be able to:

- Enhance the desired effects of the OHSMS;
- Prevent, mitigate and/or reduce the effects of undesired outcomes; and
- Achieve the improvements that are planned for.

The actions to mitigate risks and continually improve will follow a Hierarchy of Controls (*see section 3.4*) and through the monitoring and measurement phase an evaluation of the controls will be undertaken. Each control developed and implemented is intended to reduce the impact that the risk presents on the OHS footprint of the products and services created by Convoy Transport Pty Ltd.



Amendment	Hazard and Risk Identification Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 3.2 Hazard and Risk Identification Policy

#### Purpose:

To embed principles of effective risk management into existing practices all levels of the organisation.

#### Scope:

This policy applies to all persons who work for Convoy Transport Pty Ltd, irrespective of their individual employment arrangement. This policy covers all persons who are directed and/or engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations including Workers, independent contractors, work experience students, trainees, apprentices, volunteers.

### Policy:

Convoy Transport Pty Ltd will ensure effective risk management practices are established so workers and other duty holders, such as contractors (and workers of contractors) are aware of health and safety matters relevant to them. OHS legislation requires an Organisation to consult with their workers and other relevant persons on matters that will or are likely to directly affect their health and safety. Convoy Transport Pty Ltd recognises the benefits that regular and effective consultation including, communication, cooperation and coordination can produce and is committed to fulfilling this duty.

Where specific Regulations require certain controls:

- Convoy Transport Pty Ltd will ensure compliance with those matters, in consultation with relevant persons (including Duty Holders/Contractors);
- Hazard Identification;
  - Identify reasonably foreseeable hazards that may pose risks to health and safety;
- Evaluate risks where required;
  - Compare estimated levels of risk against pre-established criteria (including a risk matrix) and consider the balance between potential benefits and adverse outcomes.



Amendment Record	Hazard and Risk Identification Procedure	Issue #: 1	Revision #: 0
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 3.3 Hazard and Risk Identification Procedure

#### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- There is an effective Risk Management Procedure and associated mechanisms in place and that they meet OHS and Worker's Compensation legislative requirements;
- All workers are trained and familiar with, have access to, and participate in risk management policies, procedures and activities while working at Convoy Transport Pty Ltd;
- Those other persons who are impacted by OHS at Convoy Transport Pty Ltd, such as other Organisation's, self-employed persons and visitors, are included in risk management strategies as required; and
- Review of the Risk Management Procedure is conducted as required.

Supervisors/Managers are responsible for:

- Informing workers and others about the requirement to actively participate in risk management strategies and to follow risk management policies and procedures whilst working at Convoy Transport Pty Ltd;

- Ensuring that all people are adequately trained in how to participate in risk management activities in the workplace; and
- Maintaining records required by OHS legislation relating to risk management.

All workers are responsible for working safely and for following reasonable directions in respect of the OHS Risk Management Procedure and associated mechanisms whilst working at Convoy Transport Pty Ltd.

### Procedure:

Convoy Transport Pty Ltd has implemented mechanisms to provide the required system and tools to ensure effective risk management in the workplace. As follows:

- Communication – the Consultation, Cooperation and Coordination Policy and associated procedure is in place to enable risk management to be implemented in a systematic and effective manner, involving all people impacted by OHS at Convoy Transport Pty Ltd. Effective consultation and planning is important during every phase of the Risk Management Procedure and associated activities;
- Hazards are identified and reported via the following;
  - Consultation – OHS Meetings, HSR, briefings, direct discussions etc.;
  - Workplace inspections;
  - Audits – internal and external (photos, observations, checklists, reports);
  - Reporting – Incident Forms and Incident Register, Hazard Report Form, Hazardous Substances/DG Register, JSA etc.;
- Hazard identification will include all routine and non-routine activities and situations, with consideration of:
  - Human factors including work hours, work culture and how the work is actually undertaken;
  - Product design factors including hazards that may present during research, development or testing of processes, plant and equipment;
  - Design of work areas, processes, installations, machinery/equipment and operating procedures;
  - All production, assembly, construction, service delivery, maintenance operations;
  - Emergency situations;
  - Situations not controlled by the company but that may have an impact on Convoy Transport Pty Ltd workers;
  - Past incidents;
- Research – information will be gathered and interpreted from state and local authorities, manufacturers, suppliers, industry groups, other organisation's and workers;
- Risk assessment – site specific, task specific, chemical and plant risk assessments and environmental impact risk assessments are conducted as required by suitably trained and experienced workers. (*Risk Assessment Form*);
- A Risk Matrix which accompanies each *Risk Assessment Form* is used to assist in determining risk levels;

- Actions Prioritised – once risk levels have been assessed, a list of action priorities is determined;
- Risk Control – identified hazards are systematically eliminated or reduced by implementing practical control measures. The Hierarchy of Controls will be used (see section 3.4);
- All controls will be reviewed and monitored;
  - When/if incident/near miss occurs;
  - As per legislative requirements;
  - As requested by relevant persons (such as HSR);
  - Other times necessary to ensure effectiveness;
- Monitor and Review – regular checks are carried out to ensure that suitable control measures have been implemented, that they continue to be adequate, and that no new hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace;
- Documentation – all risk management activities conducted and the outcome of those activities, in particular, those outlined in this procedure, are fully documented and records maintained.



Amendment	Hierarchy of Controls Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 3.4 Hierarchy of Controls Policy

#### Purpose:

The purpose of this policy is to define and communicate the need to provide a systematic approach to eliminating hazards, and control OHS risks. This procedure applies to all OHS activities across all operational areas of Convoy Transport Pty Ltd business.

#### Policy:

Convoy Transport Pty Ltd commits to using a hierarchy of controls when determining OHS requirements. This hierarchy will be used when determining prevention and control measures or considering changes to existing controls.

Consideration will be given to reducing the risks according to the following hierarchy:

- Manage risk;
  - Elimination of risk being the first option investigated and instigated for a control action;
  - Where risk cannot be eliminated, it will be minimised so far as is reasonably practicable;
- Implement risk controls;
  - Secondary to Elimination, selection of controls will follow a hierarchy;
    - Substitution with less hazardous options;
    - Isolate persons from the hazards;
    - Use of engineering controls;
  - Where risk still remains;
    - Implement administrative controls;



- Where risk still remains;
  - Use of Personal Protective Equipment;
- Any one or combination of these controls will be used as appropriate;
- All controls must be fit for purpose, suitable for the nature and duration of task and installed, set-up and used correctly;
- Risk controls will be reviewed whenever;
  - Control is no longer effective;
  - Before any change likely to introduce new or different hazards that current controls will not adequately address;
  - A new hazard or risk is identified;
  - Results of consultation indicate a review is needed; and
  - Where requested by workers or Health and Safety Representative.

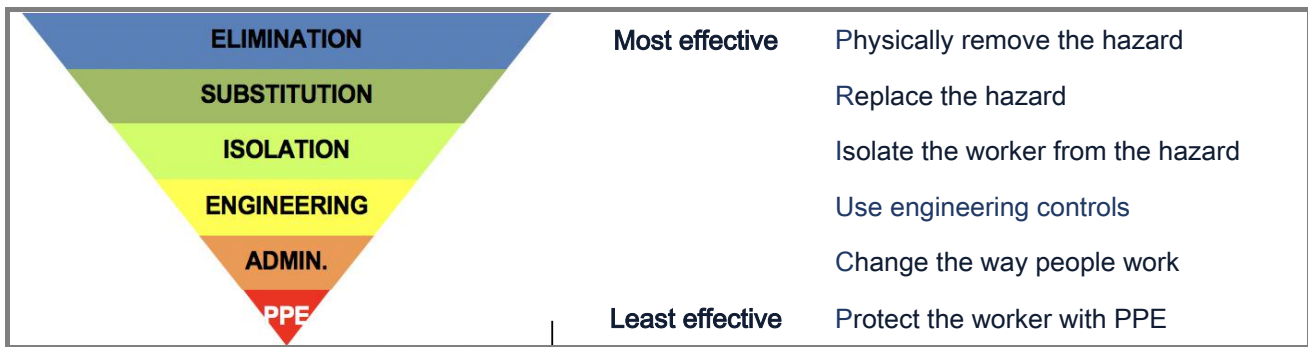


Figure 4. Hierarchy of Controls Flow Chart

Reference	Title and Description
Document # OHSM300001	OHSMS Manual
Document # OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document # OHSF300119	Risk Register <i>(OHSMS Recording Forms)</i>
Document # OHSF300081	Job Safety Analysis <i>(OHSMS Recording Forms)</i>
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment Compliance Obligations Policy  
Record Reviewed by: Jason Haywood  
Managing Director

Issue #: 1 Revision #: 0  
Approved by: Jason Haywood  
Managing Director

### 3.5 Compliance Obligations Policy

#### Purpose:

The purpose of this policy is to define, document and communicate the responsibility, authority and accountability for all legal and regulatory compliance obligations. This policy and procedure will apply to all activities including legislative, contractual, licenses and other forms of authorisation or standard.

#### Policy:

Convoy Transport Pty Ltd is committed to conducting its business activities lawfully and in a manner, that is consistent with its compliance obligations. These obligations will be achieved by:

- Identifying a clear compliance framework within which we operate;
- Promoting a consistent and comprehensive approach to compliance;
- Developing and maintaining practices that assist and monitor compliance activities; and
- Creating a culture of compliance where every person within the organisation accepts personal responsibility for compliance.

At Convoy Transport Pty Ltd, compliance with legislation is evaluated using several strategies including, but not limited to:

- Review of internal and external audit results, inspection and other compliance programs;
- Evaluation of legal compliance issues;
- Results of consultation from all levels - management, workers and contractors;
- Performance evaluation of the OHSMS and work, health and safety objectives;
- Status of incident reports, investigations, corrective and preventive actions;
- Communication from interested parties, complaints - action taken, status and suggestions;
- Corrective Actions, Accountability and Timeframes; and
- Follow-up on previous compliance reviews.

Reports detailing compliance evaluations, including audit and workplace inspection results will be recorded and results of these will be provided to Senior Management/Directors/Board Members at regular intervals.

This procedure describes how Convoy Transport Pty Ltd identifies applicable legal and other requirements.



Amendment	Compliance Obligations Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 3.6 Compliance Obligations Procedure

1. The OHS Management Representative is responsible for determining the applicable OHS laws and regulations that arise from Convoy Transport Pty Ltd business practices and, evaluating their potential impact on business operations;
2. As necessary, the OHS Management Representative will utilise off-site resources such as OHS consultants, legal representatives and regulatory representatives;
3. The OHS Management Representative will compile and maintains updated copies of all applicable OHS laws and regulations, licenses and permits, codes of practice or other material necessary to meet legal obligations;
4. The OHS Management Representative, working with the OHSMS Coordinator and cross functional team, will correlate these regulations to the business activities and, OHS aspects associated with them, using the *Compliance Requirements Register*; and
5. The requirements of these regulatory controls will be communicated (and the methods for complying with them) to all Workers, contractors and other effected parties as necessary.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300042	Compliance Requirements Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Objectives and Planning Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 3.7 Objectives and Targets Policy

#### Purpose:

The purpose of this policy and procedure is to define, document and communicate the OHS objectives and targets for the business. This procedure applies to all planning activities, across all operational areas of Convoy Transport Pty Ltd business.

**Policy:**

The OHS Objectives for the company have been established by Senior Management and delegated to each Departmental Manager that is responsible for establishing objectives within their given departments. Each Departmental Manager is then accountable in meeting those objectives and reports on the progress of those objectives to Senior Management on a regular basis.

Convoy Transport Pty Ltd will measure objectives based on the following:

- Having an OHSMS that incorporates both OHS outcomes, measurements and positive performance of risk management processes;
- The provision of physical and human resources to ensure that the objectives and targets of all OHS policies and procedures embedded within the OHSMS are achieved;
- The determination that OHS legislative requirements are being met; and
- Open and transparent consultation that encourages and enables continual improvement of internal OHS systems and outcomes.

Targets will include:

- Reduction in Lost Time Injury rate annually;
- Reduction in Lost Time Injury – average days lost;
- Inspections/audits and corrective actions completed within specified timeframes;
- Emergency Management Plan practices undertaken within specified timeframes; and
- Review of consultative arrangements.

Performance targets will be set specific to the workplace and incorporated into Position Descriptions and Performance Evaluation for individuals and organisation.

The OHSMS Objectives and Targets are developed and implemented to drive and meet the outcomes against our OHS requirements and to deliver our OHS Policy. All of the Objectives and Targets developed, implemented and continually improved for the OHSMS are able to be either qualitatively or quantitatively measured, be continually monitored and relevant to the continual improvement of the OHSMS.



Amendment	OHSMS Objectives and Targets Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### **3.8 OHSMS Objectives and Targets Procedure**

1. Management will identify objectives and targets that the Company requires to meet the identified goals;
2. The objectives and targets for each process will be recorded using the *Objectives Summary Form*. They can then be summarised within the *Objectives and Targets Register*;
3. Objectives will be represented as follows:
  - N = New Process
  - C = Control/Maintain Existing process
  - I = Improve Process
  - E = Explore or Examine new process.

The Objectives and Targets of our OHSMS are communicated during Management Reviews and detailed in our strategic plan and the plan will be updated accordingly if changes occur. The changes will also be communicated to both internal staff and external customers.

Our company maintains records and other documented information regarding decisions made on plans, objectives and targets. Records include:

- *Quarterly Objectives and Targets Report,*
- *Objectives and Targets Register,*
- *Objectives Summary Form.*



Amendment Record	Planning/Achieving Objectives and Targets	Issue #: 1	Revision #: 0
Reviewed by: <b>Jason Haywood</b> Managing Director		Approved by: <b>Jason Haywood</b> Managing Director	

### 3.9 Planning/Achieving Objectives and Targets

Whilst developing the plans, objectives and targets for Convoy Transport Pty Ltd, the planning will consider how we will achieve the outcomes as planned in a timely manner. The plans will be defined and documented as to:

- What needs to be done;
- What resourcing is required to achieve the outcomes;
- Which manager or managers are responsible for achieving the outcomes within the company;
- What the schedule for achieving the outcomes will be; and
- How the plans, objectives, targets and results thereof will be measured and monitored.



Figure 5. Objectives and Targets Flow Chart

Reference	Title and Description
Document # OHSM300001	OHSMS Manual
Document # OHSF300032	Quarterly Objective and Targets Report ( <i>OHSMS Recording Forms</i> )
Document # OHSF300019	Objectives and Targets Register ( <i>OHSMS Recording Forms</i> )
Document # OHSF300020	Objectives Summary Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

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## Section 4 SUPPORT



Amendment	Support Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <a href="#">Jason Haywood</a> Managing Director	Approved by: <a href="#">Jason Haywood</a> Managing Director	

## 4.1 Support Policy

### Purpose:

The purpose of this policy is to define the methods for managing resources including, financial, human and infrastructure resources, necessary for the efficient operation of the OHSMS.

### Policy:

Convoy Transport Pty Ltd is committed to ensuring that we provide the competent resourcing necessary to develop and implement our OHSMS. Our management team will ensure that our company's OHSMS is resourced effectively and efficiently in relation to its financial, human and infrastructure needs.



Amendment	Human Resources	Issue #: 1	Revision #: 0
Record	Reviewed by: <a href="#">Jason Haywood</a> Managing Director	Approved by: <a href="#">Jason Haywood</a> Managing Director	

## 4.2 Human Resources (including financial)

To ensure our company is resourced effectively and efficiently, the management team will understand, plan, monitor and measure:

- The capabilities of our internal resources to deliver our products and services while maintaining the efficacy of the OHSMS;
- Any constraints that impact on our internal resources to deliver the outcomes of the OHSMS; and
- Managers are responsible for identifying the need and requirements for staff and utilities under their control. Request for additional resources must be submitted to [Jason Haywood, Managing Director](#) for review and approval.



## 4.3 Plant and Structures



Amendment	Plant, Equipment and Infrastructure	Issue #: 1	Revision #: 0
Record	Policy		
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.3.1 Plant, Equipment and Infrastructure Policy

#### Purpose:

Convoy Transport Pty Ltd is committed to the provision and maintenance of plant and equipment needed to achieve the outcomes of the OHSMS, including (but not limited to):

- People, infrastructure, and associated utilities;
- Process equipment (both hardware and software) such as computers, computer programs, machinery etc.; and
- Supporting services such as communications, networking, transport and other information systems;
- Plant and equipment.

#### Policy:

Convoy Transport Pty Ltd will endeavour to prevent injury and eliminate hazards associated with plant, equipment and infrastructure by ensuring:

- The design of new plant, equipment or structures is considered for risks to health and safety. E.g hearing loss due to noisy plant or musculoskeletal disorders caused by operating plant that may be ergonomically poorly designed;
- A person undertaking or verifying design must have skills, qualifications, competence and experience in the task;
- No plant, equipment or structures is brought to the workplace and commissioned unless health and safety risks are controlled;
- Plant, equipment and structures is installed/commissioned by suitably qualified persons and risks during these activities are monitored;
- Plant, equipment and structures is used only for its designed purpose unless an assessment has been carried out by a suitably qualified person for any other proposed use;
- Plant, equipment and structures comply with OHS legislative requirements for guarding, operator controls, cleaning, maintenance and testing and other requirements as required;
- A documented system is developed and implemented to identify hazards, conduct risk assessments where required, and select suitable controls for installation, commission, use, cleaning/maintenance and decommission/dismantling.

Risk controls will be selected following a hierarchy of control;

- ↓ Elimination;
- ↓ Substitution;
- ↓ Isolation;
- ↓ Engineering Controls;
- ↓ Administrative Controls;
- ↓ Personal Protective Equipment;
- Adequate training, information, instruction and supervision as required;
- All persons obtain licenses to operate plant where required;
- Risk controls are reviewed whenever;
  - Control is no longer effective;
  - Before any change likely to introduce new or different hazards that current controls will not adequately address;
  - A new hazard or risk is identified;
  - Results of consultation indicate a review is needed;
  - Where requested by workers or Health and Safety Representative; and
  - As per manufacturer's instructions.



Amendment	Plant, Equipment and Infrastructure	Issue #: 1	Revision #: 0
Record	Procedure		
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.3.2 Plant, Equipment and Infrastructure Procedure

#### Responsibilities:

Managers are responsible for identifying the need and requirements for new, and/or modification or repair of existing plant, equipment and building infrastructure and facilities under their control must be submitted to [Jason Haywood Managing Director](#) for review and approval.

The Departmental Managers [and/or Driver Responsible for the Fleet Asset](#) are responsible for ensuring that suitable preventative maintenance schedules are developed, that only qualified persons perform maintenance and appropriate records are kept and maintained.

Workers who are required to use, operate and/or maintain plant and equipment must ensure they follow the steps listed below and, as required, to follow those instructions at all times. Workers will be provided with information and training to enable them to comply with the procedure.

Departments [and/or Driver Responsible for the Fleet Asset](#) are responsible for preventative and responsive repair, cleaning and other maintenance are detailed within the *Infrastructure Responsibilities Register*. **(Complete the Infrastructure Responsibilities Register by indicating which department is responsible for the infrastructure, and if required, the tasks associated with maintaining the infrastructure).**

### Procedure:

- Acquisition:
  - Follow the Convoy Transport Pty Ltd Purchasing Procedure for the acquisition of all plant and equipment;
- Licensing and Certification:
  - Determine the Certification requirements of plant and equipment, and licensing requirements for operators, as required by the relevant Authorities. This must be done prior first use at Convoy Transport Pty Ltd;
- Worker Training and Qualification – Plant requiring Certification:
  - Ensure that workers who will be responsible for the management, operation, use, maintenance and disposal of plant and equipment that requires Certification hold current operator's licenses and are fully trained and competent as required by the relevant Authorities;
- Worker Training – Equipment not requiring Certification:
  - Workers must be trained to safely operate the equipment by a person who is suitably competent/experienced in its operation;
  - If an experienced person is not available, the worker's manager must ensure the manufacturer's operating instructions are available, read and understood by the worker before operation commences;
  - A SWI shall be explained and demonstrated during training, including any risk assessment for the equipment;
  - The workers must be able to demonstrate the safe operation of the equipment under supervision before being allowed to operate the equipment unsupervised;
- Maintenance and Pre-start check:
  - Before any plant or equipment is cleaned, serviced, repaired or modified appropriate control measures, including engineering controls where applicable, must be implemented to prevent accidental or deliberate operation. For example: isolation from electricity, removal of keys, lock out and tag etc.;
  - Pre-operational checks must be conducted on all plant prior to use. These may be daily, weekly, monthly, 6 monthly and annual checks as recommended by the manufacturer;
  - All plant and equipment will be stored, cleaned, serviced, repaired and maintained as per the manufacturer's recommendations;
- Return of plant or equipment to service:
  - A record of any inspection, maintenance, repair or alteration to plant is to be made on the Plant and Equipment Register/Maintenance Log;
  - A qualified person is to verify and approve that the plant or equipment is safe for use, prior to it being used again after having been taken out of service;
  - If plant or equipment has been locked out or tagged, the qualified person will re-commission the plant or equipment and advise workers that it is back in service and is safe to use;

- Testing and Tagging:
  - Plant will be inspected/checked by an Authorised Person and will have inspection tags/labels placed on them as required by the relevant Authority;
  - Equipment will undergo regular checks to ensure it is fully functional and safe to use;
  - Plant or equipment that fails testing, or is found to be unsafe, damaged, will be removed from service and will be locked out/tagged as appropriate;
  - Records shall be kept of all testing and tagging of plant and equipment;
- Operation:
  - All plant and equipment must be used or operated as per the manufacturer's recommendations;
  - Workers will follow the guidance provided in documented safety instructions, SWIs, risk assessments and as outlined by on-the job training and/or supervision as required when using or operating plant and equipment;
  - Under no circumstances is faulty or damaged plant or equipment to be used;
- Disposal:
  - Before disposal plant and equipment may need to be rendered inoperable, or de-commissioned to leave it safe for disposal. This may be required to prevent the potential of injury to persons and pollution or damage to the environment during or after disposal;
  - All plant and equipment that is to be disposed of must be disposed of in an environmentally suitable manner and in accordance with Local Authority requirement.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300010	Infrastructure Responsibilities Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300023	Organisation Chart <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Plant Lock-out/Tag-out Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.3.3 Plant Lock-out/Tag-out Policy

#### Objective:

To avoid hazards related to accidental start-up, movement of a machine part or the uncontrolled release of energy.

#### Scope:

This procedure applies to all workers who, in the course of their duties, may be required to perform a LOTO procedure.

#### Policy:

Convoy Transport Pty Ltd recognises its responsibility to provide and maintain a safe workplace, including the control of risks associated with accidental start-up, movement of a machine part or the uncontrolled release of an energy system.

Convoy Transport Pty Ltd will endeavour to prevent injury and eliminate hazards associated with a LOTO process by ensuring:

- A LOTO procedure is in place;
- LOTO equipment is available for use (e.g. safety tags, locks etc.);
- Adequate training, information, instruction and supervision of LOTO procedures is provided;
- All workers undertaking a LOTO procedure are licensed where required (e.g. electrical);
- safe work procedures e.g. SOPs for items of plant and equipment that need LOTO operations are developed and put in place.

#### Definitions:

Lockout - A device is placed on, around, or through an energy-isolating mechanism to lock it in a safe position.

Tag out - The process by placing an energy-isolating device for an item of plant/equipment in the off position, and a written warning tag is attached. A 'tag out' should be used only when the energy-isolating device is not capable of being locked out, e.g. A small item or power tool.

Lockout-Tag out (LOTO) - A device is placed on, around, or through an energy-isolating mechanism to lock it in a safe position and attach a written warning tag. Locks and Tags must be substantial enough to prevent casual or accidental removal. Locks and tags must also identify the worker applying and be using the device.

Cause	E.g.	Cause	E.g.
Fluid	Water, steam, hydraulic fluid	Mechanical	Gears linkages, rings, flywheels
Gas	Pressurised gases, vacuum	Substance	Volatile substances, radiation
Pneumatic pressure	Compressed air	Electrical	Mains, generator



Amendment	Plant Lock-out/Tag-out Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 4.3.4 Plant Lock-out/Tag-out Procedure

#### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- A safe system in place for management of LOTO procedures;
- Standard Operating Procedures for shutdown-isolation-working under power LOTO for unit specific plant or equipment instructions. (*Document instructions for the LOTO of plant/equipment by engaging with HSR/workers who work with the relevant plant or equipment*). These specific instructions must contain the following information:
  - Method and order of identifying, locating, isolating, and locking out or tagging out each energy source;
  - Process of verifying a zero-energy state, including testing of the energy state;
  - Method and order of reconnecting each energy source to the system;
  - Workers responsible for the LOTO operation hold current licenses and are fully trained and competent to undertake the task;
- Equipment not requiring licensing:
  - Workers are trained to safely operate the equipment by a person who is suitably competent/experienced in its operation;
  - If an experienced person is not available, the worker's manager must ensure the manufacturer's operating instructions are available, read and understood by the worker before operation commences;
  - A Safe Work Procedure shall be explained and demonstrated during training, including any risk assessment for the equipment;
  - The workers must be able to demonstrate the safe operation of the equipment under supervision before being allowed to operate the equipment for LOTO purposes unsupervised.

Managers/Supervisors are responsible for ensuring:

- A copy of the following procedure is provided to all contractors working at Convoy Transport Pty Ltd before they undertake work;

- The LOTO Procedure is implemented when necessary and, that all workers are familiar with the procedure, and that the process is followed;
- A Safe Work Procedure is explained and demonstrated during training, including any risk assessment for the equipment;
- The workers can demonstrate the safe operation of the equipment under supervision before being allowed to operate the equipment for LOTO purposes unsupervised.

Workers are responsible for ensuring:

- Reasonable care for their health and safety;
- Reasonable care for the health and safety of others;
- They follow the LOTO procedure at all times.

### Contractors:

All contractors working at a Convoy Transport Pty Ltd workplace must comply with this procedure (exceptions agreed only in writing). Contractors are expected to provide all locks, tags, and other devices required for LOTO associated with their contract (exceptions in writing for of LOTO items unique to Convoy Transport Pty Ltd). No Contractor may participate in work on plant or equipment until they have obtained and applied the required devices.

### LOTO Procedure:

1. Acquire Isolation Permit to Work;
2. Notify all affected workers that a lockout is required and that it will be undertaken at a particular date and time;
3. Identify all energy sources and hazards by conducting a risk assessment. Review any written LOTO instructions if applicable;
4. If the equipment is in operation, shut it down by following the standard procedure (e.g. stop button);
5. Identify devices used to maintain the energy source (electrical, hydraulic, gas, other) and disconnect or isolated from the equipment;
6. Lockout energy isolating devices with an appropriate lock and tag;
7. Ensure work areas is clear before dissipating any stored energy (e.g. hydraulic systems, compressed air, steam or water pressure);
8. Ensure work areas is clear before testing plant or equipment is isolated;
9. Operate the start button or other operating controls (if applicable) to ensure the equipment will not operate and is in a zero-energy state;
10. Return operating/startup controls to off/neutral position after the test;
11. The equipment is now locked out and tagged;
12. Undertake the maintenance or servicing task.

### Restoring Equipment to Service Procedure:

1. Notify all affected workers that the plant/equipment will be back in service and that it will be undertaken at a particular date and time;
2. Ensure work areas is clear before devices used to maintain the energy source (electrical, hydraulic, gas, other) are reconnected;
3. Remove all tools and parts;
4. Re-secure all guards;
5. Remove all locks and tags;
6. Restore energy to equipment;
7. Inform Supervisor/Manager/other staff that all isolation has been removed and equipment/plant has been returned to operational status.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300051	Isolation Permit to Work <i>(OHSMS Recording Forms)</i>
Document #: OHSF300052	LOTO Standard Operating Procedure Template <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

## 4.4 Health and Welfare



Amendment	Fitness for Work Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.4.1 Fitness for Work Policy

#### Purpose:

The purpose of this policy is to define the process for provide a safe, healthy and productive workplace for workers and others through effective risk management of worker fitness for work. A primary objective is to significantly reduce the potential for incidents due to a worker or workers being unfit for work.

This policy covers all persons who are directed and/or engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations including workers, independent contractors, work experience students, trainees, apprentices, volunteers.



## Policy:

Convoy Transport Pty Ltd recognises there are many factors that may affect a person's fitness for work, and these factors can often interact with each other to increase risk of harm. A worker who is unfit for work is not only risking their own health and safety, but also risks the health and safety of others at the workplace.

Risk factors that may affect fitness for work can include (but are not limited to):

- General health and fitness;
- Injury or illness;
- Medications;
- Insufficient sleep, resulting in fatigue;
- Excessive work hours/demands;
- Consumption of alcohol;
- Illicit use of illegal drugs;
- Personal factors, such as psychological, family issues or illness, working away from home etc.;
- Secondary employment; and
- Volunteer activities.

A worker who comes to work in an unfit state will be in breach of Convoy Transport Pty Ltd policy and may be subject to counseling and/or disciplinary action, depending upon the degree of awareness and the severity of the risk to safety of other persons at the workplace. Appropriate actions on the day may include:

- The worker is directed to take a short break;
- Sending the worker home - driving, or providing transport if required to ensure the worker gets home safely;
- Taking the worker to a doctor or to the hospital if they are not able to drive themselves;
- Calling an ambulance if the severity of their condition warrants; and
- Calling the police if a worker's behaviour becomes agitated, threatening and/or potentially violent or self-harming due to the suspected influence of drugs or alcohol.

When responding and to action issues related to fitness for work, all persons must be sensitive to an individual's right to confidentiality, privacy and dignity.

This policy should be used in conjunction with the following Convoy Transport Pty Ltd policies and procedures:

- Drug and Alcohol;
- Fatigue Management;
- Consultation, Cooperation and Coordination;
- Return to Work;
- Incident reporting; and
- Issue Resolution.



Amendment Fitness for Work Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 4.4.2 Fitness for Work Procedure

Convoy Transport Pty Ltd actively promotes and works towards providing a safe, healthy working environment for all persons at the workplace. Convoy Transport Pty Ltd acknowledges that if a worker attends work when they are unwell or fatigued, they generally do so because they desire to work, not because they are deliberately trying to put themselves or others at risk.

### Responsibilities:

Each individual at Convoy Transport Pty Ltd has a responsibility to maintain personal fitness for work.

The Organisation is responsible to:

- Ensure that a Fitness for Work Policy and Procedure is in place, effective, adequately monitored and regularly reviewed;
- Ensure that supporting policies, procedures and mechanisms are in place that cover in detail specific matters such as drugs and alcohol and fatigue management in the workplace;
- Provide adequate resources for training, education, counselling and any other requirements to fulfil fitness for work requirements and compliance with OHS legislation;
- Establish procedures to safeguard sensitive medical and other confidential personal information; and
- Ensure that, as far as practicable, any worker who is suspected of being unfit to drive due to the effects of drugs and/or alcohol are transported safely home or to medical attention or another suitable place for their recovery.

**Supervisors/Managers** are responsible to:

- Manage the implementation, on-going monitoring and review of the Fitness for Work Policy, Procedure and supporting mechanisms;
- Assist and comply with the maintenance of confidentiality regarding fitness for work matters;
- Take appropriate action immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol, or suffering from fatigue;
- Take appropriate action immediately if a worker reports and/or discloses any suspected breaches of fitness for work requirements made by other workers, in particular if safety is raised as an immediate concern;
- Sight evidence of worker medical clearances to return to work duties and to approve Return to Work following illness or injury including any medically determined restrictions or suitable duties arrangements;
- Assist with implementation of training, education, counselling and any other requirements to fulfil fitness for work requirements and compliance with OHS legislation;

- Assist with the resolution of any disputes or grievances for matters within the scope of fitness for work within the designated timeframes; and
- Develop and implement fitness for work management plans in consultation with relevant workers as required.

### **Workers are responsible to:**

- Notify their Supervisor/Manager of any potential fitness for work risks or concerns prior to commencing duty;
- Stop work and notify supervisor if they become unfit for work during their work shift;
- Comply with medical restrictions and return to work plans at all times;
- Cooperate with Convoy Transport Pty Ltd policies and procedures in regard of fitness for work, drugs, alcohol and fatigue management as required;
- Provide medical certification of fitness for work prior to returning to work after any non-work-related injury or illness;
- Participate in drug and/or alcohol tests if required; and
- Notify their supervisor or manager immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol or suffering from fatigue.

### **Workers must not:**

- Consume alcohol and/or illegal drugs at the workplace;
- Be under the influence of alcohol or other drugs while at work, on call, driving an organisations vehicle, or while operating plant or equipment;
- Use prescribed medications or non-prescribed over the counter medications contrary to the doctor's advice and/or manufacturer's recommendations; and
- Come to work knowingly suffering from fatigue.

### **Procedure:**

Where an unacceptable risk is identified, and in accordance with the relevant policies and procedures in place at Convoy Transport Pty Ltd, the situation will be responded to and managed to remove or reduce the risk of harm to any and all persons on Convoy Transport Pty Ltd workplaces in an appropriate manner.

**Supervisors/Managers** are responsible for the initial identification and assessment of a worker's fitness for work, and for responding to notifications from other concerned workers. If a Supervisor/Manager suspects a worker may not be able to perform their duties safely, they will take immediate action. The matter will be dealt with sensitively on a case by case basis with the primary consideration of safety and welfare.

### **Incident response:**

The investigation of incidents at Convoy Transport Pty Ltd will take into consideration fitness for work matters, identified hazards and associated risk factors.

## Prescription drugs and non-prescribed drugs

Workers using prescription drugs and over the counter non-prescribed drugs should:

- Advise their doctor or pharmacist of the type of work they do and obtain information regarding possible side effects;
- Advise their Supervisor/Manager that they are taking medications and discuss if there may be side effects that could affect their fitness for work;
- Follow the instructions for taking the medications as prescribed;
- Be aware of any warnings or instruction on medication packaging; and
- Stop work if they suspect they are being negatively affected by medications while working, especially if using plant, machinery or driving vehicles. Seek advice and or medical attention before going back to work.

## Drugs and Alcohol:

- Convoy Transport Pty Ltd's Drug and Alcohol policy, procedure and supporting mechanisms should be referred to for any fitness for work matters involving or suspected to involve the influence or use of alcohol or the illicit use of illegal drugs.

## Fatigue Management:

- Convoy Transport Pty Ltd's Fatigue Management Program should be referred to for any identified or suspected fatigue related fitness for work matters.

## Work related injury or illness:

- Work related injury or illness will be covered by the Worker's Compensation legislation and/or the Convoy Transport Pty Ltd's Return to Work Plan as required.

## Non-work-related illness or injury:

- If a worker suffers a serious non-work-related injury or illness which may affect their ability to undertake their normal duties, then a medical clearance from a doctor will be required before that worker will be approved to return to work.
- If a worker comes to work but is unable to carry out their normal duties, and in the opinion of the Supervisor/Manager there is a risk to themselves or any other person at the workplace, they will be sent home until a medical assessment can be carried out and a clearance to work is obtained. Costs incurred for medical assessments or certificates will be the responsibility of the worker. Convoy Transport Pty Ltd is under no obligation to provide alternative suitable duties for a worker returning to work after a non-work-related injury, therefore, workers should only return to work once they are medically cleared to return to normal duties.

## Education and awareness:

- Worker induction and training sessions will include awareness and training in regard to fitness for work requirements at Convoy Transport Pty Ltd. All workers will participate in training to recognise

common behaviour and symptoms associated with the effects of drugs and alcohol. Training will include worker support options that are available such as Worker Assistance Programs and counselling services.



Amendment Drug and Alcohol Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
**Managing Director**

Approved by: **Jason Haywood**  
**Managing Director**

### 4.4.3 Drug and Alcohol Policy

#### Purpose:

The purpose of this policy is to define the process for provide a safe, healthy and productive workplace for workers and others in which the safety, welfare and performance of workers is not adversely affected by the use of alcohol or other drugs.

#### Policy:

Convoy Transport Pty Ltd is committed to providing a work environment for its workers, clients and visitors that is safe and without risks to health and safety. The misuse or abuse of alcohol and other drugs represents a significant problem to both Organisation's and workers in terms of workplace incidents/near misses, absenteeism and other individual costs.

Workers must not perform work duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition.

Work duties include:

- Presenting at the workplace or off-site job;
- Operating plant or equipment; and
- Use of organisation vehicles.

Where a worker is on prescribed medication that may impair their judgement or performance, they must notify their supervisor and work will be modified to accommodate impairment.

Possession of, use, distribution or sale of alcoholic beverages or illegal drugs on the premises of Convoy Transport Pty Ltd, is not allowed.

On occasion, Convoy Transport Pty Ltd will host social functions, where the *Managing Director* may permit limited alcohol consumption. At these functions, people must always remember they are representing Convoy Transport Pty Ltd and must conduct themselves in an appropriate manner.

Where a worker presents for duty and appears not to be in a fit state to carry out their normal duties Convoy Transport Pty Ltd reserves the right to remove the worker from the workplace and seek advice from a medical practitioner on the worker's fitness for duty.

Supervisors and workers are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk.

Confidentiality is to be strictly observed in these matters.

A breach of this policy or associated procedure will lead to disciplinary action and may result in the termination of employment.



Amendment	Drug and Alcohol Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.4.4 Drug and Alcohol Procedure

The Drug and Alcohol Procedure will be used in conjunction with the Convoy Transport Pty Ltd Drug and Alcohol Policy and will:

- Provide a framework to reduce the costs to Convoy Transport Pty Ltd of drug and alcohol use in the workplace;
- Identify, assess and control any contributing factors in the workplace to harmful drug or alcohol use;
- Provide workers with access to information and education regarding drug and alcohol use; and
- Provide access to counselling and support services to workers who have problems with drugs or alcohol.

#### Responsibilities:

At Convoy Transport Pty Ltd, the Person Conducting the Business or Undertaking is responsible for ensuring that:

- Convoy Transport Pty Ltd provides a workplace where there is an effective, ethical and equitable mechanism in place to prevent and respond appropriately to the unsafe use of drugs and alcohol;
- All workers are trained and familiar with the Drug and Alcohol Procedure; and
- Review of this procedure is conducted as required.

Supervisors/Managers are responsible for:

- Referring workers requesting assistance for drug and alcohol related issues;
- Informing workers of the potential work-related problems that may arise from the use of drugs and alcohol;
- Informing workers of their responsibilities in relation to workplace safety, conduct and performance
- Managing and monitoring workers whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol;
- Providing information about referral to counselling, treatment and rehabilitation services where appropriate;
- Appointing and co-operating with an appropriate organisation and/or officer of a State or Federal Authority to conduct drug and/or alcohol testing if/when required;

- Managing Disciplinary Action appropriate to the circumstances of individual workers if/and when required;
- Ensuring all workers, including contractors are aware of and comply with this procedure.

**Workers, including volunteers and contractors**, are not to undertake any work for Convoy Transport Pty Ltd whilst under the influence of alcohol or other drugs.

Workers who are aware of any change in the behaviour of co-workers and have grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it to their supervisor or the Health and Safety Representative so action may be taken immediately.

If a worker is required to take prescribed medication and is concerned about the health and safety effects of this medication, he/she must discuss the concerns with his/her manager who will determine if there is a need to modify duties on a short-term basis, or if sick leave must be taken.

### Reasonable Suspicion:

"Reasonable Suspicion" is suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behaviour, speech or body odours of the individual or reliable information from another source.

1. Approaching a worker who may be under the influence:
  - Only **Management** should approach a worker who may be under the influence. "Reasonable Suspicion" should be assessed before approaching any worker who is suspected of being under the influence;
  - Care needs to be taken when making this judgement in case the worker is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour;
  - When approaching an apparently intoxicated worker it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use;
2. As far as is reasonably practicable discuss the matter with the worker in a private location away from other people;
3. It will then be explained to the worker that they have been approached for a breach of the Drug and Alcohol Policy;
4. It will be made clear that there is Reasonable Suspicion that the worker is impaired by drugs and/or alcohol;
5. The worker will be given the opportunity to explain the observed behaviour;
6. After speaking with the worker, if Reasonable Suspicion is no longer held and no further action is required, the worker can return to duty;
7. It will be clearly explained to the worker that refusal to submit to Reasonable Suspicion testing is a violation of this Procedure, which can lead to discipline, up to, and including, termination of employment;



8. Where Reasonable Suspicion is confirmed, the worker will be advised that they are to leave the workplace;
9. Suitable arrangements will be made to get the worker home safely;
10. If drug or alcohol testing is not to be carried out:
  - The worker will be informed that they are to return to work unimpaired by drugs or alcohol on his/her next scheduled work period;
  - The worker must report to (insert person's name) upon return to work before returning to their work duties;
  - A meeting will be arranged upon the worker's return to the workplace between the worker and (insert person's name) to enable consultation to occur regarding any monitoring and management of the worker, or disciplinary action, as per the applicable HR policy and procedure;
11. Drug or alcohol testing:
  - Workers who are suspected of being under the influence of illicit drugs or alcohol whilst at work and deny this will be provided with the opportunity to undergo suitable testing by a medical professional. This testing will include blood and urine tests;
  - Testing will be carried out in accordance with the *AS4308:2008 "Procedures for Specimen Collection and the detection and quantisation of drugs of abuse in urine"*;
12. All health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the *Privacy Act 1998 (Commonwealth)*.

### **Disciplinary Action:**

Workers whose behaviour has placed the safety of themselves and others at risk will be subject to disciplinary procedures in accordance with the relevant award and/or employment agreement.

This process will involve the conduct of an interview between the manager, worker and union representative (if applicable) or health and safety representative (if applicable), a discussion of the unacceptable behaviour, offer of counselling assistance and verbal warning initially followed by written warning if the behaviour continues.

A further instance of concern within a two (2) year period will result in a final warning and potentially termination of employment.

If drug and alcohol testing has been conducted on an individual worker and a 1st positive test result returned: Repeated positive test results will accumulate for two (2) years from the date of the first positive. Three (3) positive test results in two (2) years of the first positive will lead to a review of the worker's employment status, which may include termination of their employment.

### **Support Services:**

Workers who believe that they may have a problem with illicit drug or alcohol consumption should approach [Jason Haywood Managing Director](#) who, after consultation may arrange suitable leave or alternate duties.



Counselling services may also be offered to workers undergoing disciplinary action for being under the influence of illicit drugs or alcohol whilst at work.



Amendment	Fatigue Management Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 4.4.5 Fatigue Management Policy

### Purpose:

The purpose of this policy is to identify and reduce risks in relation to fatigue and to provide adequate resourcing to prevent fatalities, injury or illness caused by fatigue.

### Policy:

Fatigue has a negative effect on the work/life balance of people and can lead to loss of health, serious harm and fatalities. Convoy Transport Pty Ltd acknowledges that hours of work have an effect on the individual at work and home.

Convoy Transport Pty Ltd is committed to protecting the health, safety and welfare of our workers. We believe that fatigue can cause the potential for fatalities or serious injuries to workers (including contractors and workers of contractors), visitors or members of the public and as such, are committed to the effective management of fatigue risks.

Fatigue can be defined as feeling tired, drained or exhausted. Fatigue influences an individual's physical and mental and emotional state. When feeling fatigued, alertness is reduced, which can lead to poor judgments, slower reactions to events and decreased motor skills. Fatigue can also lead to long term health problems in some individuals.

### **Convoy Transport Pty Ltd will:**

- Develop and implement a documented Fatigue Management Plan (FMP) in the following situations:
  - Overnight work;
  - Potential for extended shift work;
  - Drive in – Drive out work;
  - On call workers;
  - Worker shifts that could exceed 48 hours in a consecutive 5-day period (including unplanned, on-call or emergency work);
  - Workers do not have a minimum of 2 days in a row without working in any 7-day period;
  - Where fatigue has been identified as a potential health and safety risk;
- FMP will be developed in consultation with relevant persons and include the following;
  - Allocation of responsible persons;
  - Allocation of resources (including financial and personnel) to implement FMP;

- Identification of risk factors for fatigue. Including;
  - Mental/physical demands of work;
  - Work schedules and planning;
  - Environmental factors;
  - Commute times;
  - Work/home life balance/constraints;
  - Existing health conditions that may contribute to fatigue;
    - Assessment of risk;
    - Development and implementation of suitable controls;
    - Training for all relevant persons with importance in the use of controls;
    - Review of exposure standards and PPE requirements for extended work times;
    - Review and audit of controls;
- Adequacy of the FMP will be reviewed every 6 months, or if an incident or near miss occurs in relation to fatigue. The FMP will then be monitored and reviewed accordingly.



Amendment	Fatigue Management Plan	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 4.4.6 Fatigue Management Plan

#### 4.4.6.1 Responsibilities

Convoy Transport Pty Ltd is responsible to:

- Ensure the health and safety of workers and visitors to the workplace with regard to fatigue;
- Have a Fatigue Management Plan (FMP) in place;
- Consult with workers and any other persons who may be exposed to fatigue related risks;
- Identify and assess hazards arising from worker fatigue;
- Eliminate or control fatigue related risks;
- Provide information and instruction on managing fatigue risks; and
- Provide supervision of work practices to reduce worker fatigue.

#### Supervisors:

- Support management in identifying fatigue risk factors within their area of responsibility;
- Implement controls to manage risks;
- Look for and monitor fatigue levels of workers;
- Monitor risk of injury as result of workers' levels of fatigue.

#### Workers, and others, are responsible to:

- Comply with Convoy Transport Pty Ltd policies and procedures relating to fatigue;
- Consult with relevant managers and supervisors in relation to fatigue management;

- Understand sleep, rest and recovery needs and obtain adequate rest and sleep prior to presenting at work;
- Assess their own fitness for work before commencing work;
- Report any hazards and risks relating to fatigue;
- Participate in fatigue risk management activities;
- Ensure that their behaviour does not create or increase fatigue risks;
- Monitor level of alertness and concentration while at work;
- Assess fatigue levels after work and make suitable decisions regarding travel and accommodation options (e.g. avoiding driving if fatigued).

### 4.4.6.2 Risk Assessment

Managers/supervisors must conduct a risk assessment to identify and manage the risks associated with fatigue. This involves the following steps:

**STEP 1 – Hazard identification** - Identify the factors which may cause fatigue in the workplace.

**STEP 2 – Risk assessment** - Assess the risks of harm.

**STEP 3 – Control risks** - Control the risks by implementing effective risk control measures.

**STEP 5 – Monitor and review control measures** - Review risk control measures to ensure they are working as planned.

When undertaking the risk assessment, ensure workers are consulted at each of step of the process. This is critical in identifying fatigue risk factors and determining the most effective control measures to implement. A risk assessment involves:

- Input from workers via consultation;
- Review of incidents to determine if fatigue has been a contributing risk factor;
- Use of relevant resources and information (e.g. industry guides, Codes of Practice, guides produced by regulatory bodies); and
- Documenting the risk assessment.

The following table provides a summary of common causes of fatigue in the workplace:

General concerns	Possible work-related causes	Possible non-work-related causes
Inadequate amounts of sleep (less than 8 hours)	<ul style="list-style-type: none"> <li>• Poor roster design</li> <li>• Excess shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Family responsibilities or living arrangements</li> <li>• Social obligations</li> <li>• Commute times</li> </ul>
Sustained mental or physical effort	<ul style="list-style-type: none"> <li>• Not enough rest breaks</li> <li>• Work scheduling</li> <li>• Staffing issues</li> </ul>	<ul style="list-style-type: none"> <li>• Afterwork activities e.g. studying</li> <li>• Second job</li> </ul>
Disruption to internal biological clock	<ul style="list-style-type: none"> <li>• Extended hours of work</li> <li>• Call-out requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate use of alcohol/drugs</li> <li>• Family responsibilities e.g. new baby</li> </ul>

General concerns	Possible work-related causes	Possible non-work-related causes
Mental and physical health issues	<ul style="list-style-type: none"> <li>Work environment e.g. noise, vibration, heat</li> <li>Stress from conflict or work pressures</li> </ul>	<ul style="list-style-type: none"> <li>Physiological e.g. age,</li> <li>Non-work-related stress e.g. depression or anxiety</li> </ul>

Work practice indications of fatigue include:

- Increased errors and loss of concentration at work;
- Inconsistent work efficiency or method;
- This is especially dangerous when operating plant or machinery, or involved with High Risk Work;
- Increased incident rates;
- Increased injury rates; and
- Increased absence rates.

Use the Fatigue Risk Assessment form to identified hazards and risks relating to fatigue in the workplace.

### 4.4.6.3 Fatigue Management

Work schedules will be prepared with regard to the following:

- Hazards, risks and controls, as determined by a risk assessment;
- Previous work hours/required break-away times;
- Times required to perform tasks safely;
- Legislative requirements for maximum work hours;
- Sufficient rest breaks, including personal activities such as washing, eating meals and travelling to/from work;
- Shift work (especially rotating shifts);
- Reduce night shift work where possible; and
- Limiting the amount of allowable over-time, shift swapping, and on-call duties as required to reduce fatigue.

Convoy Transport Pty Ltd implements control measures as required to reduce risks of fatigue in the workplace:

- Provide training to allow multi-skilling and opportunities for job rotation;
- Use alarms, buddy system or monitoring for isolated/remote workers;
- Eliminating or reducing and controlling identified fatigue risk factors whenever possible;
- Rotating workers and/or limiting the amount of time per shift the individual workers spend on physically and/or mentally sustained and demanding jobs;
- Monitoring the work environment and designing adequate controls for environmental and workplace conditions, (E.g. not working in extreme weather conditions, or starting/finishing early during hot weather);
- Ensuring an adequate amount of time, number of workers and resources are allocated to jobs;

- Ensuring there is a system available for supervisors to re-schedule jobs/tasks if fatigue becomes a problem;
- Maintaining adequate consultation and communication with workers in regard to fatigue;
- Allowing for essential family commitments and unexpected additional carer duties for workers;
- Providing information and education to workers regarding non-work-related fatigue risk factors; and
- Encouraging workers to report non-work-related fatigue risk factors to their supervisor/Organisation.

#### 4.4.6.4 Shift scheduling design

Shift work is generally required when work requires extended operating hours or work over a 24-hr period

Higher risk work shifts have been identified as the following:

- Night shifts;
- Shifts that start/finish very early or very late;
- Unpredictable shifts (i.e. Short notice);
- Long shifts;
- Broken shifts;
- Consecutive shifts without days' off;
- Shift design will take into account individual differences and preferences as far as possible and utilise forward rotation (morning/afternoon/night).

Control measures for fatigue risks which can be built into the work scheduling will include:

- Designing work shifts and rosters to allow enough recovery time between shifts. (*Consider travelling to and from work and sleeping*);
- Shift roster will be set ahead of time to allow workers to plan activities away from work i.e. unpredictable shifts (*avoid unpredictable shifts with start or end times that vary at short notice*);
- Where possible, a minimum of a 10-hour break should be provided between shifts;
- Where practicable high-risk work will not be conducted between 2am and 6am;
- Structuring shifts so that work demands are highest towards the middle of the shift and decrease towards the end;
- Ensuring shift incorporates sufficient breaks to rest, eat and drink;
- Split shifts are only to be used if no alternative is available;
- Keeping sequential night shifts to a minimum;
- Restrict the number of successive night shifts (no more than three to four if possible);
- Avoidance of long working hours (more than 50 hours per week).

## GUIDELINES FOR SHIFT DESIGN

*(Source: Safe Work Australia guide for Managing the Risk of Fatigue at Work November 2013)*

- Plan an appropriate and varied workload;
- Offer a choice of permanent roster or rotating shifts;
- Limit shifts to 12 h including overtime, or to 8 h if they are night shifts and/or the work is demanding, monotonous, dangerous and/or safety critical.

### Night shifts

- Restrict number of successive night shifts (no more than 3 to 4 if possible);
- Allow for at least 2 full night's sleep after the last night shift;
- Avoid keeping workers on permanent night shifts;
- Arrange shifts so day sleep is not restricted;
- Where possible, provide at least 24 hours' notice before night work.

### Early starts

- Avoid early morning starts and move early shift starts before 6am forward (e.g. 7am not 6am start);
- Limit the number of successive early starts (4 maximum if possible);
- Shifts involving an early start should be shorter in length to counter the impact of fatigue later in the shift.

### Shift length

- If 12-hour shifts worked then no overtime worked in addition;
- Avoid long working hours (more than 50 hours per week);
- If 8/10-hour shifts, then no more than 4/2 hours extra overtime to be worked;
- Limit consecutive work days to a maximum of 5 - 7 days.

### Rest periods

- Allow minimum of 12 hours between shifts and avoid 'quick return' of 8 hours if possible. (Rest period between shifts should permit enough time for commuting, meals and sleep);
- Build regular free weekends into the shift schedule, advisably at least every 3 weeks.

### Rotation

- Use a rapid rotation of shifts (a select number of days) or a slow rotation of shifts (a select number of weeks).
- A shift design should take into account individual differences and preferences as far as possible;
- Use forward rotation (morning/afternoon/night).

### Other considerations

- Arrange start/finish times of the shift to be convenient for public transport, social and domestic activities. Account for travelling time of workforce;
- Allow individual choice where possible to accommodate family commitments and offer alternatives where workers have difficulty adjusting to shift times;
- Keep the timing of shifts predictable

#### 4.4.6.5 Call outs

For workers that are required to attend call-outs the following considerations will apply:

- For any callouts that prevent sufficient rest prior to the next shift (e.g. 10 hours), Contact with **Jason Haywood Managing Director** must be made to discuss options for a later start time for their next shift or another method to prevent lack of sufficient rest.

#### Facility/Environmental Conditions:

Control measures to minimise the risk of fatigue associated with environment conditions will include:

- Provision of cool areas where workers can rest and rehydrate in hot work environments;
- Provision of warm areas where workers can rest and stay warm in cold work environments;
- Ensuring closed in areas are well ventilated;
- Provision of adequate facilities for rest and meal breaks;
- Consideration of exposure times to extremes of temperature (both hot and cold) when developing work rosters;
- Personal Protective Equipment (PPE) for hot and cold conditions e.g. cool vests, hats, warm clothing;
- Facilities well lit, safe and secure.

#### 4.4.6.6 Driving and Travel

Driver fatigue can be defined as feeling tired, drained or exhausted. Fatigue influences an individual's physical and mental and emotional state. When feeling fatigued, alertness is reduced, which can lead to poor judgments, slower reactions to events and decreased motor skills.

Workers driving vehicles should:

- Avoid driving when tired;
- Where travel distance will exceed **450km or continues for more than 6 hrs continuous driving** in any one shift, a driving plan must be put in place;
- Plan any driving or travel well in advance;
- Avoid driving after being awake for a continuous period of 17 hours;
- Avoid driving if they have not had more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours;
- Avoid driving for more than 8 hours in any one day (where this may occur approval must be sought from **Jason Haywood Managing Director**)
- Share driving where possible;
- Take a 10-minute rest break every two hours or more frequently if feeling tired.

## 4.4.6.7 Fatigue Training

Training and education include coverage of issues such as:

- An explanation of what fatigue is and how it affects us;
- The physical, psychological and practical signs of fatigue;
- Possible causes and effects of fatigue;
- Risks involved with working while fatigued; and
- The FMP and risk assessments.

Hours of work and rest	
<b>Normal work day</b>	
e.g. Maximum work hours per week	50 hrs
e.g. Number of hours which may be worked before a meal break (lunch) is taken	5hrs
e.g. Rest/meal breaks	45 min (paid break), 1 x 15min unpaid rest periods
<b>Night Work</b>	
<b>Shift work</b>	
<b>Driving (Non- heavy vehicle)</b>	



Reference	Title and Description
Document #: OHSM 300001	OHSMS Manual
Document #: OHSF300053	Workplace Fatigue Risk Assessment Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300054	Driver Fatigue Management Form (non-heavy vehicle) ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Return to Work Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

#### 4.4.7 Return to Work Policy

##### Objective:

To assist an injured worker to return to work as soon as medically appropriate.

##### Scope:

The Return to Work Policy covers all workers who are “Deemed Workers” of Convoy Transport Pty Ltd as defined under Workers Compensation Legislation.

##### Policy:

Convoy Transport Pty Ltd is committed to providing a safe workplace, free of injury and disease, however, if a worker is injured, strategies will be in place to ensure early intervention and support is available. Convoy Transport Pty Ltd will work in a timely manner to liaise with the medical community to help the injured workers return to work.

Convoy Transport Pty Ltd will:

- Ensure the injured worker’s right to confidentiality of medical information;
- Ensure that no information will be used to discriminate against the injured worker;
- Nominate a Return to Work (RTW) Coordinator;
- Establish a Return to Work Group, which may comprise the RTW coordinator, the injured worker (where medically able), the Nominated Treating Doctor, the Health and Safety Representative and the union delegates (if applicable);
- Complete RTW Plans within the legal timeframes;
- Maintain a Register of Injuries;
- Make offers for modified duties in writing (on the relevant forms) and provide these to the injured worker and nominated treating doctor/practitioner;
- Comply with the Organisations obligations written into and agreed upon in RTW Plans;
- Educate workers about the causes of the injury and subsequent risk controls;

- Keep records as required by the State Authority and relevant legislation;
- Display an “If you are injured” (or similar) poster for workers with support information;
- Ensure all workers are aware of responsibilities and rights with RTW through training and education;
- Manage disputes through agreed procedures and legislative requirements;
- Ensure all workers are familiar with and have access to this RTW as required;
- Display the Return to work plan at the workplace;
- Review this Return to work plan at least every two years, in consultation with relevant persons.

Convoy Transport Pty Ltd will not dismiss a worker because of a work-related injury within six months of becoming unfit for employment. The aim of RTW is not to disadvantage an injured worker, but to ensure their Return to work in an appropriate timeframe and dignified manner.

Workers of Convoy Transport Pty Ltd must participate in RTW by:

- Obtaining appropriate medical treatment;
- For work-related injuries, get a Medical Certificate from their nominated treating doctor/practitioner;
- Contacting the Organisation as soon as reasonably practicable after injury/illness;
- Provide the Organisation with appropriate workers’ compensation forms and documentation;
- Provide accurate information about any aspect of the workers’ compensation claim;
- Maintaining communication with the Organisation, rehabilitation provider and insurance agent concerning their RTW;
- Assist in identifying suitably modified duties;
- Actively participating in and complying with the RTW Plan where agreed/reasonable;
- Notify anything that may affect the RTW Plan or workers’ compensation claim to the RTW Coordinator.



Amendment	Return to Work Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> <b>Managing Director</b>	Approved by: <b>Jason Haywood</b> <b>Managing Director</b>	

### 4.4.8 Return to Work Procedure

#### RTW Coordinator:

Appoint a suitably competent person as the RTW Coordinator.

The RTW Coordinator has:

- Authority and time to adequately consult, liaise and make decisions with the relevant parties, subject to the RTW Plan and this procedure;
- Ability to communicate across cultures, including ethnicity, gender and age;
- Completed training as the RTW Coordinator (approved by State Authority);
- Knowledge and understanding of the obligations and rights of injured workers, Organisation, rehabilitation providers, treating medical professionals and Insurance agents in respect of injury management and RTW Plans.

The RTW Coordinator will:

- Develop, coordinate and monitor return to work strategies such as rehabilitation and RTW Plans and maintain regular consultation between injured workers, the Organisation and all treatment providers;
- Assist in educating and informing all workers about the Return to work plan and what to do if they are injured;
- On behalf of the Organisation, ensure RTW for an injured worker is coordinated with and understood by managers, supervisors and co-workers;
- Maintain appropriate documentation and records as required by the legislation;
- Ensure the strictest confidentiality both written and verbal in respect of injured workers and Worker's Compensation.

### **Information:**

Convoy Transport Pty Ltd will ensure that workers are informed about their rights and responsibilities if injured on the job. Display information posters (provided by insuring agents and State Regulators) in common areas and workers will be consulted about this upon initial employment and periodically during their employment.

Workers' rights include:

- Nominate their treating medical practitioner/doctor who will be involved in their RTW Plan;
- Choose an accredited rehabilitation provider if necessary;
- Be actively involved in the planning of their RTW.

### **Notification of Injuries:**

- All injuries must be notified to the supervisor as soon as reasonably practicable;
- Convoy Transport Pty Ltd will ensure that the injured workers receive appropriate first aid/medical treatment as soon as reasonably possible;
- Worker injury claim forms will be available from the nominated RTW Coordinator;
- The worker must appoint a treating medical doctor/practitioner who will be responsible for the medical management of the injury and assist with RTW;
- Upon receipt of a worker's Injury Claim form, Convoy Transport Pty Ltd will make contact with their Workers Compensation Insurance Agent and relevant State Authority within required timeframes (e.g. 48 hours).

Notifiable Injuries will be notified to the relevant State Authority immediately and then the Worker's Compensation Insurance Agent as soon as it is possible.

### **Return to Work:**

If a worker is unable to perform their pre-injury duties due to injury/illness, implement RTW strategies upon receipt of the certificate of capacity from a registered medical provider.

The RTW Coordinator will consult with the injured worker, the treating medical provider and occupational rehabilitation provider (with permission from the injured worker) to assist the worker to RTW on acceptable/agreed modified or light duties wherever possible.

## Suitable Duties:

Convoy Transport Pty Ltd is committed to providing support, aid, modified work environment and meaningful work for the time that the injured worker is incapacitated (or for a period required by the State Authority) and to ensure the workers can return to their pre-injury employment when they are at full capacity.

Suitable duties shall take into consideration the following factors:

- The nature and degree of the worker's incapacity and pre-injury employment;
- Restrictions and exclusions outlined in medical certificates provided by the nominated treating doctor;
- Worker's age, education, skills and work experience;
- Where the worker lives (there may be restrictions on driving, walking etc.);
- Suitable employment to match rehabilitation training;
- Duties are to be productive and meaningful and not demeaning to the worker;
- Any other relevant factors.

Options for suitable duties shall be under the following preferred order:

- Original duties within work area/shift, with modification of workstation and equipment where required;
- Modified duties, hours, and/or work area;
- Alternative duties at the same workplace, or different workplace, with appropriate training;
- Retraining or further training and/or education;
- Placement with another Organisation, in another job.

## Return to Work Plans:

Convoy Transport Pty Ltd will ensure the worker's early return to work where it is safe to do so. Convoy Transport Pty Ltd will develop an individual RTW Plan, when the injured worker, according to medical advice, is capable of returning to work, and establish the plan in consultation, and with the agreement with the RTW Group.

RTW Plans will:

- Commence as soon as possible after the likely time off work is known;
- Be based on the advice of the worker's own nominated treating health practitioner/doctor, and the work rehabilitation service provider;
- Be developed regarding the health and safety of co-workers;
- Be prepared in adherence to the injury management plan;
- Comply with the relevant legislation and agreed to consultation procedures;
- Be written using the RTW Plan agreed format and provided to the worker and their health care provider;
- Be regularly evaluated, monitored and updated by the RTW Group;
- Remain confidential at all times between the members of the RTW Group.

The RTW Plan will contain:

- Worker name and contact details;

- Job title and location;
- RTW coordinator name and contact details;
- Worker's supervisor name and contact details;
- Worker's compensation claim number (if applicable);
- Aim and goal of suitable duties;
- Days and hours of work;
- Suitable duties;
- Any duty restrictions or exclusions, capacity limits etc.;
- Details of medical treatments and appointments to be attended during the period of effect of the RTW Plan, e.g. physiotherapy;
- RTW Plan commencement and completion date;
- Review date;
- Sign off agreements - worker, nominated treating doctor, Organisation representative, and any other relevant person.

### Dispute Resolution:

If any disputes in respect of the RTW Plan arise, Convoy Transport Pty Ltd will work together with the injured worker's RTW Group to try and resolve them. If Convoy Transport Pty Ltd is unable to resolve the dispute, we will seek external assistance from the relevant State Authority.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300055	Return to Work Plan ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Workplace Bullying Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.4.9 Workplace Bullying Policy

#### Objective:

To outline strategies and mechanisms to prevent incidents of Workplace Bullying.

#### Scope:

This policy covers all workers who are engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations including workers, independent contractors, work experience students, trainees, apprentices, and volunteers.

### Policy:

Convoy Transport Pty Ltd recognises the risk to worker health and safety from exposure to bullying at work and has adopted a ZERO tolerance policy.

Workplace bullying can include:

- Verbal abuse;
- Demeaning language;
- Threats;
- Outbursts of anger or aggression;
- Humiliation;
- Physical or verbal intimidation;
- Excluding or isolating workers;
- Deliberately:
  - Assigning meaningless tasks;
  - Unrealistic volume of jobs;
  - Withholding information that prevents people from working effectively;
  - Changing rosters to inconvenience person.

Convoy Transport Pty Ltd will engage a 3-part approach to bullying.

1. Prevention:
  - a. Training workers about what constitutes bullying behaviour;
  - b. Creating awareness of the health and safety risks associated with bullying;
  - c. Encouraging reporting;
2. Investigation:
  - a. Suitably trained individuals investigate all reports;
  - b. Following set guidelines, investigate all cases in a fair, unbiased manner;
3. Control:
  - a. Put control strategies in place that includes (where relevant):
    - i. Re-assigning tasks/shifts/work locations;
    - ii. Mediation (internal or external);
    - iii. Counselling;
    - iv. Disciplinary action, possibly resulting in termination of employment.



Amendment Workplace Bullying Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## 4.4.10 Workplace Bullying Procedure

### Responsibilities:

At Convoy Transport Pty Ltd, the Organisation is responsible for ensuring that:

- Convoy Transport Pty Ltd provides a safe workplace for all people where there is a demonstrated zero tolerance of proven workplace bullying behaviour;
- There are an effective Workplace Bullying Procedure and support mechanisms in place;
- All workers are trained and familiar with the Workplace Bullying Procedure;
- Conduct a review of the Workplace Bullying Procedure as required.

The HSR/OHS Manager/Coordinator is responsible for:

- Maintaining and reviewing the Workplace Bullying Procedure as required;
- Ensuring all workers understand and are familiar with the Workplace Bullying Policy and Procedure
- Assisting workers with informal or formal notifications and resolutions of workplace bullying matters or concerns;
- Informing and consulting with Convoy Transport Pty Ltd regarding any reported workplace bullying matters or concerns as necessary;
- Be familiar with relevant investigation procedures;
- Remain impartial and treat all cases fairly;
- Manage each case in a confidential and timely manner;
- Respond to all reported cases;
- Ensure prompt referral to support/mediation;
- Oversee controls and follow-up as required;
- Maintaining records required by legislation relating to workplace bullying.

Managers/Supervisors are responsible for:

- Identifying any inappropriate behaviour in the workplace that may lead to workplace bullying;
- Ensuring workers understand what is considered to be appropriate and inappropriate behaviour in a workplace in respect of workplace bullying;
- Assisting workers with informal notifications and resolutions of workplace bullying matters or concerns as required;
- Informing and consulting with (HSR/OHS Manager) regarding any reported workplace bullying matters or concerns as necessary;
- Maintaining records required by legislation relating to workplace bullying.

All workers are responsible to:

- Ensure their behaviour in the workplace is appropriate for the work environment at all times;



- Not act in a manner which could be considered or interpreted as being workplace bullying against others;
- Follow reasonable directions in respect of workplace bullying while working at Convoy Transport Pty Ltd;
- Cooperate with investigations and follow-ups regarding bullying issues and/or complaints as required;
- Report bullying to a supervisor and/or complete incident report form.

### Procedure:

A person who has been the subject of conduct which they believe constitutes workplace bullying may make a formal complaint or may seek to have the matter resolved on an informal basis. Information provided by a complainant will be kept confidential.

### **Informal Complaint:**

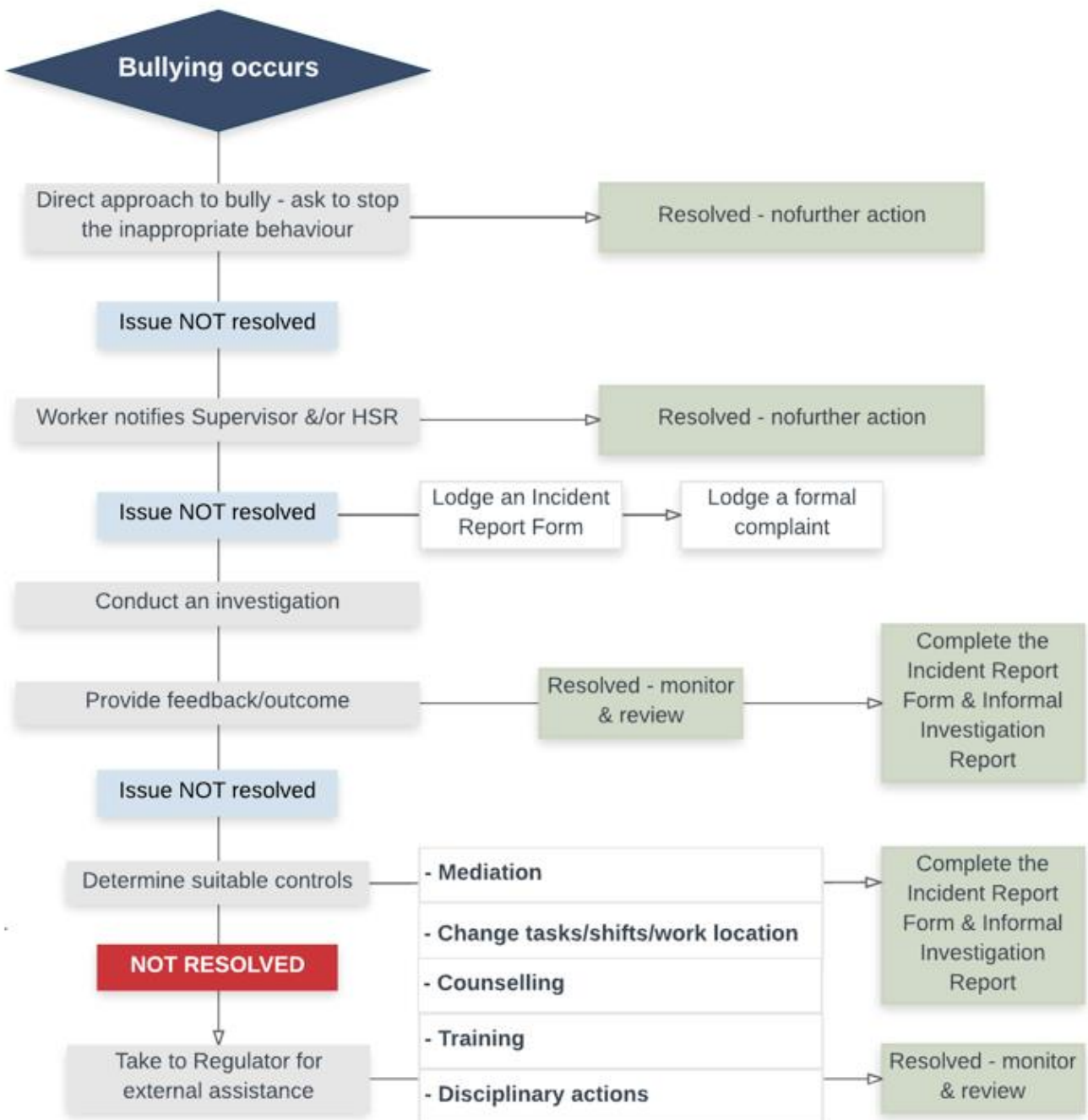
1. The complainant may wish to communicate directly with the person with whom they have a concern and ask that they refrain from further conduct of that nature;
2. If direct communication is not possible or does not resolve the complainants' concerns, they should then discuss the matter with their **Operations Manager/Managing Director** who will explain potential strategies for dealing with the conduct complained of;
3. The complainant, in consultation with the **Operations Manager/Managing Director**, will decide on a course of action to attempt to resolve the matter;
4. If deemed appropriate, Convoy Transport Pty Ltd may be able to assist in the informal resolution process by the appointment of a mediator agreed to by the parties involved, who may be able to help the parties resolve the matter;
5. After achieving a satisfactory resolution, the issue will be monitored by **Operations Manager/Managing Director** to ensure there are no re-occurrences or further concerns;
6. Documentation will be kept during the resolution process.

### **Formal Complaint:**

1. Where a complainant's endeavours to resolve a complaint informally have failed, he or she may choose to make a formal complaint;
2. The particulars of the complaint should be submitted in writing, to the **Operations Manager/Managing Director**, this would include a completed Incident/Injury Report Form and any supporting statements or documents;
3. **The Operations Manager/Managing Director** will investigate the complaint in consultation with the relevant persons. The investigation will follow and apply the principals of Natural Justice;
4. After completing the investigation, **The Operations Manager/Managing Director** will make a finding as to whether workplace bullying has occurred, or whether it is likely to have happened;
5. **The Operations Manager/Managing Director** will then submit a detailed report with a recommended course of action to the appropriate decision-maker (senior management);



6. An appropriate course of action will then be decided and implemented, in consultation with all relevant persons;
7. Where a formal disciplinary action against an worker employed or engaged by Convoy Transport Pty Ltd, this shall be instituted under the disciplinary procedures applicable to the worker concerned. Initiate disciplinary action following these procedures following a recommendation from **Jason Haywood Managing Director**.
8. If and when required, and per relevant legislation, assistance to achieve an acceptable resolution will be initiated by Convoy Transport Pty Ltd management from the appropriate external Authority.



Workplace Bullying Flowchart

Reference	Title and Description
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Document #: OHSM300001	OHSMS Manual
Document #: OHSF300048	Incident Report Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

### 4.5 General Workplace Management



Amendment	Competency and Training and	Issue #: 1	Revision #: 0
Record	Awareness Policy		
	Reviewed by: <b>Jason Haywood</b>	Approved by: <b>Jason Haywood</b>	
	<b>Managing Director</b>	<b>Managing Director</b>	

#### 4.5.1 Competency, Training and Awareness Policy

##### Purpose:

The purpose of this policy and procedure is to define, document and communicate the training and competency objectives of all personnel. This will enable all personnel to understand the policy and principles of the OHSMS and the ways in which their activities impact the achievement of OHSMS goals. This procedure applies to all training and competency-based assessment activities, across all operational areas of Convoy Transport Pty Ltd business relating to the OHSMS.

##### Policy:

The Management Team has accountability for ensuring adequate training, education, skills and experience for all Workers/workers.

Workers at all levels of the organisation must understand the policy and principles of the OHSMS and the ways in which their activities impact the achievement of OHSMS goals, regulatory and otherwise. All personnel within the organisation will have an understanding of the OHS issues associated with the Convoy Transport Pty Ltd operations. Personnel directly involved with tasks that affect OHS outcomes will be trained and competent to understand their responsibilities and undertake the associated roles.

Convoy Transport Pty Ltd will:

- Conduct training needs analysis across the organisation;
- Develop formal training needs and competencies for position requirements at all levels, including management;
- Provide formal induction programs for new and transferred workers and contractors;
- Use Registered Training Organisations and appropriately accredited and approved courses/trainers;
- Ensure training is competency based;
- Record all training;

- Review effectiveness of training; and
- Provide training for languages other than English and other relevant learning barriers.

Training will include:

- All health and safety policies and procedures for the organisation;
- Licenses and competencies to perform tasks;
- Specific hazards and risk controls;
- Consultation and communication arrangements;
- Incident reporting and corrective actions;
- Emergency Response; and
- First Aid.

Delegation will fall onto the OHS Manager (or delegate), and relevant departments to form part of the existing skills matrix required to meet other regulatory requirements. Where there is a skills gap, the company will take actions to ensure that resourcing is competent for the delivery of our OHS program.



Amendment	Competency and Training and	Issue #: 1	Revision #: 0
Record	Awareness Procedure		
	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 4.5.2 Competency, Training and Awareness Procedure

**Responsibilities:**

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- The Provision of budget, resources and time allocation to enable workers to undergo training and competency assessment is in accordance with the requirements of the OHS legislation;
- There is an effective worker training and competency assessment procedure and system in place; and
- A Review of the Training and Competency Procedure is conducted as required.

The HSR/OHS Manager is responsible for:

- Sourcing training and licensing service provision from qualified and suitable training service providers and the co-ordination of timetabling of training delivery for workers;
- Maintaining and reviewing the Training and Competency Procedure as required;
- Ensuring all workers complete training and competency assessments as required;
- Informing and consulting with the Organisation/CEO regarding worker training and competency; and
- Maintaining records required by legislation relating to worker training and competency, such as the *Worker Training, Competency and Induction Register* for Convoy Transport Pty Ltd.

Supervisors/Managers are responsible for:

- Informing workers about the requirement to participate in and completion of training and competency assessment as per the normal requirements of their position;
- Ensuring that all workers complete training and are assessed as being competent to perform their duties and ensuring adequate allocation of time and resources for workers to complete training as required; and
- Assisting with the co-ordination of the training of workers they are responsible for, with the HSR/OHS Manager.

All workers are responsible for actively participating in and completing training and competency assessments (on-the-job, internal/external courses, formal qualifications, licenses) relevant to the performance of their position whilst working at Convoy Transport Pty Ltd.

Convoy Transport Pty Ltd will:

- Conduct training needs analysis across the organisation and develop formal training needs and competencies for position requirements at all levels, including management and designated First Aiders;
- Record all completed training and competency assessments on the *Worker Training, Competency and Induction Register* as appropriate;
- Determine, assess and record the training and competency needs and levels of workers and contractors;
- Provide formal training and competency assessment programs for new and transferred workers and contractors;
- Use Registered Training Organisations (RTO) and appropriately accredited and approved courses/trainers;
- Ensure training is competency based;
- Utilise the First Aid Worker Register for workers assigned with First Aider duties;
- Review effectiveness of training;
- Provide training for languages other than English and other relevant learning barriers; and
- Provide managers and supervisors with additional training to ensure that they are aware of their duties and responsibilities under the Convoy Transport Pty Ltd OHSMS and the OHS legislation.

A refresher of Training or Re-Certification will be provided if it becomes evident that a worker is unfamiliar with any aspects of their training or if they are determined, via assessment and consultation, to be no longer competent to perform their job tasks by the Organisation.

### **New Workers:**

1. OHS responsibilities will be developed for each position within the company. These requirements will be listed within the *Roles and Responsibilities Schedule*. This report will contain the education, training and skills required to fulfil the role; and

2. Job position advertisements placed by Convoy Transport Pty Ltd will contain the required education, training and skills required to undertake their OHS responsibilities;

### Induction:

1. The inductee (new worker) will be informed that they are required to participate in and complete the Workplace Induction;
2. The Inductee will be provided with a copy of the Workplace Safety Rules for workplaces they are required to work at;
3. **Operations Manager/Managing Director** will allocate a time and place for the Workplace Induction to be carried out, including an explanation of the Workplace Safety Rules, giving adequate notice to the new worker and in consultation with managers;
4. **Operations Manager/Managing Director** works through the induction, including the Workplace Safety Rules with the inductee, step by step, and ensures that all the necessary workplace inspection and information is provided during the induction;
5. In consultation with the inductee, **Operations Manager/Managing Director** completes the *Workplace Induction Checklist*, as each part of the induction is successfully completed;
6. The Workplace Induction Checklist is given to the inductee to sign and a signed copy is provided to:
  - a. The inductee (the worker);
  - b. The Human Resources Manager;
  - c. The OHS Manager or HSR;
7. Additional Workplace Induction will be provided if there are any changes to the workplace that affect the health and safety of workers that requires new information/training to be given to workers;
8. A refresher of the Workplace Induction will be provided if it becomes evident that the worker is unfamiliar with any aspects of the induction or if they are determined to be deliberately non-compliant with workplace safety procedures by the appropriate manager;
9. *Worker Training, Competency and Induction Register* entry is completed for each worker and is maintained by Person Responsible;
10. All Workers will undertake an induction and orientation on the company processes and procedures. This induction must include training/awareness of the OHSMS;
11. All Workers will understand how their role impacts OHS objectives for the company; and
12. A record of the induction and orientation process will be kept.

### Training:

1. All Workers will be assessed for their competency in performing their roles and responsibilities in a safe and efficient manner;
2. Where a gap in knowledge or training is identified Convoy Transport Pty Ltd will register the Workers for training and schedule training in the *Training Needs Register*. (This training may be 'in house' or formal external training as required);


3. Workers undertaking third party training and receiving a certificate of training must retain this certificate as a training record and submit a copy to **Operations Manager/Managing Director**. This certificate will be attached to the Workers' training/personnel record;
4. Prior to the Workers being fully 'signed off' as competent to undertake a task their Supervisor/Manager will be responsible for the Workers safety and work practices; and
5. All training must be recorded in the *Workers Training Record*.

### Assessment:

1. Convoy Transport Pty Ltd will periodically undertake reviews and evaluations of worker's competency and training certifications. Workers evaluations will take into consideration the opportunity for continual improvement of their skills and personal growth;
2. If a Workers is identified as requiring upgraded training or skill development the Workers will have the required corrective action placed in the *Training Needs Register* and acted on as soon as practicable; and
3. Internal auditing processes must evaluate the effectiveness of training and competency within the company at least annually.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300033	Roles and Responsibilities Schedule ( <i>OHSMS Recording Forms</i> )
Document #: OHSF200036	Training Needs Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300008	Worker Training, Competency and Induction Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300038	Workers Training Record ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

	Amendment	Standard Operating Procedures	Issue #: 1	Revision #: 0
	Record	Policy	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director

### 4.5.3 Standard Operating Procedures Policy

#### Objective:

The purpose of this policy is to outline a process to assist with the development of workplace-specific Standard Operating Procedures (SOP) for tasks and processes that have the potential to cause harm to people, equipment or the environment.

### Policy:

Convoy Transport Pty Ltd is committed to the use of SOP when their use is indicated as a result of a risk assessment. Where the requirement for a SOP is identified, a SOP will be developed and maintained by those undertaking the activity (*developed in consultation with workers*).

SOP will be used as the format to write safety instructions for hazardous tasks. SOP will be site/task specific and detail all steps involved in the task.

A SOP for Convoy Transport Pty Ltd will be used to

- Outline a safe method of work for a specific activity;
- Provide an instructional document that workers must read and understand before commencing the activity;
- Assist in meeting legal requirements;
- Provide evidence in auditing and inspection;
- Satisfy contractual requirements.

### Responsibilities:

At Convoy Transport Pty Ltd takes responsibility for ensuring that workers are aware of, trained in, and understand the contents of the SOP.

OHSMS Manager/Supervisors - arrangements will be put in place to follow SOP. These include:

- Workers are aware of, trained in, and understand the contents of SOP;
- Make sure adequate resources are available;
- Make all SOP available;
- Adequate supervision;
- Consultation, information and training;
- Worker competency assessments;
- Periodic reviews of the SOP are carried out and updated where necessary.

Workers are responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the SOP.

### Procedure:

SOPs will be developed in consultation with all relevant persons and risk assessment/controls will be developed following the risk management protocols outlined in this manual. Everyone involved in the task will be trained in the content of the SOP and all risk controls detailed therein.

Should the task/activity be new or involve use of new plant/equipment external expertise may be required to complete the SOP and this should be sought where applicable. Elected HSR will be consulted where applicable.



SOP will be written in a concise, logical, step-by-step, easy-to-read format with sufficient detail to ensure that someone with limited experience can successfully carry out the procedure in a safe manner when unsupervised. The SOP may reference other material such as operating manuals or another SOP.

For each step in the work task, list the most appropriate risk control measure that will eliminate or minimise the risk to the workers completing the work task.

The SOP should be written by a member of staff who has good knowledge of the task and has performed the particular task. Consultation with others involved in the task is recommended.

The SOP should include:

- The name and purpose of the task/process;
- Definition of any acronyms or specialised terms;
- Potential hazards and associated risks of the task/process;
- Clear and simple instructions for undertaking the task/process in a safe manner;
- Any PPE required to be worn while undertaking the task;
- Emergency procedures and shutdown.

All SOP will be reviewed on a regular basis and if necessary, revised:

- If the results of consultation indicate that a review is necessary, or if a health and safety representative request a review;
- After an incident or near-miss (control measure was not effective in controlling the risk);
- If the task/activity changes;
- When a new hazard or risk is identified;
- Where the equipment or plant used in the SOP changes;
- If there is a change to legislation, standards or codes of practice.

A SOP Register will be used to track the number and type of SOP and review timeframes.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300007	Standard Operating Procedure Template ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300057	SOP Register ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*





Amendment Record	Information and Communication Policy	Issue #: 1	Revision #: 0
Reviewed by: Jason Haywood Managing Director		Approved by: Jason Haywood Managing Director	

## 4.5.4 Information and Communication Policy

### Purpose:

The purpose of this policy is to define, document and communicate the information and communications policy and procedures for all elements of the Convoy Transport Pty Ltd OHSMS. This procedure applies to all activities across all operational areas of Convoy Transport Pty Ltd business.

### Policy:

Communication and information transfer methods will be developed and documented to provide internal and external communications when required and include:

- The content of the communications;
- The type of information;
- The time or when the information is to be distributed;
- With whom the communications are sent to;
- The medium for which the co-information is delivered; and
- Who is the responsible person for the communications?

### Internal communication:

Convoy Transport Pty Ltd conducts regular meetings where OHS plans; objectives and targets are discussed, measured and reviewed. Using existing communication structures, such as consultative arrangements, intranet, email and controlled copies of documents, departmental meetings, the Management Team ensures that information is effectively communicated throughout the company.

### External Communications:

Where external communications are undertaken, management will consider the nature of the communication and make a decision on whether and how to respond. The Managing Director is responsible for maintaining records of each external stakeholder communication.

These procedures are listed in the *Communications Program Schedule*.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300004	Communications Program Schedule ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Document Control Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 4.5.5 Document Control Policy

### Purpose:

The purpose of this policy is to define, document and communicate the document control policy and procedures for all elements of the Convoy Transport Pty Ltd OHSMS. This procedure applies to all activities across all operational areas of Convoy Transport Pty Ltd business.

### Policy:

To ensure effective operation of the OHSMS, Convoy Transport Pty Ltd will ensure that documents are easily located, relevant and kept up-to-date. At Convoy Transport Pty Ltd, the control of document information ensures that:

- Documented information is readily available to workers and managers and that it is suitable for use;
- Documented information is protected from loss of confidentiality about our processes, improper use or loss of document integrity.

In the control of documented information including records management, the following actions are taken to ensure documents, content and records are:

- Able to be distributed, accessed, retrieved and used in an appropriate, effective and efficient manner;
- Stored and preserved including legibility for prescribed times as per legislative or regulatory requirements;
- Version controlled and changes are documented and communicated; and
- Retained and disposed of according to legislative or regulatory requirements.

Where documented information is of external origin i.e. outside of Convoy Transport Pty Ltd and is necessary for the planning and operation of our Company's processes then, the documentation will be identified. Once identified, the document will be controlled in the same manner as internally generated documented information.

Documented information retained as evidence of conformity in the form of records will be protected and stored for the length of time required by regulatory requirements. The OHS records kept by Convoy Transport Pty Ltd are detailed in the *OHS Document Register*.

The types of documents that can be controlled documented information include (but are not limited to):

- HTML and Java scripted Web Pages;
- OHSMS Manual;
- Procedures;
- Work Instructions;
- Forms; and
- Company templates.

Records such as:

- Corrective Actions;
- Management Reviews;
- Customer Complaints; and
- Calibration Results.



Amendment Record	Document Management Process	Issue #: 1	Revision #: 0
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.6 Document Management Process

1. An OHSMS Document Manager will be allocated to maintain OHSMS documents in an accessible form;
2. The OHSMS Document Manager will preserve updated documents for the following outcomes:
  - Operational control procedures;
  - Objectives, targets, and action plans;
  - Legal requirements;
  - Health and Safety Policies and Procedures;
  - Management reviews;
  - Reports on audit outcomes; and
  - Corrective and preventive actions.
3. The OHSMS Document Manager is not responsible for developing or modifying any documents unless tasked. All documents will be developed or modified by the appropriate person or group responsible.

The OHSMS Document Manager will control all OHSMS documents and records using *OHS Document Register*.



Amendment Record	Document Creation	Issue #: 1	Revision #: 0
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.7 Document Creation

1. All documents will be created by a person sufficiently experienced in the subject at hand e.g. emergency response procedures;
2. All internal documents will initially be created as electronic files (. doc.pdf, xlxs);
3. All internal documents will contain identification and description (e.g. a title, date, author, or reference number);
4. All drafts will be sent by email to the appropriate approvers for review and approval;
5. The reviewer will discuss any issues with the author to achieve a final approved document;
6. The reviewer will indicate approval of the document by signing off the *OHS Document Register*;
7. On approval of the document, it will be forwarded to the OHSMS Document Manager for filing/placement;

8. If the hardcopy is maintained in a filing system/binder, any previous hardcopies of the same document must be moved to an obsolete document filing system/binder;
9. Original releases of documents must contain acknowledgment that it is the original document in the revision numbering system;
10. The OHSMS Document Manager will maintain a copy of the created document within a computer folder. This file must be incorporated into all data backup routines;
11. The OHSMS Document Manager will ensure that all new or revised documents placed into a master list folder will have file's permission set to READ ONLY, and updated in the *OHS Document Register*; and
12. Any previous electronic versions will then be moved to a separate folder identified for superseded/obsolete documents. Superseded/obsolete files will be kept for historical record *OHS Document Register – Archived Documents page*.



Amendment Document Review and Revision  
Record Reviewed by: **Jason Haywood**  
**Managing Director**

Issue #: 1 Revision #: 0  
Approved by: **Jason Haywood**  
**Managing Director**

### 4.5.8 Document Review and Revision

All OHSMS listed documents will be reviewed/amended on an annual basis. Any document amended, or new document added, outside of the review period will be immediately added to the applicable *OHS Document Register*.

Photocopy Allowed (PA) Forms will be reviewed every 3 months for currency and to ensure the current version is being used.

#### Document Distribution (*All hard copies are to be considered uncontrolled documents*)

1. Controlled documents will be available for nominated workers;
2. Workers will receive training/instruction on how to locate and retrieve the current version of a file;
3. If hardcopy document distribution is used the OHSMS Document Manager will note in the *OHS Document Register* where controlled hardcopy documents are to be located;
4. The OHSMS Document Manager will be responsible for distributing current copies to the correct locations;
5. Hardcopies must not be altered or modified by users and must remain legible. Should the document be damaged or otherwise illegible the OHSMS Document Manager must be notified as soon as possible; and
6. Hardcopies may not be photocopied without the approval of the OHSMS Document Manager unless designated as a PA Form.

## PA Forms:

1. PA Forms may be photocopied as needed; and
2. An electronic copy of each approved form must be sent to OHSMS Document Manager for inclusion in the document master list.

## External Origin Documents

- External documents used for non-critical purposes, such as reference material or marketing materials are not controlled;
- Legislation, Codes of Practice, Standards or third party specifications are controlled documents; and
- The OHSMS Document Manager must ensure the latest versions are maintained and kept up to date. Controlled external documents will be kept in the same format (electronic and/or hardcopy) and, subject to the same conditions of file structures and backup schedules as per internal documents.

### **4.5.8.1 Security of Confidential Documents**

Convoy Transport Pty Ltd will take all reasonable steps to protect the personal information it holds from misuse, loss and unauthorised access, modification or disclosure. No employee, contractor or supplier is permitted to store confidential information on any individual personal use computer or portable storage device unless authorised.

Reasonable steps will be taken to ensure personal information remains accurate and up to date. Convoy Transport Pty Ltd provides the right to access the personal information held by the information owner. Any request for access to this information or, enquiries concerning the privacy, or currency, of any held information can be made by contacting the Privacy Officer: **Jason Haywood** by email [jason@convoytransport.com.au](mailto:jason@convoytransport.com.au)

Where no longer required, personal information will be destroyed or de-identified except where the information is required to be kept by law or court order.

### **4.5.8.2 Disposal of Confidential Documents**

All employees will be given instructions for properly disposing of hard copy, digital data and products and materials containing personal and confidential information.

Convoy Transport Pty Ltd will securely dispose of confidential information in a secure, manner. Before destroying records containing confidential information, the privacy officer will:

- Have authorisation/endorsement to dispose of the records from the **Managing Director**;
- Check and confirm that records are no longer needed for ongoing business;
- Ensure records are not required for any current or pending legal action;
- Consider any other potential reason to retain confidential records, e.g. legislated record-keeping timeframes.

Destruction of records will be undertaken most securely and, will be undertaken as soon as possible after authorisation is given, e.g. shredding of paper-based records or physical destruction or overwriting of digital media. Failure to follow documented disposal procedures may lead to disciplinary action.

### Destruction Method table

Record Medium	Non-Sensitive	Moderately Sensitive	Highly Sensitive
Hard Disc drive	<ul style="list-style-type: none"> <li>Overwriting</li> <li>Purging</li> </ul>	<ul style="list-style-type: none"> <li>Purging</li> <li>Physical destruction</li> </ul>	<ul style="list-style-type: none"> <li>Physical destruction</li> </ul>
CD/DVD	<ul style="list-style-type: none"> <li>Overwriting</li> <li>Purging</li> </ul>	<ul style="list-style-type: none"> <li>Purging</li> <li>Physical destruction</li> </ul>	<ul style="list-style-type: none"> <li>Physical destruction</li> </ul>
Mobile phone / Tablet	<ul style="list-style-type: none"> <li>Overwriting</li> <li>Purging</li> </ul>	<ul style="list-style-type: none"> <li>Purging</li> <li>Physical destruction</li> </ul>	<ul style="list-style-type: none"> <li>Physical destruction</li> </ul>
Paper record	<ul style="list-style-type: none"> <li>Single Shredding</li> </ul>	<ul style="list-style-type: none"> <li>Cross shredding</li> </ul>	<ul style="list-style-type: none"> <li>Cross shredding</li> <li>Burning</li> </ul>

After the destruction process is complete, professional paper shredding and hard drive and media destruction services must provide a Certificate of Destruction confirming the time, date and method of destruction.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300028	OHS Document Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Records Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.9 Records Policy

#### Purpose:

This policy defines the requirements for the identification, storage, security, recovery, and retention time of records. This policy applies to all records as defined within the *OHS Document Register*.

#### Policy:

Convoy Transport Pty Ltd will create, capture and maintain full and accurate records of its activities, including outsourced, contracted or cloud-based activities. All areas of operations will keep records in accordance with this policy. The organisation recognises that good record management play a critical role in:

- Supporting good business practices;

- Providing for evidence based and informed decision making;
- Promoting accountability and transparency; and
- Supporting compliance with legislative and regulatory provisions.



Amendment	Records Management Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.10 Records Management Procedure

- All electronic forms will be maintained and backed up as per document keeping procedure;
- All hardcopy records will be protected from damage by storage in suitable compartments; A record of where records are to be stored will be kept in the *OHS Document Register*;
- Records subjected to regulated timeframes must be kept for the required period. All other records will be kept for a period of **5 years**.

Record Name	Retention period
Workers records	7 years
OHS approval	5 years

- All archived records stored offsite will be maintained in a secure, suitable location;
- Discarded records will be permanently destroyed after retention periods have elapsed; and
- Records must be made available for easy retrieval in case of backup or requests for viewing by nominated parties.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300028	OHS Document Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Facilities Management Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.11 Facilities Management Policy

**Purpose:**

To identify and reduce risks in relation to the physical work environment by providing and maintaining a safe work environment with adequate facilities and, to provide adequate resourcing to maintain these facilities.



**Policy:**

Convoy Transport Pty Ltd understands that workers are more at risk of being involved with, or causing an accident or event if the work space and other facilities are not suited to the work environment. The organisation is committed therefore to providing and maintaining a physical work environment that is without risks to health and safety.

Convoy Transport Pty Ltd will:

- Ensure the health and safety of workers and visitors to the workplace with regard to facilities management;
- Engage with workers on facilities requirements;
- Identify and assess hazards arising from facilities management;
- Eliminate or control facilities related risks; and
- Provide information and instruction on managing facilities.



Amendment	Facilities Management Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 4.5.12 Facilities Management Procedure

To eliminate, reduce or manage the risk associated with facilities management Convoy Transport Pty Ltd will consult with workers on facilities requirements and Identify and assess hazards arising from these facilities to ensure:

- The layout of the workplace is designed to allow people to enter and exit the workplace and to move within it safely;
- Floors and other surfaces are maintained to allow work to be carried out safely;
- That work areas have sufficient space for work to be carried out in a safe manner;
- There is suitable and sufficient lighting to enable a worker to carry out work safely;
- There is suitable and sufficient ventilation to enable workers to carry out their work safely; and
- There are sufficient facilities for drinking and wash water, toilets and rest areas.

*\*Use appropriate Workplace Inspection Checklists to conduct assessment.*

In participation with workers Convoy Transport Pty Ltd will ensure that these facilities are sufficient in number and are maintained to be clean, safe and in good working order with consideration of:

- The type of the work being carried out at the workplace;
- The nature of hazards and risks at the workplace;
- The size, location and number of people at the workplace (with consideration of gender and/or physical disabilities).



If the nature of the work is such that the following applies, Convoy Transport Pty Ltd will also ensure there are suitable facilities for:

- Washing the body;
- A place to change clothes that become contaminated or wet;
- Keeping clothes that will not be used at work clean and dry;
- An opportunity for rest when work involves continuous working on the feet; and
- Control of airborne contaminants as closely as possible to their source by being treated or carried off.

### Responsibilities:

Convoy Transport Pty Ltd is responsible to:

- Provide adequate facilities for the workplace;
- Ensure the health and safety of workers and visitors to the workplace with regard to facilities management;
- Engage with workers on facilities requirements;
- Identify and assess hazards arising from facilities management;
- Eliminate or control facilities related risks; and
- Provide information and instruction on managing facilities.

**Workers, and others,** are responsible to:

- Engage with relevant managers and supervisors in relation to developing facilities requirements;
- Cooperate with Convoy Transport Pty Ltd facilities use policy and other relevant work health and safety systems;
- Engage with relevant managers and supervisors in relation to facilities management;
- Report any hazards and risks relating to the use of facilities;
- Ensure that their behaviour does not damage workplace facilities or prevent their use by others.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300058	Workplace-Facility Plan <i>(OHSMS Recording Forms)</i>
Document #: OHSF300059	Workplace-Facility Description <i>(OHSMS Recording Forms)</i>
Document #: OHSF300060	Workplace Inspection Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300061	Workplace Inspection Checklist (daily) <i>(OHSMS Recording Forms)</i>
Document #: OHSF300062	Workplace Inspection Checklist (weekly) <i>(OHSMS Recording Forms)</i>
Document #: OHSF300063	Workplace Inspection Checklist (monthly) <i>(OHSMS Recording Forms)</i>
Document #: OHSF300064	Workplace Inspection Checklist (6 months-10 years) <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Pallet Racking and Shelving Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.13 Pallet Racking and Shelving Policy

#### Purpose:

The purpose of this policy is to define the safe work processes when working with Pallet Racks and Shelving and applies to all workers, including contractors of Convoy Transport Pty Ltd who may be exposed to risk interactions with Pallet Racking and Shelving on site.

#### Policy:

Convoy Transport Pty Ltd is committed to providing a work environment for its workers, clients and visitors that is safe and without risks to health and safety when working with Pallet Racks and Shelving.

This will be achieved by implementing clear processes relating to the installation, use and repair of Pallet Racks and Shelving that includes:

- Correct racking and shelving design and layout for the purpose;
- Working load limits understood and managed by workers;
- Correct packing and storage methods employed;
- Maintenance and damage/fault reporting;
- Training workers in safe work practices when working with pallet racking and shelving.

All racking equipment and shelving will only be used and operated in a manner safe for workers and others.



Amendment	Pallet Racking and Shelving	Issue #: 1	Revision #: 0
Record	Procedures		
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.14 Pallet Racking and Shelving Procedures

#### Racking design and layout

- Racking/Shelving will be suitable for the size, shape and weight of the items being stored. (*e.g. as per AS4084: 2012 Steel storage racking*);
- All racking/shelving will be laid out to be compatible with the load shifting equipment/ vehicles e.g. forklifts and trucks used in the workplace. I.e. with consideration of existing traffic management plans, aisle widths, turning circles of the load shifting equipment and pedestrian access;
- The layout will consider worker access points, emergency access and egress, lighting and work activities and must not be changed without approval from **the Operations Manager/Managing Director**
- All racking/shelving will be set up and maintained according to manufacturers' instructions;

- Install supplier's operating instruction sign where supplied.

### Single bay racking:

Rear protection will be fitted to prevent loads falling from the back of single bay racking in the following circumstances:

- Where pedestrians can access the rear of the racking;
- Where single rows have been installed.

### Working Load Limits:

The following load limits must never be exceeded:

- Maximum unit load rating;
- Total rated capacity for each bay;
- All Racking/Shelving installations must be signed/labelled with working load limits as per *AS 4084—2012 Steel storage racking*.

### Pallet Racking Signage/Labelling:

All pallet racking installations must have a permanent, corrosion-resistant plaque at least 125 mm long and 250 mm high, with maximum load action figures, written in a large font (at least 25 mm high). These plaques be located in one or more conspicuous locations and be securely fixed to the racking structure at 2 m above the floor level. The plaque must contain:

- a. Working unit load limit;
- b. Total working unit load limit for each pallet beam level;
- c. Total working unit load limit for each bay;
- d. Racking designer's name;
- e. Manufacturer's name, supplier's name and trademark, and the installation date;
- f. Maximum distance from base plate level to the first beam level, and the maximum distance between first and second beam levels.

### Modifications:

- Modifications to existing pallet racking and shelving will only be made by a competent person;
- Any modifications to any racking/shelving must be approved by the manufacturer, supplier or a qualified engineer;
- Modifications must consider the effect on load limits;
- Operating procedures, signs and drawings must be updated to include details of any modification.

Replacement of any components will only be undertaken using original equipment manufacturer components, unless, an engineering report is obtained to confirm new components are compatible with components being repaired.

### Mobile Plant collision

- Mobile Plant, vehicles and pedestrian traffic will be managed to prevent collision with shelves and racking (*See Traffic Management Plan section 4.5.16*);

- Where practicable, bottom portions of frames exposed to possible collisions by forklifts or other moving equipment will be fitted with upright protectors and end-of-rack protectors.

### Reporting Damage:

- All damage and faults must be reported to **The Operations Manager/Managing Director** and the *Hazard Report Form* completed;
- All accidental strikes by load equipment or vehicles against racking/shelving must be reported and an investigation into the cause and damage carried out. *Incident Report Form, Investigation Checklist and Action Report Form*;
- All damage will be identified and made visible – e.g. coloured stick-on tags used to show the location and level of damage;
- All damaged Racking /Shelving will be repaired by an authorised repairer before being returned to service.

### Major Impact into the Racking/Shelving:

If extensive damage or hard contact occurs, the operator must not step out of the forklift/vehicle to assess the damage. Operator must:

1. Stay seated within the forklift/vehicle;
2. Drive to a safe location away from the racking/shelving and, any adjacent racking/shelving;
3. Notify all warehouse personnel with warnings to avoid the area until assessed and cleared to re-enter;
4. Notify **Operations Manager/Managing Director** immediately;
5. The operator, with another suitably competent person, will investigate the area immediately after the impact to assess the damage and submit an incident report;
6. Secure the area by sectioning off and removing articles from the damaged racking/shelving. If safe to do so;
7. All warehouse personnel must be notified not to use the area until further notice.

### Minor Impact into the Racking/Shelving:

1. **The Operations Manager/Managing Director** will be notified immediately to arrange immediate repair;
2. If available spares e.g. cross beams etc, are available a nominated, competent person may affect the repair after first removing articles from the damaged racking/shelving. If safe to do so and the design is not modified (*see modification section above*);
3. Goods must not be placed on that rack/shelf until the damaged item is replaced or the structure is deemed safe;
4. All warehouse personnel must be notified to not use the area until further notice.

### Inspections:

Racking will be inspected regularly to confirm its integrity and check for damage. Inspections will check the following using the *Racking and Shelving checklist*.

- Beams – check for overloading, damage and missing parts;
- Signage and Label – in place and legible;
- Uprights and Footplates – Undamaged and good condition, vertical;
- Braces – Undamaged and good condition;
- Floor fixings – Installed and secure.

### Training:

Information and training will be provided to all personnel who work with Racking/Shelving.

Training must include:

- Working load limits;
- Use of load shifting plant, scissor lifts etc.;
- Manual Handling;
- Storage and stocking methods;
- Required skills, knowledge, training and experience required to safely undertake the work must be included in the **Worker Training, Competency and Induction Register**;
- Confirm that the selected workers are competent to do the work and have all required qualifications, licences and training **Worker Training, Competency and Induction Register** Provide information on any known health and safety hazards associated with the work. E.g. manual handling, stocking methods, plant and equipment use, working at height etc.;
- Risks associated with racking and shelving work will be assessed and any skills/knowledge the worker requires to undertake the work safely;
- Information on required equipment including PPE will be supplied to all relevant personnel.

Reference	Title and Description
Document #: OHSF300001	OHSMS Manual
Document #: OHSF300008	Worker Training, Competency and Induction Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300122	Racking and Shelving Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300041	Hazard Report Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300048	Incident Report Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300050	Incident Investigation Procedure Checklist and Action Report Form <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	

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Amendment Traffic Management Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## 4.5.15 Traffic Management Policy

### Definitions:

Traffic Management: The management of powered mobile plant/vehicles and their immediate environment, with a strong focus on the interactions with pedestrians while on site.

Traffic: All vehicles, powered mobile plant or other mobile equipment that has the capacity to cause harm to people or damage infrastructure.

### Scope:

This policy applies to all workers, including contractors of Convoy Transport Pty Ltd who may be exposed to risk interactions with powered mobile plant/vehicles on site.

### Policy:

Convoy Transport Pty Ltd acknowledges the effective management of traffic is critical to the safety of people in the workplace.

Convoy Transport Pty Ltd is committed to preventing injuries caused by powered mobile plant/vehicle interactions with people will endeavour to eliminate or reduce the number and severity of injuries caused by powered mobile plant/vehicle interactions.

This will be achieved by implementing clear traffic management processes to manage hazards and the associated risks arising from these interactions. and to establish controls to minimise the risk of personal injury and damage due to those interactions.

Convoy Transport Pty Ltd has implemented strategies to minimise the risk of worker injury from traffic interactions including:

- Developing and implementing a TMP;
- Designating responsibilities for people managing or interacting with traffic in the Workplace;
- Developing control measures for expected interactions (including temporary hazards) where operations/work activities force changes to the flow of either pedestrian, or other traffic;
- Instructions/procedures for controlling traffic (including emergencies);
- Training workers in traffic management control measures.



Amendment	Traffic Management Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 4.5.16 Traffic Management Procedure

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- The identification of all traffic movement paths in the workplace;
- Risk assessments are carried out for all traffic movement where there is a risk of interaction with people or infrastructure;
- Adequate and appropriate training is provided to workers in respect to traffic management and operation of any plant or vehicle;
- Traffic management procedures are monitored and reviewed as required;
- A TMP is developed and put into place;
- Allocation of resources for effective traffic management.

Supervisors are responsible to ensure:

- Control measures are inspected and maintained;
- Permanent and temporary warning signs are in place and visible;
- Access ways are kept clear;
- Only undamaged signs are used;
- Weekly inspections are recorded;
- Training needs are identified;
- Workers/subcontractors to attend training.

Workers/subcontractors have a responsibility to:

- Assist and cooperate with the identification of traffic management issues in the workplace;
- Attend traffic management training when required;
- Ensure that they know how to use equipment safely and that they use all equipment in a correct manner;
- Are licensed to use the plant or vehicle they are operating;
- Respect all traffic management rules and procedures.

### Risk Assessment:

The following conditions are to be addressed within the TMP:

- Entering and exiting work site from adjacent roads. (including reversing);
- Entering and exiting buildings (warehouses etc.);
- Delivery points;
- Loading and unloading points;
- Reversing manoeuvres within the work area;

- Transit through the work area adjacent to personnel and other hazards;
- Parking areas;
- Speed limits;
- Collision points (pedestrian's regular routes and where they overlap with powered mobile plant and vehicles).

Traffic management hazards and risk will be identified by:

- Observing traffic movement;
- Hazard reports;
- Seeking worker input;
- Consulting with individuals with specialised knowledge and skills if required.

All risk assessments will be documented and take the following risk factors into account:

- The actual/predicted path of pedestrian and traffic movement;
- The risk of interaction of vehicles and pedestrians (frequency and how dangerous);
- The strategy for placement of signs, barriers, or other traffic guides;
- Short term traffic management;
- Emergencies.

Controls are implemented using a hierarchy of controls. E.g.:

- Eliminate task (design it out);
- Substitute for less hazardous options;
- Isolate people from risk;
- Use engineering controls (e.g. barriers);
- Develop procedures and administrative controls (line markings, signs etc.);
- Provide Information, training and instruction.

Risk controls are reviewed whenever:

- A control is no longer effective;
- Any change is likely to introduce new or different hazards that current controls will not adequately address;
- A new hazard or risk is identified;
- Results of consultation indicate a review is needed.

### **Vehicle Movements:**

The team will plan and develop procedures for all traffic movement based on the risk assessment.

Types of vehicle movements may include:

- Delivery and Dispatch of plant/equipment (Heavy vehicle);
- Frequent regular traffic of clients, workers, subcontractors' vehicle (light vehicle);
- Movement at the workplace of plant/equipment (e.g. forklifts);
- Deliveries/Dispatch of materials, supplies (loading and unloading areas).



## Planning traffic management:

- Traffic management at the workplace will be carefully planned before work starts. Planning will involve identifying the hazards, assessing the risks and determining appropriate control measures by engaging with all workers involved in the work as necessary;
- Specific control measures must be implemented before using powered mobile plant near overhead power lines or underground utilities.

## Worker Training and Qualification:

- Workers responsible for the management, operation, use and maintenance of traffic management measures requiring certification hold current operator's licenses and are fully trained and competent as required by the relevant Authorities;
- Workers must be trained to safely deploy or operate traffic management measures by a person who is suitably competent/experienced in its use;
- The workers must be able to demonstrate the safe use of any equipment under supervision before being allowed to undertake traffic management work unsupervised. E.g. radios, traffic signals or signs.

## ■ Minimising vehicle movements:

Traffic movement around the workplace will be minimised as much as possible. This will be achieved where practicable by:

- Controlling entry/exit to the work area by planning or engineering processes (e.g. gates, signage, speed control);
- Developing storage areas so delivery vehicles do not have to cross the at the workplace;
- Scheduling work processes to minimise the number of vehicles operating at the same time;
- Scheduling work processes to minimise the number of vehicles operating while people are moving through an area (e.g. start and finish of shifts).

## ■ Parking areas:

Where practicable, parking areas will be designed to:

- Be situated between the access point of the road and the work area;
- Not require passing through busy work areas;
- Be clearly marked and sign-posted for visitors;
- Be well-lit and provide an unobstructed view;
- Be situated away from regular traffic pathways;
- Utilise pathways leading to and from parking areas which are isolated from vehicle pathways (separate by using a barrier or administrative control e.g. flagging, hazard netting or physical barrier);
- Have clearly signed crossing points where a pedestrian pathway crosses a traffic pathway.

## **Reversing vehicles:**

Where possible, The TMP will avoid the need for vehicles to reverse. Where possible utilising one-way traffic flow. All reversing vehicles and powered mobile plant will:

- Have vehicles will be fitted with reversing warning alarms;
- Will have sufficient mirrors or cameras to allow the driver to see clearly behind the vehicle;
- Ensure that, for reversing vehicles/plant (e.g. delivery vehicles) a spotter wearing hi visibility clothing assists/signals the driver;
- Ensure the driver always exits the vehicle at the earliest opportunity to assess the travel path before commencing reversing operations.

## **Temporary Traffic Control:**

Where temporary road traffic control is required (e.g. when providing temporary road bypass for oversize loads etc.):

- Approvals and permits are sought from local council and/or state road transport departments where necessary;
- A TMP is developed for the temporary works (this can be a separate plan to the Construction TMP if required);
- Only accredited traffic controllers are to perform traffic control duties;
- All traffic control measures put in place must be implemented as per Australian Standard AS 1742.3-2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads ('AS 1742.3-2009') or other requirements as per permit conditions;
- Traffic controllers must have the required accreditation to perform traffic control duties;
- Traffic controllers must have sufficient experience to setup and control traffic safely and efficiently.

Powered Mobile Plant/Vehicles:

- Will be operated in a safe manner;
- Only licensed/certified and competent workers are to operate vehicles/plant;
- Will comply with defined speed limits and directions;
- Pre-start safety checks must be conducted for vehicles/plant;
- Damaged or faulty plant/machinery must not be used, and reported to your Supervisor or Manager immediately;
- Will adhere to all traffic signs and directional markings;
- A moving vehicle will never be mounted or dismounted from. (Never ride on or carry passengers unless in an approved seating position (no seat-no ride!));
- Unload/load vehicles/plant only in designated areas;
- Park vehicles/plant only in designated areas;
- Switch off vehicle/plant if unattended;
- Do not operate vehicles/plant in defined pedestrian areas;
- Stop and continue at a walking speed when entering blind corners;

- Complete incident/accident reports as appropriate.

**Uncontrolled movement of vehicles and powered mobile plant:**

To prevent uncontrolled movement always ensure:

- Risk assessment is undertaken prior to working on vehicle;
- Keys are removed from the vehicle's ignition and secured;
- Parking brake is on;
- Wheels are chocked on both sides of the vehicle using serviceable purpose-built chocks;
- Work is undertaken on a flat even surface capable to bear the point load of any jacks/lifting equipment or ramps;
- A lockout system or warning sign is in place to prevent the vehicle from being started, or the vehicle or any part of it being inadvertently moved;
- Powered mobile plant attachments are fully lowered before starting work;
- For work under heavy vehicles, ensure appropriate load support is used (e.g. stands or lifting devices).

**⚠ Do not rely on portable hydraulic system to hold any part of equipment in raised position Always use installed lift brace equipment and/or suitable SWL blocks/jacks.**

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300065	Workplace TMP Template ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300114	Workplace TMP Risk Assessment Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300115	Workplace Traffic Management Checklist ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	

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Amendment	First Aid Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 4.5.17 First Aid Policy

**Purpose:**

The purpose of this policy and procedure is to outline strategies and resources that Convoy Transport Pty Ltd uses to provide first aid resources and trained First Aid Officers (FAO).

This procedure covers the provision and training of FAO, supply of first aid resources and first aid operational responses within Convoy Transport Pty Ltd.

**Policy:**

Convoy Transport Pty Ltd will use the guidelines as outlined in the WorkSafe Code of Practice for First Aid to ensure the provision of a prompt, coordinated first aid response in the following ways:

- Meet and/or exceed legislative requirements;
- Identify and assess the potential for an injury/incident occurring by;
  - Observing tasks/work performed/work environment;
  - Consulting with workers/HSR/Officers;
  - Reviewing near misses and past incident reports;
  - Reviewing SDS for hazardous chemicals;
  - Other means as necessary;
- Determine suitable resources based on the nature of the work, hazards, size and location and number and composition of persons at the workplace;
- Specify minimum requirements based on risk. For example;
  - Type, contents and number of kits;
  - Number and location of FAO (including remote locations);
  - Provision of first aid rooms and specialist kits;
- Appointing, training and replacing FAO as required. FAO training will be [provided by registered providers].



Amendment	First Aid Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 4.5.18 First Aid Procedure

**First Aider Information/Responsibilities:**

- First aider training will detail the expected responsibilities and roles of all workers, reporting details and emergency response procedures. This should also include the required parameters to be deemed competent to handle the emergency situation;
- The Manager will ensure that all workers under their control have received training in emergency response;
- New workers will receive information, training and instruction on first aid procedures at the earliest opportunity e.g. induction;
- First-aid workers and their associated responsibilities are detailed in the *First Aid Worker Register*.

At Convoy Transport Pty Ltd, **The Operations Manager/Managing Director** will ensure:

- All workers are informed and aware of the location of First Aid Kits and/or First Aid Rooms;
- All workers are informed and aware of the location and contact details for FAO's;
- Regular audits of contents of First Aid Kits (including vehicle and/or mobile location kits) and contact details;
- The documentation of all treatment, injuries and illness;
- FAO:
  - Receive adequate first aid and resuscitation training from a registered training organisation;
  - Are able to perform first aid duties;
  - Are willing to provide first aid treatment as required.

All workers will be provided access to first aid equipment and trained first aid personnel. An appropriate number of first aid personnel will be available at all times with consideration of:

- Number, location and content of equipment;
- First aid procedures;
- Number of required trained personnel (including access for sub-contractors as needed). As per relevant Code of Practice for First Aid Equipment Facilities and Training for recommended number and placement of first-aid officers;
- Signage (Design and use of first aid signs will be as per the relevant AS/NZS);
- No FAO will attempt first aid beyond their training or experience.

The location of all first aid facilities and equipment is detailed on the applicable workplace plan. **(Note: detail this information on workplace plan).**

Reference	Title and Description
Document #: OHSMS300001	OHSMS Manual
Document #: OHSF300067	First Aid Worker Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300068	Emergency Worker Training Register ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment Personal Protective Equipment Issue #: 1 Revision #: 0  
Record Policy

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Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

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## 4.5.19 Personal Protective Equipment Policy

### Objective:

To protect workers from workplace hazards by developing a system to manage the selection, use and maintenance of PPE where required.

### Scope:

This policy covers all workers required to wear PPE.

### Policy:

The purpose of PPE is to protect the workers of Convoy Transport Pty Ltd from exposure to workplace hazards. Convoy Transport Pty Ltd will provide workers with suitable PPE for the workplace or where required for specific tasks at no cost to the worker.

Convoy Transport Pty Ltd will:

- Ensure PPE is suitable concerning:
  - Nature of the work;
  - Hazards associated with work;
  - Appropriate size and fit;
  - Reasonably comfortable to wear for type of task and intended duration of the job;
  - Maintained, repaired and replaced to ensure it remains effective in minimising risk to workers;
- Select quality PPE to meet relevant AS/NZS;
- Provide training, guidance, and assistance to supervisors and workers on the proper selection, use, care, and cleaning of approved PPE;
- Develop and make accessible, instructions for selection, use, maintenance, and cleaning of PPE;
- Designate areas where PPE is required and display signs;
- Periodically re-evaluate the suitability of previously selected PPE;
- Develop a system to inspect PPE to ensure it is clean, hygienic and in good working order;
- Conduct inspection and checks to make sure workers are using provided PPE;
- Review, update and conduct PPE suitability assessments whenever:
  - There is a job change;
  - Using new equipment;
  - There has been an incident;
  - A supervisor, worker or Health and Safety Representative requests it;
  - Or at least every year;

- Maintain records of PPE assignments and training.

PPE is not a substitute for more effective controls, only consider PPE when higher means of protection are not reasonably practicable, or in addition to higher control measures.



Amendment	Personal Protective Equipment	Issue #: 1	Revision #: 0
Record	Procedure		

Reviewed by: <b>Jason Haywood</b>	Approved by: <b>Jason Haywood</b>
<b>Managing Director</b>	<b>Managing Director</b>

### 4.5.20 Personal Protective Equipment Procedure

#### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- Providing suitable PPE to protect workers from hazards and risks;
- Ensuring suitable mechanisms are in place for the acquisition, use, maintenance and storage of PPE.

Managers/Supervisors are responsible for ensuring:

- That all items of PPE that are acquired meet relevant AS/NZS;
- PPE to be worn for specific work tasks is identified using risk assessments, SWI, and Operational Manuals etc.;
- Workers are provided with appropriate PPE for the tasks they perform;
- Workers are trained and competent in the selection, use and maintenance of PPE;
- Workers wear and use allocated PPE at all times and correctly while working;
- Repair and replaced PPE when required;
- Locate and display signs in areas where PPE must be worn;
- Keep records in the PPE Register.

All workers at the workplace are required to:

- Wear PPE as appropriate and/or instructed;
- Not misuse or deliberately damage PPE;
- Inform management of any damage, defect or contamination of PPE that may render the PPE unusable.

#### Procedure:

PPE will be issued to workers and others when:

- A hazard cannot be eliminated or reduced by controls other than the use of PPE;
- Specific protection required by risk assessments and SWI;
- It is identified or determined by relevant legislation, Code of Practice or AS/NZS.

Individuals must wear PPE:

- As and when instructed by managers/supervisors;

- Recommended by a Safety Data Sheet, risk assessment, SWI, or Operational Manuals etc.;
- Following induction and competency training and relevant procedures;
- Following the manufacturer's guidelines.

PPE must:

- Be appropriate for the type of work and give adequate protection from the hazard;
- Not create additional hazards or risks for the user, or for others;
- Be compatible PPE (e.g. Hardhat and ear protectors);
- Correct fit, comfortable and be easy to use;
- Not interfere with any medical conditions of the user;
- Comply with the relevant AS/NZS;
- Be kept in good condition and cleaned after each use;
- Be replaced when required.

Reference	Title and Description
Document #: OHSMS300001	OHSMS Manual
Document #: OHSF300069	PPE Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Remote and Isolated Work Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 4.5.21 Remote and Isolated Work Policy

**Objective:**

The objective of this policy is to assist Convoy Transport Pty Ltd to comply with relevant current OHS Legislation, including Codes of Practice in respect of working remotely or in isolation and to reduce the risk of worker injuries or incidents.

**Scope:**

This policy applies to all Convoy Transport Pty Ltd activities/jobs, on any workplace, where workers are required to work remotely or in isolation.

**Policy:**

This policy outlines the commitment of Convoy Transport Pty Ltd to ensure that a safe system of work is in place to reduce the likelihood of injury to workers from hazards associated with remote or isolated work.

Convoy Transport Pty Ltd has developed a system to:



- Identify workers who are working remotely or in isolation;
- Assess the risk to those working remotely or in isolation. Consider the following:
  - Duration of task;
  - Time;
  - Existing communication systems;
  - Location;
  - Proximity to medical treatment facilities and emergency responders;
  - Nature of work;
  - Skills and experience of workers;
- Suitable controls will be selected for remote/isolated workers on a case by case basis:
  - Reducing time spent working remotely/in isolation wherever possible;
  - Develop list of tasks that are considered too risky for working in isolation;
  - Provision of efficient and functional communication equipment;
  - Provision of distress alarms/beacons or other equipment as necessary;
  - Mobile phones;
  - Global Positioning System (GPS) locators;
  - Reporting/checking-in procedures;
  - Additional equipment is specific to the tasks as required;
- Review all controls whenever:
  - Control is no longer effective;
  - Before any change likely to introduce new or different hazards that current controls will not adequately address;
  - Identifying a further hazard or risk;
  - Results of consultation indicate a review is needed;
  - Requested by workers or Health and Safety Representative.



Amendment	Remote and Isolated Work	Issue #: 1	Revision #: 0
Record	Procedure		
	Reviewed by: Jason Haywood	Approved by: Jason Haywood	
	Managing Director	Managing Director	

### 4.5.22 Remote and Isolated Work Procedure

The following tasks will form the framework to identify and mitigate risks in respect of remote and isolated work:

- Identification of situations where a worker may be working in isolation or remote locations;
- Identification of the associated hazards, such as time, place, nature of the work and outside intervention by members of the general public (e.g. risk of physical assault, verbal abuse);
- Assessment of the extent of the risk associated with the work;
- Establishment of control measures using the hierarchy of controls;

- Determination of how to ensure help and emergency services can be summoned quickly as and when required;
- Creation and maintenance of a reliable, efficient communication system for workers who are expected to work remotely or in isolation;
- Regular communication and consultation with workers who are working in remote or isolated situations;
- Documented methods to monitor and evaluate the effectiveness of the risk control measures.

Convoy Transport Pty Ltd is committed to meeting its obligation to manage risks to health and safety for their workers, including remote or isolated workers, following the current OHS Regulations.

### **Responsibilities:**

The Organisation is responsible for ensuring there is a safe system in place for workers who are required to work remotely or in isolation while undertaking activities for Convoy Transport Pty Ltd, by the requirements of current OHS Legislation.

Failure to comply with the requirements of this policy and the procedure will lead to disciplinary action, which may include possible dismissal, loss of contract and legal action for severe breaches.

At Convoy Transport Pty Ltd, the manager/supervisor is responsible to:

- Determine under which conditions working alone or in isolation is permitted by Convoy Transport Pty Ltd workers;
- Determine which types of duties undertaken while working in isolation;
- Define limitations and prohibitions on specific activities when working in isolation;
- Consult with workers when determining risk levels, control measures and communication systems;
- Maintain accurate records concerning workers who are on-shift and working remotely or in isolation, including timely completion and monitoring of Remote and Isolated Work Plans;
- Be familiar with and understand the Remote and Isolated Work Policy;
- Be familiar with and follow the Remote and Isolated Work Procedure and Remote and Isolated Work Plans;
- Respond quickly and appropriately to emergency situations and failure to 'Call-In' on schedule by workers.

Workers are responsible to:

- Ensure they work safely and do not endanger the health and safety of others in the workplace when working remotely or in isolation;
- Actively participate and cooperate with consultation processes and mechanisms and follow reasonable directions given by managers/supervisors in respect of working remotely or in isolation;
- Report and monitor any hazards they identify when working remotely or in isolation;
- Be familiar with and understand the Remote and Isolated Work Policy;
- Be familiar with and follow the Remote and Isolated Work Procedure and Remote and Isolated Work Plans;

- Complete and follow a Remote and Isolated Work Plan when appropriate and before undertaking remote or isolated work.

## Risk Assessment and Control

Complete a generic risk assessment. Review to ensure they apply to each workplace and develop a workplace-specific work procedure for these tasks. Support the implementation of appropriate controls by the development of procedures, information, training, and adequate supervision. If risk remains, PPE will also be used to reduce risk.

Risk controls will be maintained to ensure they are suitable for the task and that they remain effective for the duration of the job. **The Operations Manager/Managing Director** will be responsible for monitoring risk controls associated with remote/isolated work.

Convoy Transport Pty Ltd believes that some tasks may be too hazardous to be undertaken in remote/isolated conditions. These tasks include activities defined as "High-Risk Work".

Convoy Transport Pty Ltd will not permit workers to conduct extremely hazardous works without the following strategies in place:

- At least two workers present at workplace (Buddy System);
- Dedicate one worker to observing the task, and no other duties will be assigned;
- Emergency response and rescue procedure;
- Prior communication with local emergency response authority to inform them of the time/location of activities, the risks and potential rescue situations that could occur and expected time for emergency service personnel to arrive when alerted.

Complete a Remote and Isolated Work Plan for every activity that requires work in remote/isolation. The plan must be agreed between supervisors and workers and signed off by **The Operations Manager/Managing Director**. Complete the 'Call-in Log' section throughout the task.

Convoy Transport Pty Ltd will maintain all equipment (such as transport vehicles, power tools, powered mobile plant, earthmoving machinery etc.) as per legislative requirements. Complete the *Plant and Equipment Register/Maintenance Log* for all equipment assigned for and used during remote/isolated work.

Convoy Transport Pty Ltd will ensure workers are provided with safety and emergency equipment. Including:

- PLB;
- Communication equipment (to be kept on person, not in the vehicle);
- GPS locating devices;
- Vehicle break-down kit (high visibility gear, wet weather gear, reflective/high visibility cones, spare tyre, toolkits);
- Emergency contact information;
- First aid kits;
- Fire protection equipment; and
- Any other items required for specific tasks.

*Emergency Contact information must be relevant to the specific workplace and can be printed and laminated as necessary.*

Reference	Title and Description
Document #: OHSMS300001	OHSMS Manual
Document #: OHSF300070	Remote and Isolated Work Plan ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300071	Plant and Equipment Register/Maintenance Log ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Labour Hire Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 4.5.23 Labour Hire Policy

#### Purpose:

The purpose of this policy is to formally document the roles, responsibilities and commitment of both Host organisation and any labour hire company to ensure the health and safety of contracted or employed workers.

#### Policy

Convoy Transport Pty Ltd acknowledges that labour hire Agency and Host organisation both share responsibilities under applicable OHS regulations for the safety of labour hire workers. As such, Convoy Transport Pty Ltd commits to ensuring that policies and procedures are in place to manage the engagement and ongoing safety of labour hire workers.

Convoy Transport Pty Ltd will ensure effective consultation and risk management practices are established so workers and other duty holders, are aware of health and safety matters relevant to them.

These obligations will be achieved by ensuring:

- The Host provides detail about the work to the Agency and skills, knowledge and experience is matched to the job;
- The Agency liaises with the Host organisation to ensure safe methods and processes of work are in place and maintained for the duration of the engagement;
- Labour hire workers are competent to do the work in a safe manner;
- All work tasks to be undertaken are identified before work commences;
- All reasonably foreseeable hazards are identified, and risk assessments are undertaken by the Agency and Host;

- Labour hire workers have received information, instruction and training relating to hazards they are exposed to at the Host workplace;
- Labour hire workers will be adequately supervised at the Host workplace;
- That an Agency will not supply a worker to a Host organisation that cannot meet acceptable safety standards.



Amendment	Labour Hire Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 4.5.24 Labour Hire Procedure

#### Responsibilities

#### Host responsibilities to the Agency

Before engagement of any labour hire worker, the following measures will be followed:

- Provide clear details to the Agency on the type of work to be carried out, the work environment and what specific tasks will be involved;
- Consult with the Agency on OHS issues and changes to work tasks. (*Establish clear lines of communication e.g. contact persons, contact methods*);
- Ensure there is a safe system in place for workers including appropriate resources and processes in place to maintain a safe work environment;
- Ensure there is adequate facilities for the welfare of workers i.e. facilities for personal belongings, meal breaks, toilet and change areas, washing, drinking water, arrangements for sickness at work, seating and accommodation where necessary;
- Allow Agency access to the workplace to conduct workplace safety assessments and or check safety documents and records;
- Detail the required skills, knowledge, training and experience required to safely undertake the work (*Worker Training, Competency and Induction Register*);
- Confirm that the selected workers are competent to do the work and have all required qualifications, licenses and training (*Worker Training, Competency and Induction Register*);
- Provide information on any known health and safety hazards associated with the work. E.g. manual handling, plant and equipment, working at height etc.;
- Assess the risks associated with the work and any skills/knowledge the worker requires to undertake the work safely (*OHS Risk Assessment Form*);
- Provide information on how known hazards will be managed to minimise the risk of harm;
- Provide information on required equipment including PPE;
- Keep all training records, records on exposure to substances such as lead and asbestos or noise assessments;
- In the case of a workplace incident, ensure all Safe Work Instructions (SWI), records or other required records are kept.

## Risk Assessment

Both Host organisation and labour hire Agencies are required to identify hazards and manage risks associated with the work:

- The Host organisation must assess the workplace prior to placement of a worker to identify any hazards and assess any risks to the labour hire workers;
- Where risks are identified, consultation will occur with the Agency to ensure risks are managed according to a hierarchy of controls (*Labour hire - Corrective action agreement record*);
- *Where a new risk is identified during the placement by means of a JSA, observation, audit, notification or any other method, an agreed method of controlling the risk will be negotiated with the Agency. (Labour hire - Corrective action agreement record);*
- ***If the host workplace is not deemed safe, workers will be withdrawn by the Agency.***

## Host responsibilities to the Worker

During the labour hire worker's placement, the following measures will be followed:

- The worker will be provided with a site-specific induction;
- The worker will be provided with any relevant policies, procedures and safe work practices relevant to their placement;
- The worker will be provided all information, instruction and training necessary to undertake their tasks safely;
- Verify that workers understand the OHS requirements of the workplace;
- The worker will remain under appropriate supervision until it is certain that they are competent to carry out their work safely, without any risk to themselves or others;
- The worker and Agency will be consulted on any changes to the workplace or work activities that may affect their health and safety (including task and or location changes).

## Hosts responsibility to Health and Safety Regulators

In the event of an injury or incident occurring, obtain first aid in the case of a minor injury and depending on the severity obtain medical aid.

Operations Manager/Managing Director will be responsible to notify and action any Notifiable Incidents to SafeWork NSW on 13 10 50.

A completed incident notification form must be sent to SafeWork NSW within 48 hours, and a copy of the completed form kept for five years.

**Note:** *This is a shared responsibility with the Agency of the worker involved.*

## Workers responsibilities to the Host

- Participate in a site-specific induction provided by the Host prior to commencing work;
- Attend safety meetings/briefings as required when at the workplace;
- Adhere to the workplace specific safety rules;
- Workers will take reasonable care of their own safety and the health and safety of others while at the Host workplace;
- Visually check all plant and equipment, including portable equipment and tools, prior to use;
- Use the correct plant, equipment, appliance or tool for the task;
- Never misuse plant, equipment, appliance or tools;
- Workers must report any injuries or additional hazards to the Agency and the Host organisation;
- The worker will comply with all reasonable directions and safe work procedures necessary to undertake their tasks safely.

## Agency responsibilities to the Host

Before placement of a labour hire worker, the following measures will be followed:

- Gather information about the Host workplace and type of work to be undertaken;
- Assess the risks associated with the work and any skills/knowledge the worker requires to undertake the work safely (*OHS Risk Assessment Form*);
- Ensure the Host organisation has a safe system of work in place for workers including appropriate resources and processes in place to maintain a safe work environment (*including policies and safe work procedures*) (*Labour Hire- Host Evaluation Checklist*);
- Review the Host organisations' safety system to ensure it meets Agency standards;
- Consult with the Host organisation on OHS issues and changes to work tasks. (*Establish clear lines of communication e.g. contact persons, contact methods*);
- Consult with the Host about the requirements of site-specific inductions and any other information, qualifications, instruction and training as required (*Worker Training, Competency and Induction Register*);
- Confirm the Host has processes and procedures in place keeping training records on hazardous substances and records on exposure lead, asbestos, noise etc., as required;
- Discuss with the Host any required equipment, including PPE.

## Risk Assessment

Both Host organisation and labour hire Agencies are required to identify hazards and manage risks associated with the work:

- An Agency representative must visit the workplace prior to placement of a worker to identify any hazards and assess any risks to the labour hire workers;
- Where risks are identified, consultation will occur with the Host to ensure risks are managed according to a hierarchy of controls (*Labour hire - Corrective action agreement record*);



- *Where a new risk is identified during the placement by means of a JSA, observation, audit, notification or any other method, an agreed method of controlling the risk will be negotiated with the Host organisation. (Labour hire - Corrective action agreement record);*
- *If the host workplace is not deemed safe, workers will not be provided by the Agency.*

### Communication

- Put in place communication protocols with the worker (*e.g. communication triggers, methods, frequency, contact persons*);
- Ensure that you have an adequate system in place for the OSH management of your labour hire workers, including appropriately trained Agency staff.

### Agencies responsibilities to the Worker

- The worker will be provided with an OHS induction and training at the Agency to ensure work is done efficiently and safely;
- The worker will be provided with any relevant policies, procedures and safe work practices the Agency utilises when placing the worker;
- The worker will be provided all information, instruction and training necessary to undertake their tasks safely;
- The Agency will notify the worker of any changes to the workplace or work activities that may affect their health and safety (including task and or location changes);
- The Agency will ensure that the worker has the necessary qualifications, licenses, skills and training to safely do the work;
- The Agency will liaise with the Host organisation and workers on any changes which may affect their health and safety;
- The Agency will monitor and update any risk assessments where there has been an identified change to hazards or risks;
- The Agency will act on any identified risks by liaising with the Host organisation to eliminate or reduce the risk of harm to workers.

### Agency Responsibility to Health and Safety Regulators

In the event of an injury or incident occurring to a worker contracted to a Host, the **Operations Manager/Managing Director** will be responsible to notify and action any Notifiable Incidents to **SafeWork NSW** on 13 10 50.

A completed incident notification form must be sent to within 48 hours, and a copy of the completed form kept for five years.

**Note:** *This is a shared responsibility with the Host company of the worker involved.*

### Workers responsibilities to the Agency

- Workers must report any injuries or additional hazards to the Agency and the Host organisation;
- The worker must comply with all reasonable directions as necessary to undertake their tasks safely.



Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300008	Worker Training, Competency and Induction Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300079	Labour Hire - Host Evaluation Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300080	Labour Hire - Corrective Action Agreement Record <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	
Document #:	

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## Section 5 OPERATION



Amendment	Operational Planning and Control	Issue #: 1	Revision #: 0
Record	Policy		

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 5.1 Operational Planning and Control Policy

### Purpose:

The purpose of this policy is to define, document and communicate the Operational Planning and Control policy and procedures for all elements of the Convoy Transport Pty Ltd OHSMS. This procedure applies to all activities across all operational areas of Convoy Transport Pty Ltd business.

### Scope:

This procedure applies to any business activity conducted by Convoy Transport Pty Ltd for which potential OHS impacts may occur. This may include but is not limited to:

- Fires, explosions;
- Effects of storms, floods, cyclones or other unexpected weather conditions;
- Chemical spillage or leakage;
- Toxic emissions;
- Accidents and illness;
- Ergonomic considerations.

### Policy:

Convoy Transport Pty Ltd intends to mitigate and control, where practicable, the OHS impacts associated with its operations. To achieve this outcome, operational control procedures will be developed for activities associated with significant OHS aspects including:

- Procedures and systems of work;
- Competency of workers;
- Preventive maintenance and inspection programmes;
- Specifications for the procurement of goods and services;
- Compliance with regulations and manufacturer's instructions for plant and equipment.



Amendment Operational Planning and Control Issue #: 1 Revision #: 0  
Record Procedure

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Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

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## 5.2 Operational Planning and Control Procedure

### Responsibilities:

OHS Management Representative is responsible for:

- Overseeing and implementing the development of the Initial OHS risk assessment utilising the OHS Management Team;
- Identifying and engaging competent Internal and/or external assessors where necessary to identify the business practices and processes that may impact on the health and safety of others and determine the effect of that impact; and
- Provide guidance when necessary.

**Managers** are responsible for actively participating to ensure;

- The appropriate resources for the OHS risk assessments are available, including release of OHS Management Team members as required;
- All line personal for which they are responsible are informed that the OHS risk assessment is being undertaken; and
- Attending review meetings as required.

**Operational Staff are responsible for:**

- Providing all assistance required as determined by the OHS Management Team and/or OHS Management Representative.

In order to understand and manage actual and potential OHS impacts, Convoy Transport Pty Ltd will systematically identify business processes that will, or could, affect the health and safety of others. This allows objectives for OHS improvement and develops targets to be set and action plans to impacts and follow from our OHS policy commitments implemented.

1. Using input/output flow charts, (or other mapping approach) the risk assessment team identifies the operations that fall within the scope of the OHSMS. This will be conducted with assistance from nominated Workers working with that operation. These are recorded using the *Operations/Processes – Identification Form*;
2. The OHS management representative arranges for the OHS impacts of these operations to be identified by OHS assessors/OHS management team using the process mapping approach where practicable;
3. OHS aspects, and their potential impacts, are listed by operation in the *OHS Risk Assessment Form*;

4. If the OHS aspect involves use of a potentially harmful chemical, the chemical effects will be noted and listed in the *Hazardous Substance/Dangerous Goods Register*;
5. After identifying all OHS aspects, an assessment will be undertaken to determine if operational controls and documented procedures are in place for each aspect. *Operational Control Development Worksheet*;
6. Where there is need to put in place or modify existing operational controls and procedures, the OHS management representative will assign a member of the OHS management team to draft a safe operational control procedure. This procedure will be developed with input from workers working with the process;
7. Where practicable, OHS controls can be added to existing procedures. E.g. Health and Safety procedures or, other SWIs. In other cases, a new procedure will be developed;
8. Determine if personnel require training to implement and maintain the OHS controls. If training is required, it should be documented in the *Training Needs Register*;
9. Any new operational control procedures will be issued as a SWI and must list the required steps or measures to be undertaken. The SWI must also include applicable monitoring to be undertaken and a frequency for that monitoring;
10. When operational controls have been developed, and implemented they will be recorded on the *Operational Control Register*; and
11. The SWI should be posted at the site of the activity and listed in the *OHS Document Register*.

### Frequency:

This procedure will be repeated:

- Whenever a new process is introduced;
- Whenever a new process, impact or effect is identified (that was not identified in any previous assessment); and
- Annually to review that any new OHS aspects are identified.

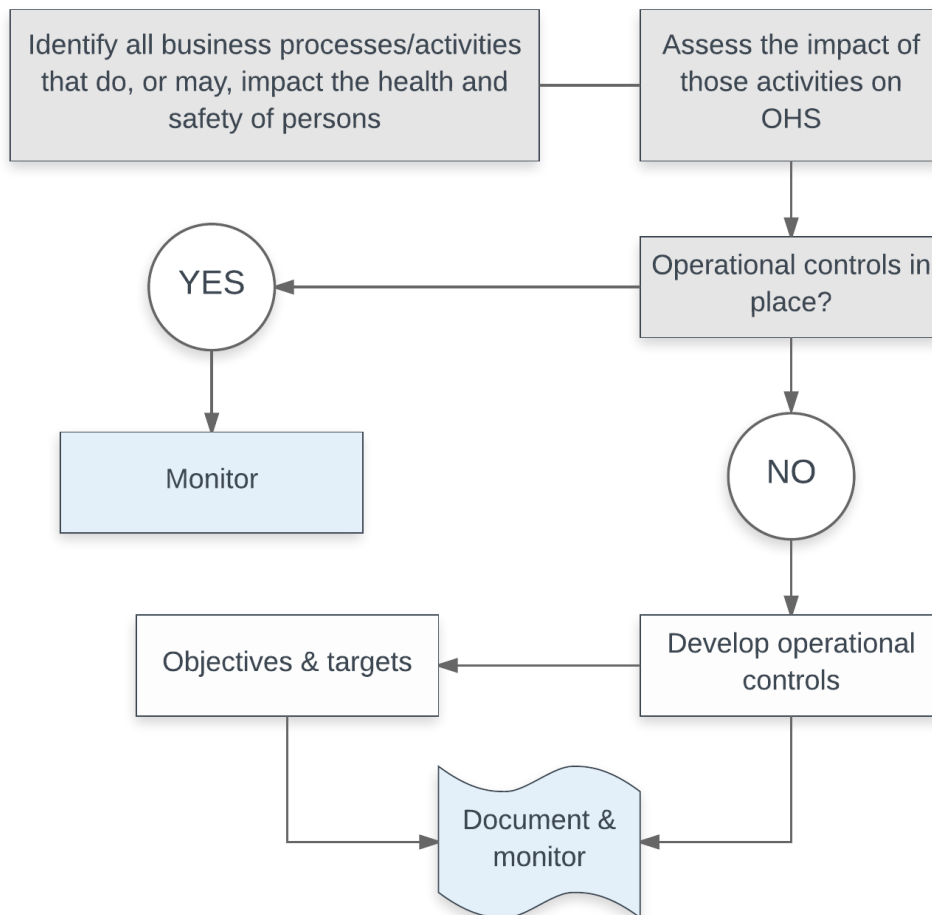


Figure 6. Operational Planning and Control Procedure Flow Chart

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300021	Operational Control Development Worksheet <i>(OHSMS Recording Forms)</i>
Document #: OHSF300022	Operational Control Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300026	Operations/Processes – Identification <i>(OHSMS Recording Forms)</i>
Document #: OHSF300006	Hazardous Substance/Dangerous Goods Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300036	Training Needs Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300028	OHS Document Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300007	Standard Operating Procedure Template <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

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Amendment Change Management Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing DirectorApproved by: Jason Haywood  
Managing Director

### 5.3 Change Management Policy

#### Purpose:

The purpose of this policy and procedure is to define the methods for managing changes to processes and other aspects of the OHSMS in an organised manner.

#### Policy:

Convoy Transport Pty Ltd OHSMS processes and procedures will undergo change over time. Management of changes will occur both proactively and reactively as circumstance dictates.

Proactive Change will take place as a result of the following:

- System improvement opportunities are identified and acted upon;
- Non-conformities are identified and, corrective action taken;
- New processes are added;
- Processes are removed; and
- Any other proactive response deemed necessary by management.

Reactive changes will take place as a result of the following:

- Industry conditions/regulations changing enough to require modification;
- Client requirements change resulting in adjustment;
- Accidents or emergency response; and
- Any other reactive response that requires a change or modification of management process.

In both reactive and proactive cases, Convoy Transport Pty Ltd seeks to manage change in a controlled manner to ensure proper implementation of the changes.

#### Change Management Roles and Responsibilities:

The Change Manager is responsible for managing the change process including:

- Implementation, maintenance and communication of policy and procedures around change management;
- Chairing necessary change management meetings;
- Identifying who should participate in the initial risk/impact assessment of the change; and
- Provide guidance when necessary.

Change Advisory Board:

- Senior management representatives who undertake appropriate risk and impact analysis of the proposed change;
- Responsible for approval, implementation and monitoring of the change; and
- Participating in post implementation reviews of the change.

**Change implementers:**

Responsible for:

- Ensuring change is authorised;
- Planning the change within the required timeframes;
- Obtaining the appropriate resource for the task;
- Successful implementation of the change;
- Attending change review meetings as required;
- Ensuring communication of the change is made known to Workers, business owners and customers;
- Participation in the post change review process.



Amendment	Change Management Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

**5.4 Change Management Procedure**

All change management processes will follow the general steps listed below. Each step within this general process may then be further detailed as necessary. Any change to this procedure (as per all documented procedures), will also be required to follow this procedure.

**Step 1.** Upon considering a change (proactive or reactive) - The request for a process/procedure change must be assessed by the Managing Director to determine the nature of the change. I.e. emergency, 'minor and not required' or 'further action required'. The change request will be documented in a *Change Request Form*.

**Step 2.** If further action is required, the change request will be recorded in the *Corrective/Preventative Actions Form* and put forward to the appropriate management representatives for review.

*[Note: In the case of an emergency the issue at hand must be dealt with as a first priority. The documented change management process will come into effect as a result of changes due to the emergency, not as a process to follow during an emergency]*

**Step 3.** The Change Advisory Board will review the change request.

(Insert appropriate senior management representative(s) below)

Department/Unit	Senior Representative-Title	Name
Management	Managing Director	Jason Haywood
Operations	Operations Manager	??????
Fleet	Driver	????



Senior representatives will either:

- a. Reject the change, document the response in the appropriate *Corrective/Preventative Actions Form* and file the response as a record;
- b. Assess the change proposal using a risk management approach to arrive at a priority for implementation. (*Use OHS Risk Assessment Form*);

Priority	Description
High	Must be implemented immediately
Medium	Must be implemented in 1-3 months or before next process cycle
Low	Will be implemented within 12 months or other measure

- c. Approve the change and sign off on the approval prior to implementation of the change.

**Step 4.** The Change Implementers will communicate the proposed change to relevant Workers, business owners and customers and update the *Corrective/Preventative Action Form*.

**Step 5.** The Change Implementers will undertake the task to affect the change within the designated time frames.

**Step 6.**

- A Post Implementation review will be undertaken to assess whether that the change was successful or requires modification;
- If successful, the appropriate corrective action form is updated and closed, and the *Corrective/Preventative Action Form* is updated; and
- If unsuccessful, the Change Advisory Board will reassess.

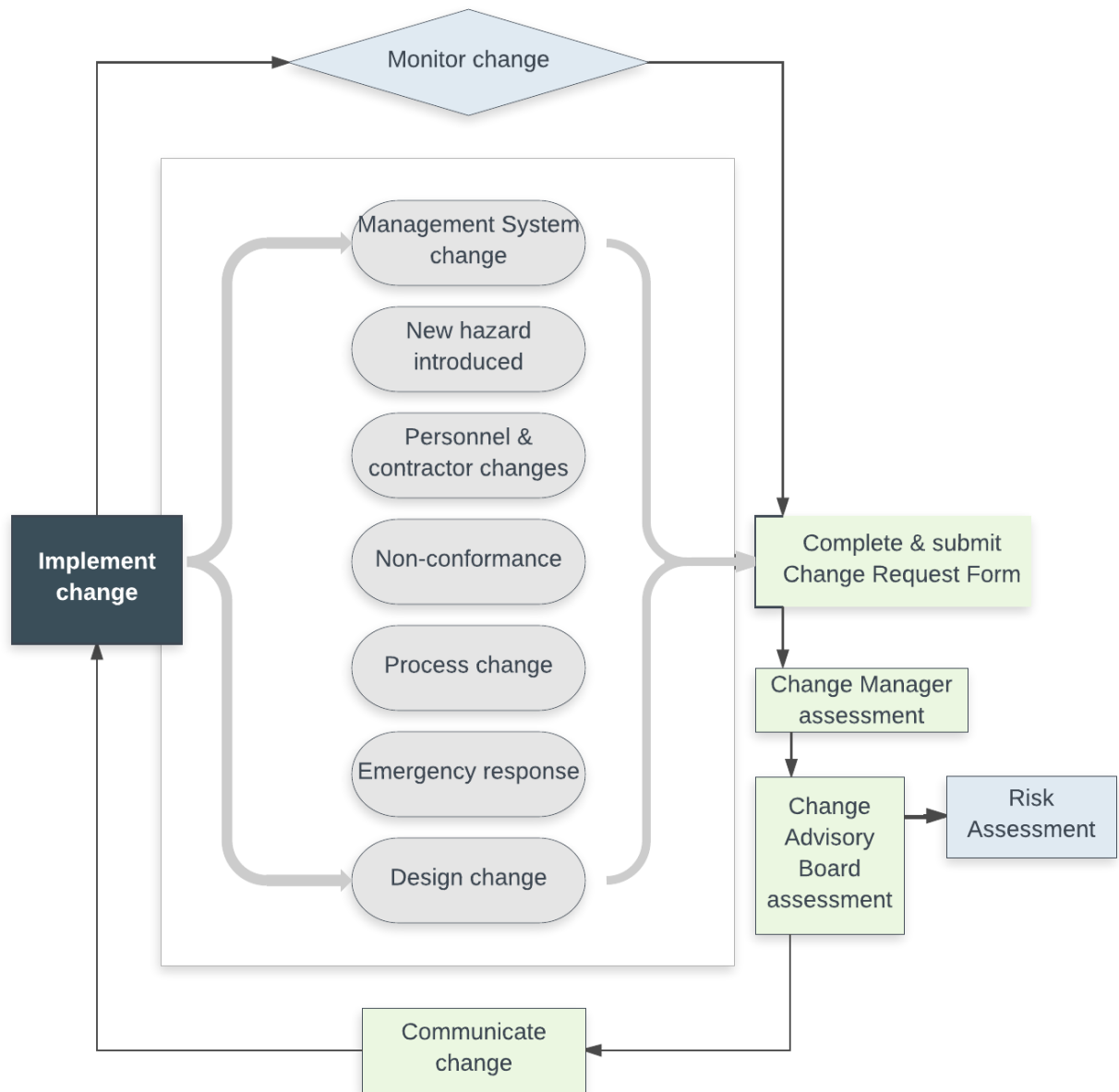


Figure 7. Change Management Procedure Flow Chart.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300005	Corrective/Preventative Actions Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300003	Change Request Form <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Outsourcing Control	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.5 Outsourcing Control

At Convoy Transport Pty Ltd any outsourced processes that are completed on behalf of our company will be monitored and measured similarly to any internal process against requirements of our OHSMS.

In the development of externally provided processes Convoy Transport Pty Ltd will consider:

- How external processes, products and services can be integrated into our OHSMS; and
- How Convoy Transport Pty Ltd is able to provide oversight to ensure that the outsourced processes, products and services are capable and meets the OHSMS requirements.

At Convoy Transport Pty Ltd, we will ensure that when a process, product or service is being outsourced then stringent evaluation, selection, monitoring of performance and review methodologies are developed and implemented to provide assurance that it would meet the requirements of the OHSMS.

All documented information in the form of records is retained with regards to the development, evaluation and monitoring of outsourced processes, products and services.



Amendment	Control Type and Extent	Issue #: 1	Revision #: 0
Record	Procedure	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director

### 5.6 External Control Type and Extent Procedure

As part of Convoy Transport Pty Ltd's outsourcing of certain processes, products or services, the oversight and assurance of the outsourced company is monitored so that there is no reduction in our company's ability to maintain our OHS objectives and targets.

In doing so, Convoy Transport Pty Ltd will:

- Identify outsourced processes that have OHS aspects. *Outsourced Process Register*;
- Ensure and provide oversight that the processes outsourced remain under the guidance of Convoy Transport Pty Ltd;
- Assist in defining, designing and developing the controls that we are expecting our outsourced vendors to work to *Operational Control Register*;
- Consider the impacts of:
  - The outsourced company's ability to design and develop processes and procedures that meets our regulatory and internal requirements;
  - The effectiveness of the controls applied to the externally sourced processes, and procedures;

- Determine and implement the necessary review, verification and validation tasks that are required to oversight and provide assurance that the external processes, products and/or services are meeting our OHS requirements. *Monitoring Register.*

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300024	Outsourced Process Register ( <i>OHSMS Recording Forms</i> ).
Document #: OHSF300009	Operational Control Register ( <i>OHSMS Recording Forms</i> ).
Document #: OHSF300017	Monitoring Register ( <i>OHSMS Recording Forms</i> ).
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	OHS Procurement Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 5.7 OHS Procurement Policy

### Purpose:

The purpose of this policy and procedure is to identify and manage the OHS risks associated with the procurement of all goods (plant and equipment, materials, substances, office equipment and furniture). Procurement of goods includes purchase, lease and hire.

### Policy:

Convoy Transport Pty Ltd commits to the principle of determining OHS requirements before the purchase of items to ensure that hazards are not introduced into the workplace and, to ensure that any controls needed for the use of the item are in place prior to the item being used.

These determinations of hazards include the physical hazards associated, for example, unguarded plant and equipment, as well as psychological risk associated, for example, higher levels of time pressure due to a change in equipment types.



Amendment	OHS Procurement Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 5.8 OHS Procurement Procedure

### Identifying purchases with the potential to create OHS risks

The person requesting the goods (this is not necessarily the person raising the purchase order) in consultation with Health and Safety Representatives (HSR) and Workers where appropriate, must identify potential OHS risks associated with the purchase, hire or lease. *OHS Pre-purchase Checklist*. Examples may include:

- Exposure to mechanical moving parts (e.g. Plant and Equipment);
- Fall hazards (e.g. ladders or mobile scaffold);
- Manual handling (e.g. moving bulky, heavy or awkward objects/items);
- Ergonomic considerations (e.g. purchase or hire of bulk order office equipment);
- Chemicals (e.g. hazardous substances or dangerous goods); or
- Electrical equipment (e.g. Computers).

### Purchasing plant and equipment:

Information must be sought by the person requesting the goods before new plant or equipment is introduced into the workplace. This information should be of sufficient standard to allow for health and safety implications to be assessed in advance. The following impacts will be considered:

- Has safety been considered in the design of the plant or equipment?
- Will additional PPE be required?
- Will the goods require modification in order to meet industry standards, codes of practice or legislative requirements?
- Will the equipment produce noise, fumes, etc.?
- Will workers require extra training?
- Will SWIs need to be created or updated?

Determining these impacts will allow for risk control measures required for its safe use to be in place prior to arrival.

Such information gathering will also identify whether the relevant legislation, standards or codes of practice applicable to the equipment can be complied with e.g. notification, licensing, certification etc.

- All purchased chemicals must be accompanied by the relevant safety data sheets (SDS);
- Ergonomic considerations of the intended users must be considered when purchasing plant and equipment;
- All plant and equipment must be supplied with sufficient guarding, labelling of controls and warning signs; and

- Maintenance schedules to ensure machinery runs as safely, efficiently and quietly as possible.

### Purchasing hazardous substances

The SDS must be sourced prior to the purchase of any hazardous substances. The purchaser must review the content of the SDS and verify if the listed controls are suitable for the intended storage and use of the substance.

### Purchasing risk controls

If the purchased item is already covered by existing risk control processes and meets applicable industry standards, including codes of practice and legislative requirements then a pre-purchase checklist and/or a more detailed risk assessment is not required prior to purchase.

If the purchased item is not adequately covered by existing risk controls or does not meet industry standards, codes of practice and/or legislative requirements then more detailed risk assessment should be completed prior to purchase. *OHS Risk Assessment Form*.

If a detailed risk assessment is required, then the hierarchy of controls must be used. Refer to Figure 4. Hierarchy of Controls Flow Chart.

### Verification of OHS requirements

Verification of OHS requirements is required upon receipt of the goods to ensure that the control measures have been met as detailed on the purchase order. Verification should be conducted and documented by the person who ordered the item and/or who determined the OHS requirements. Before being released for use, ensure:

- All plant, equipment, material or other item is delivered as per specification;
- All items tested to ensure it operates as designed and intended;
- All operational protective measures and procedures are communicated and made available to end users.

### Failed verification of OHS requirements


Non-conforming or faulty goods that present a safety hazard must not be used at the workplace. The Workplace Manager and/or OHS Nominee must directly contact the supplier in the event of faulty or non-conforming goods to arrange replacement or return of the goods.

If a hazard is not identified prior to purchase but becomes apparent once the item has been received or used a *Corrective/Preventative Actions Form* will be raised and acted on. The hazard report shall detail the corrective actions required to eliminate or minimise the risk of injury to an acceptable level. If the fault or non-conformance represents a safety hazard, the **Managing Director** must ensure goods are withdrawn from service and isolated (i.e. locked out to prevent unauthorised use).

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300027	OHS Pre-purchase Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300005	Corrective/Preventative Actions Form <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

## 5.9 Hazardous Substances or Materials

	Amendment	Hazardous Chemicals, Substances	Issue #: 1	Revision #: 0
	Record	and Dangerous Goods Policy		
		Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.9.1 Hazardous Chemicals, Substances and Dangerous Goods Policy

#### Objective:

To ensure that hazards associated with the use, handling, generating, storage and disposal of hazardous chemicals, substances and dangerous goods (DG) are identified, assessed and controlled as far as reasonable.

#### Scope:

This policy applies to all workers who have roles and responsibilities concerning hazardous chemicals, substances and dangerous goods that are acquired, generated, used, stored and disposed of at Convoy Transport Pty Ltd workplaces.

#### Policy:

Convoy Transport Pty Ltd is committed to providing a safe environment for workers (including contractors and workers of contractors), visitors, members of the public and the environment about hazardous chemicals, substance and DG and to comply with the relevant legislative requirements.

Convoy Transport Pty Ltd will ensure a systematic approach to managing health and safety risks associated with hazardous chemicals, substance and DG. consider the properties of the chemicals, physical reactions and health effects, nature of work and other plant or structures that may cause adverse reactions to the hazardous chemicals, substance and DG.

Convoy Transport Pty Ltd will implement a system to manage all hazardous chemicals, substance and DG to include:

- Register of hazardous chemicals, substance and DG;
- Legislative requirements for quantities:
  - Manifest;
  - Placarding;
- Consultative approach to chemical risk assessments;
- Suitable storage facilities;
- Substitution with less hazardous chemicals, substance and DG where possible;
- Access to Information:
  - Correct labelling;
  - SDS (accessible and current – within 5-year issue date);
  - Safe work instructions;
  - Results of chemical risk assessments;
  - Training and supervision;
- Responsible persons;
- Health surveillance and health monitoring where required;
- Suitable PPE;
- Regular audits of system;
- Chemical emergency response and procedures.

Convoy Transport Pty Ltd will review risk controls if there are amendments to SDS, changes to work practices with hazardous chemicals, substance and DG or if health monitoring results indicate exposure, atmospheric monitoring reveals concentrations have exceeded the exposure standard for the chemicals.



Amendment Record	Hazardous Chemicals, Substance and Dangerous Goods Procedure	Issue #: 1	Revision #: 0
Reviewed by: Jason Haywood Managing Director		Approved by: Jason Haywood Managing Director	

## 5.9.2 Hazardous Chemicals, Substance and Dangerous Goods Procedure

### Responsibilities:

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that there are safety systems and mechanisms in place to protect workers who may be exposed to hazardous chemicals, substances or DG while undertaking tasks for Convoy Transport Pty Ltd, per the requirements of current OHS Legislation.

The OHS Manager is responsible:

- For implementing legislative requirements relating to hazardous chemicals, substance and DG, and adopting appropriate support strategies, policies, procedures and tools according to the Manual, and



these actions shall include the identification, assessment, elimination and control of risks arising from hazardous chemicals, substance and DG;

- For developing procedures to control or combat an emergency situation or environmental threat involving hazardous chemicals, substance or DG. When required seek additional advice from competent persons in the development of these emergency procedures.

In the case of an emergency involving hazardous chemicals, substances or DG the OHS Manager:

- Assists Managers/Supervisors to assess the situation, determine and carry out the appropriate action required to ensure the immediate health and safety of all workers and visitors, including the evacuation of areas considered to be dangerous or damaged by chemicals and overseeing administration of first aid to any casualties;
- Liaises with Emergency Services personnel;
- Notify the relevant and environmental authorities as required by legislation;
- Ensures the Organisation has been notified;
- Coordinates the implementation of any corrective actions necessary to prevent any repeated or similar incident;
- Monitors and re-assesses the situation and maintain incident reports and associated documentation.

Individual **workers and others** in the workplace have a responsibility to co-operate with their Manager/Supervisor and Convoy Transport Pty Ltd policies and procedures concerning their tasks relating to:

- Chemical management systems and practical mechanisms;
- Chemical risk assessment processes and the development of safe work practices;
- Consultation about hazardous chemicals, substance and DG;
- Training and Induction;
- Monitoring and health surveillance;
- Chemical emergency drills and chemical incident response procedures;
- Assistance with emergency evacuations and first aid administration if trained and competent;
- Incident notification.

### Procedure:

- The acquisition of chemicals in the Purchasing Policy and procedure;
- All chemicals at the workplace are identified and listed on the *Hazardous Substances/DG Register*;
- Obtain the SDS for each chemical product or material and check for compliance with the relevant Code of Practice. SDS are easily accessible for workers and others as required;
- A *Hazardous Substances/DG Register* is completed and maintained as current for all Dangerous Goods used;
- Chemical placards and signage are installed at the workplace, as required by the applicable legislation;
- Chemical placards and signage meet relevant AS/NZS;

- Chemical risk assessment, using *Hazardous Substance Risk Assessment Form*, is conducted for all chemicals (or materials) identified as being classified as a hazardous substances and dangerous goods as per the relevant Code of Practice;
- Implement appropriate risk controls for the acquisition, use, generation, handling, storage and disposal of assessed chemicals;
- Obtaining licenses and permits required for restricted or regulated chemicals;
- Chemical storage is available at the workplace, taking into consideration such factors such as compatibility, quantities to be stored, ventilation, security etc.;
- Maintain documentation in respect of hazardous substances and dangerous goods as required by legislation;
- Maintain incident reports, investigation reports and workers' compensation documentation concerning matters related to hazardous chemicals, substance and DG for a minimum period of thirty (30) years after the incident or injury date;
- Regularly monitor and review chemical management policies, procedures, mechanisms and incidents at Convoy Transport Pty Ltd.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300006	Hazardous Substances/Dangerous Goods Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300082	Manifest ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300083	Hazardous Substance Risk Assessment Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

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Amendment	Health Surveillance Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.9.3 Health Surveillance Policy

#### Objective:

To reduce the risk to workers from adverse exposure to physical hazards and hazardous chemicals, by providing a framework to conduct and monitor health surveillance in the workplace.

#### Scope:

This policy applies to all Convoy Transport Pty Ltd workplaces, and workers. Work health hazards requiring Health Surveillance may include but are not limited to: noise, hazardous chemicals, dangerous goods, fumes, dust, gases and pathogens.

**Policy:**

Convoy Transport Pty Ltd acknowledges that it has obligations under current OHS Legislation to undertake health surveillance if exposing workers to hazardous chemicals and processes which have the potential to result in disease or adverse health effects. Health monitoring is not an alternative to implementing control measures.

Convoy Transport Pty Ltd will ensure that health surveillance is carried out if:

- A worker is carrying out on-going work using, handling or storing hazardous chemicals and there is a significant risk to the worker’s health because of exposure to a designated hazardous chemical, as described in the current OHS Legislation;
- If it is uncertain, on reasonable grounds whether the exposure to the hazardous chemicals has resulted in exceeding the biological exposure standard;
- Workers are exposed to noise levels over the relevant Noise Exposure Standard.

The following tasks will form the framework to identify the need to conduct health surveillance and the process involved in the conduct and monitoring of health surveillance:

- Identification of situations where a worker may have on-going exposure to hazardous chemicals and/or hazardous operations that may have a negative impact on their health;
- Assessment of the extent of the risk associated with the work;
- Establishment of control measures using the hierarchy of controls;
- Creation of a process for monitoring the health of workers, as per the relevant current OHS Legislation and relevant AS/NZS;
- Regular consultation with workers who are required to participate in health surveillance, or who work in situations where their health may be negatively affected by on-going work with hazardous chemicals and/or processes;
- Documented systems to monitor and evaluate the effectiveness of the risk control measures.



Amendment	Health Surveillance Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 5.9.4 Health Surveillance Procedure

**Responsibilities:**

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that there is a safe system in place for workers

At Convoy Transport Pty Ltd the HSR/OHS Manager is responsible to:

- Determine if and when health surveillance and monitoring is required;
- Consult with workers during all phases of health surveillance;
- Maintain accurate records including the *Health Surveillance Record*;

- Familiarity and understanding of this and any other procedures associated with health surveillance and monitoring;
- Liaison and coordinate with registered medical practitioners engaged by Convoy Transport Pty Ltd to perform health monitoring services;
- Provide information and training to workers as required.

Workers are responsible to:

- Cooperate with reasonable directions in respect of health surveillance and monitoring processes;
- Wear appropriate personal protective protection as required as per the relevant SWI and workplace procedures;
- Be familiar with, understand and follow this procedure.

### Procedure:

Convoy Transport Pty Ltd will:

- Inform workers and prospective workers about health surveillance requirements;
- Ensure health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring;
- Consult workers regarding the selection of the registered medical practitioner as required;
- Pay all expenses relating to health monitoring of Convoy Transport Pty Ltd workers;
- Provide information about a worker to the registered medical practitioner;
- Take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the health monitoring has been carried out;
- Provide a copy of the report to the worker and State Authority, accompanied by a written explanation of the meaning and implications, if the report contains adverse test result or recommendations to take remedial measures;
- Provide the report to all other Organisations who must provide health monitoring for the worker;
- Retain reports as confidential records for at least thirty (30) years after the creation of the record;
- Complete and maintain the *Health Surveillance Record*;
- Not disclose the report to anyone without the worker's written consent unless required under current OHS Legislation.

The personal information of individual workers, including medical reports and health surveillance, will remain confidential at all times between the relevant senior manager and the worker.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300084	Health Surveillance Record ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

### 5.10 Hazardous Work



Amendment	Hearing Protection and Audiometric	Issue #: 1	Revision #: 0
Record	Testing Policy		

Reviewed by: <b>Jason Haywood</b>	Approved by: <b>Jason Haywood</b>
<b>Managing Director</b>	<b>Managing Director</b>

#### 5.10.1 Hearing Protection and Audiometric Testing Policy

##### Purpose:

The objective of this policy is to outline Convoy Transport Pty Ltd’s strategies for hearing protection and audiometric testing. This policy covers all persons who are directed and/or engaged to undertake tasks at Convoy Transport Pty Ltd workplaces/locations that may be exposed to the risk of deafness or hearing loss due to noise levels above the exposure levels as determined by the OHS legislation.

##### Policy:

Convoy Transport Pty Ltd acknowledges that it has specific obligations under OHS legislation to manage the risks of hearing loss associated with exposure to noise at the workplace.

To assist Convoy Transport Pty Ltd to comply with relevant OHS legislation in respect to hearing protection and audiometric testing by having systems in place to:

- Ensure the noise a worker is exposed to at the workplace does not exceed the Exposure Standard for noise;
- Provide audiometric testing to a worker who is frequently required to use personal hearing protectors to protect the worker from hearing loss associated with noise that exceeds the exposure standard.
- “Buy Quiet” - In general, preference will be given to plant/equipment with:
  - Higher output tolerances (such as engine capacity or load capacity);
  - Damping or noise-insulated materials provided;
  - Quieter fans, motors, gears etc.;
  - Use of quieter forms of technology or processes (such as hydraulic operations);
  - Enclosures for noise-producing parts; and
  - Remote control operations wherever possible.

The following tasks will form the framework to identify and mitigate risks in respect of noise and hearing loss:

- Identification of situations where a worker may be exposed to noise exceeding the Exposure Standard;
- Assessment of the extent of the risk associated with the work in respect of hearing loss;
- Establishment of noise monitoring and assessment systems and interpretation of noise monitoring results;
- Establishment of control measures using the hierarchy of controls;
- Regular consultation with workers who are exposed to noise at the workplace; and
- Documented systems to monitor and evaluate the effectiveness of the risk control measures.



Amendment Hearing Protection and Audiometric Issue #: 1 Revision #: 0  
Record Testing Procedure

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Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

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## 5.10.2 Hearing Protection and Audiometric Testing Procedure

### Responsibilities:

This procedure applies to all Convoy Transport Pty Ltd workplaces, where workers are required to work in areas where they may be exposed to noise that exceed the Exposure Standard 85db. averaged over eight (8) hours.

Noise assessments and audiometric testing will be done by a suitably qualified person and will be carried out in accordance with the legislative requirements and the procedures outlined in the relevant AS/NZS. The personal information of individual workers, including medical reports and Audiometric Testing results will remain confidential at all times between the relevant senior manager and the individual worker. Workers will be given the results of audiometric testing accompanied by a written explanation of the meaning and implications.

**The Organisation is responsible** to ensure there is a safe, effective system in place for workers who may be exposed to excess noise while undertaking tasks for Convoy Transport Pty Ltd, in accordance with the requirements of OHS legislation.

At Convoy Transport Pty Ltd, the **HSR/OHS Manager** is responsible to:

- Determine if and when noise assessment (including noise monitoring) and audiometric testing is required;
- Consult with workers during all phases of noise assessment and audiometric testing;
- Maintain accurate records including the *Audiometric Testing Register*, *Noise Risk Register* and *Noise Monitoring Results Register*;
- Follow "Buy Quiet" principals whenever possible when purchasing new plant or equipment;
- Familiarity and understanding of this and any other procedures associated with Noise Assessment and Audiometric Testing;
- Liaison and coordinate with persons engaged by Convoy Transport Pty Ltd to perform audiometric testing; and
- Provide information and training to workers as required.

**Workers** are responsible to:

- Cooperate with reasonable directions in respect of noise and hearing loss prevention;
- Wear appropriate hearing protection when it is required as per the relevant Safe Work Method Statements and workplace procedures;
- Be familiar with, understand and follow this procedure.

### Noise controls:

Examples of how Convoy Transport Pty Ltd may isolate the source of noise from workers include:

- Building enclosures or sound proof covers around noise sources;
- Using barriers or screens to block the direct path of sound;
- Locating noise sources further away from workers; and
- Using remote controls to operate noisy plant from a distance.

Administrative controls used to reduce the amount/length of time of workers are exposed to noise may include:

- Organising schedules so that noisy work is done when a minimum number of workers are present;
- Notifying workers and others in advance of noisy work so they can limit their exposure;
- Keeping workers out of noisy areas if their work does not require them to be there;
- Sign-posting noisy areas and restrict access;
- Provision of quiet areas for rest breaks for workers; and
- Limiting the time workers are allowed to spend in noisy areas.

### Personal Protective Equipment (PPE):

If using Hearing protection, managers and supervisors will ensure:

- It is worn by all persons throughout the period of exposure to noise;
- It is suitable for the type of working environment and the work tasks;
- It is comfortable and correctly fitting for the worker;
- It is regularly inspected and maintained to ensure it remains in good, clean condition;
- Disposable ear-plugs are only worn once; and
- Signs are used to indicate "Hearing PPE must be worn" areas.

When choosing hearing protection, the following will be considered:

- Overprotecting by cutting out too much sound can cause difficulties hearing verbal instructions and other sounds needed to work safely. This is especially important when working near Mobile Plant and vehicles;
- Ear-plugs are difficult to use hygienically for work that requires them to be inserted with dirty hands;
- Ear-muffs can be uncomfortable to wear in hot, humid environments; and
- Wearing PPE can make it difficult for the worker to enter a confined space or to wear a helmet.

### Noise Monitoring and Noise Assessments:

Noise monitoring and noise assessments will be carried out by authorised competent persons and the requirements of the relevant AS/NZS will be strictly followed.

### Audiometric Testing:

If Audiometric testing is required, it will:

- Be provided within 3 months of the worker commencing work;



- Be started before people are exposed to hazardous noise (e.g. new workers or those changing jobs);
- Provide a baseline as a reference for future audiometric test results;
- Have follow-up tests carried out at least every two (2) years;
- Be carried out in consultation with workers and their health and safety representatives;
- Be carried out by suitably qualified persons in accordance with the relevant AS/NZS; and
- Be carried out in accordance with the requirements of OHS legislation.

Workers will be provided with their personal results of audiometric testing accompanied by a written explanation of the meaning and implications. Comprehensive records will be kept, including the *Audiometric Testing Register*:

- Audiometric testing results will be maintained for as long as they are applicable; and
- Confidentiality will be maintained in respect of individual worker's audiometric testing.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300085	Noise Monitoring Results Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300086	Noise Risk Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300087	Audiometric Testing Record ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

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Amendment	Hazardous Manual Tasks Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.10.3 Hazardous Manual Tasks Policy

#### Purpose:

Convoy Transport Pty Ltd is committed to preventing injuries caused by manual tasks through the identification of hazardous manual tasks and implementation of suitable risk controls.

Hazardous manual tasks include any lifting, carrying, pushing, pulling or moving of objects, handling or operating plant/equipment or repetitious movements, during work activities that workers participate in at Convoy Transport Pty Ltd that could result in Musculoskeletal Disorders (MSD) or other injuries.

#### Policy:

Convoy Transport Pty Ltd will endeavour to eliminate or reduce the number and severity of injuries caused by hazardous manual tasks by implementing procedures to manage hazards and the associated risks arising from hazardous manual tasks.



Some manual handling tasks can be considered hazardous, such as tasks involving any of the following characteristics:

- Repetitive or sustained application of force, awkward positions or movement;
- Application of high force;
- Exposure to sustained vibration;
- The handling of people or animals; and
- The handling of unstable or unbalanced loads or loads which are difficult to grasp or hold.

Some hazardous manual handling tasks can lead to MSD such as sprains and strains, back, joint or bone injuries, nerve injuries or compression, muscular and vascular disorders, hernias or chronic pain. MSD can occur suddenly or over an extended period of time.

Convoy Transport Pty Ltd has implemented strategies to minimise the risk of worker injury from hazardous manual tasks including:

- Identifying manual tasks that are hazardous;
- Eliminating hazardous manual tasks at the workplace whenever possible to do so;
- Assessing the risk of MSD and other injuries associated with manual tasks that have been identified as hazardous;
- Implementing suitable risk control measures to lower the potential for worker injuries in respect of hazardous manual handling tasks;
- Monitoring and reviewing risk control measures when appropriate;
- Providing training and resources to increase worker knowledge about manual handling;
- Developing and implementing work procedures designed to lower risk from hazardous manual handling tasks;
- Providing manual handling equipment appropriate for the job tasks being performed; and
- Consulting with workers in regard to hazardous manual handling issues.



Amendment Record	Hazardous Manual Tasks Procedure	Issue #: 1	Revision #: 0
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 5.10.4 Hazardous Manual Tasks Procedure

### Responsibilities:

The **Organisation** is responsible to ensure:

- The identification of any task requiring manual handling that could be assessed as being hazardous manual handling;
- Risk assessments are carried out for all hazardous manual handling tasks;
- Documented safety instructions i.e. Safe Work Procedures are in place to eliminate or reduce and control the risk of injury to workers due to manual handling;

- Adequate and appropriate training is provided to workers in respect of manual handling; and
- Hazardous manual handling tasks and related procedures are monitored and reviewed as required.

**Workers** are responsible to:

- Assist and cooperate with the identification of hazardous manual handling tasks in the workplace;
- Attend manual handling training when required; and
- Use correct manual handling procedures when required and follow safe working procedures.

### Procedure:

Hazardous manual handling tasks will be identified by:

- Discomfort surveys;
- Observing tasks;
- Breaking tasks down where required;
- Hazard reports;
- Seeking worker input; and
- Consulting with ergonomic or other persons with specialised knowledge and skills if required.

### Risk Assessment:

If risk is well known and controls are generally accepted and available, a *Hazardous Manual Tasks Risk Assessment* need not be undertaken. If a risk assessment is required, it will be documented and take the following risk factors into account:

- Duration and frequency;
- Forces exerted; and
- Sources of risk (such as layout of workplace, loads, tools, systems of work, environment).

Controls are implemented using a hierarchy of controls. Example:

- ↓ Eliminate task;
- ↓ Substitute for less hazardous options;
- ↓ Isolate persons from risk;
- ↓ Use engineering controls;
- ↓ Develop procedures and administrative controls; and
- ↓ Provide Information, training and instruction.

Risk controls are reviewed whenever:

- A control is no longer effective;
- Any change is likely to introduce new or different hazards that current controls will not adequately address;
- A new hazard or risk is identified; and
- Results of consultation indicate a review is needed.

For tasks that require straight forward controls (such as use of lifting equipment or mechanical aids) a *Hazardous Manual Handling Task Risk Assessment* need not be completed.

The *Hazardous Manual Task Register* and *Hazardous Manual Task Risk Assessments* will be reviewed **Quarterly** by **The Operations Manager/Managing Director** and updated with newly identified tasks as needed.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300116	Discomfort Survey ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300117	Hazardous Manual Task Risk Assessment Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300118	Hazardous Manual Tasks Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Falls Prevention Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.10.5 Falls Prevention Policy

**Objective:**

To prevent falls and falling objects by implementing a risk management approach.

**Scope:**

This policy applies to all workers, including contractors and visitors of Convoy Transport Pty Ltd exposed to the risk from falls and falling objects, including falls from height, falls from one level to another, falls into openings, and falls on the same level (including slips and trips).

**Policy:**

Convoy Transport Pty Ltd is committed to preventing injuries caused by falls and falling objects, unprotected edges and any situation where a fall may occur. This will occur through the identification of tasks and situations where a risk of fall or falling objects hazard is present and the implementation of suitable risk controls.

This policy includes situations when a worker or other people are:

- In or on plant, equipment or a structure that is at an elevated level;
- In or on plant that is being used to gain access to an elevated level;
- In the vicinity of an opening through which people or objects could fall;
- In the region of an edge over which people or objects could fall;
- On or in the vicinity of a surface through which people or objects could fall;
- On or near a slippery, sloping or unstable surface on which people or objects could fall.

Convoy Transport Pty Ltd will endeavour to eliminate or reduce the number and severity of injuries caused by falls by implementing procedures to identify and manage falls hazards and the associated risks arising from those hazards.

In consultation with relevant persons, Convoy Transport Pty Ltd will identify all tasks that have a potential for falls and falling objects.



Amendment Falls Prevention Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
**Managing Director**

Approved by: **Jason Haywood**  
**Managing Director**

### 5.10.6 Falls Prevention Procedure

#### Responsibilities:

The OHS Manager/Workplace Supervisor is responsible to:

- Ensure that appropriate procedures and supporting mechanisms/systems are followed in respect of falls at work;
- Ensure that a falls emergency response, and procedure are in place, are effective, and all workers are trained and familiar with these procedures (including falls rescue procedure for appropriately trained workers);
- Assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas;
- Ensure that appropriate fall emergency and rescue equipment is at the workplace, in good condition and available at all times when work is being carried out that involves work where falls hazards are present;
- Ensure that workers are adequately supervised at all times when working at height;
- Consult with workers and other relevant persons regarding falls hazards, risks and control measures;
- Monitor and review fall prevention policies, procedures and emergency response as required.

**Workers** are responsible to:

- Cooperate with reasonable directions when working in situations where there is a risk of a fall;
- Notify their manager/supervisor immediately if a new fall hazard is identified, making the area safe using a temporary control before leaving the fall hazard unattended. Use a standby person if it is not possible to make the area safe while the manager is notified, and corrective action can be taken to ensure people are not placed at risk;
- Assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas;
- Use appropriate fall prevention devices, work positioning systems, fall arrest systems and PPE at all times when it is required as per the relevant workplace procedures;

- Attend and actively participate in safety meetings and briefings where fall hazards, falls prevention and incidents are discussed.

### Hazard Identification:

An inspection of the intended workplace will be conducted to identify fall risks (including elevated falls, falls into void/pits, falls on the same level and falling objects).

These tasks will be recorded on the Risk Register, including details of the falls hazards, the level of assessed risk and recommended control measures. The Risk Register will be regularly reviewed and updated as required.

### Risk Assessment and Control:

Eliminate risks wherever possible. Where risk cannot be eliminated, it will be reduced as far as reasonably practicable.

Risk controls will be maintained to ensure they are suitable for the task, installed/used correctly and they remain effective for the duration of the task.

### Working adjacent to unprotected edges

All workers will manage the risks associated with falls and falling objects when working adjacent to unprotected edges.

When working adjacent to unprotected edges at a minimum the following will apply (*additional controls may be put in place as a result of a risk assessment*):

- Warning signage and ensure administrative procedures are in place and understood by all workers;
- All workers and visitors are informed of hazardous area (access to the area controlled at all times);
- All workers and visitors must maintain safe distance from edges;
- Workers and Visitors must:
  - Keep trip hazards away from edges;
  - Wear appropriate non-slip covered footwear;
  - Be aware of ground conditions e.g. slippery, oily, or uneven surfaces;
  - Never walk backwards when working adjacent to unprotected edges;
  - Not rush, run or play around;
  - Keep work area clear of trip hazards;
  - Keep floor clean and clean up spills immediately;
  - Never lunge for dropped objects (maintain balance at all times).

### Falling Objects:

- Items stored at height (e.g. on storage shelving) must be stable and not fall easily if disturbed;
- Loads must only be placed on racking designed and installed to support the loads (*Loads must never to be placed on damaged shelving/racking*);
- Shelves and racks are in good condition – check regularly;
- Racks are stacked safely and not overloaded;

- Heavier items will be stored on or nearer ground level and lighter items higher up;
- Appropriate and careful methods of stacking, handling and movement of objects will be used to prevent items falling;
- Tall self-standing objects leaning against walls must be positioned to be stable if knocked or secured;
- Objects placed at height must not protrude from shelving where it may be struck by forklifts or other reach equipment;
- Checks for loose equipment/tools must be undertaken when working at height to ensure no items are left behind after completing task.

### Slips and Trips:

- Uneven surfaces will be discussed with workers at induction / toolbox meetings;
- Warning strips, tape or other markings and signage will be used to alert pedestrians about changed or uneven ground/floor surfaces and maintained in good condition;
- Damaged walking/working surfaces must be cordoned off and repaired quickly;
- Spill kits will be strategically placed and must be available to clean up fluid or oily spills immediately;
- Adequate lighting will always be in place. All faulty lighting must be reported immediately;
- Workplaces will always be kept clean and rubbish and obstructions regularly removed (*rubbish and recycling bins must not be allowed to overflow*);
- All goods/objects must be stored in their correct location. Not in walkways, driveways or other inappropriate areas;
- All goods/materials must be stacked securely and neatly.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300119	Risk Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	High Risk Work Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.10.7 High Risk Work Policy

Convoy Transport Pty Ltd is committed to protect workers and others from the risk of severe injury or death from the conduct of High-Risk Work, as defined in current OHS Legislation.

**Objective:**

To protect all workers and others from the risk of injuries undertaking High-Risk Work. Assist Convoy Transport Pty Ltd to comply with relevant current OHS Legislation.

**Scope:**

This policy applies to all workers, including contractors of Convoy Transport Pty Ltd and all other people performing High-Risk Work.

**Policy:**

Convoy Transport Pty Ltd actively works towards eliminating or reducing the number and severity High-Risk Work incidents by implementing comprehensive risk management procedures to identify and manage high-risk hazards and the associated risks arising from those hazards.

In consultation with relevant people, including workers and other Organisations on site, Convoy Transport Pty Ltd will identify all High-Risk Work tasks before work commences as required.

Risk assessments and SWMS are developed and implemented for all High-Risk Work tasks performed by Convoy Transport Pty Ltd workers.

Implement, record, monitor and review induction, training, licensing and competency requirements for supervisors/managers and workers who undertake High-Risk tasks as required.



Amendment	High Risk Work Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> <b>Managing Director</b>	Approved by: <b>Jason Haywood</b> <b>Managing Director</b>	

### 5.10.8 High Risk Work Procedure

**Responsibilities:**

The OHS Manager is responsible for implementing legislative requirements relating to High-Risk Work. Adopt appropriate support strategies, policies, procedures and tools, and these actions shall include the identification, assessment, elimination and control of risks arising from the conduct of High-Risk work

Individual **workers and others** have a responsibility to co-operate with their Manager/Supervisor and Convoy Transport Pty Ltd's policies and procedures concerning any High-Risk Work. The workers are expected to contribute to the process of hazard identification, risk assessment and consultation, and they must support compliance with the legislation. Workers are responsible for ensuring they have appropriate and current licenses, permits and competencies required to perform the specific tasks involved with their job.

**Procedure:**

Only perform High-Risk Work when there are no safer alternative methods to get the job done. Strict controls must be in place to eliminate or control the risk of incidents from occurring from the conduct of High-Risk Work.



Before the commencement of any High-Risk Work appropriate controls must be implemented to minimise risk. A risk assessment must be undertaken, and a task-specific SWMS developed, in consultation with relevant workers

Only undertake High-Risk Work by licenced and competent workers. The current OHS Regulations list work that requires a High-Risk Work licence. OHS Regulators issue licenses in their specific jurisdiction. Records of High-Risk Work licenses, permissions and competencies will be maintained by Convoy Transport Pty Ltd.

## High Risk Work Licensing

A high-risk work licence is required for certain types of work. This includes:

- Scaffolding;
- Dogging and rigging;
- Crane Operation;
- Hoists;
- Boom type EWP;
- Reach stackers;
- Forklifts;
- Concrete Booms;
- Pressure equipment including boilers and steam turbines.

Workers carrying out high-risk work hold the appropriately High-Risk Work licence or are otherwise permitted under a regulation to carry out the High-Risk Work.

Workers must provide written evidence that they have the relevant high-risk work licence for that work.

Workers need to be trained and assessed by a RTO that is listed on the National Register of Vocational Education and Training.

Workers and others in the workplace have a responsibility to co-operate with their Manager/Supervisor and Convoy Transport Pty Ltd policies and procedures concerning any High-Risk Work.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300090	SWMS Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300091	SWMS Template <i>(OHSMS Recording Forms)</i>
Document #: OHSF300092	SWMS Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300093	High-Risk Licence Checklist <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment Electrical Safety Policy

Issue #: 1

Revision #: 0



Record

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

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## 5.10.9 Electrical Safety Policy

### Objective:

To reduce the risk of electrocution, electric shock or fires associated with the use of the electrical plant, equipment, appliances fixtures or fittings.

### Scope:

This policy applies to the risk from electric shock or electrocution to all workers, including contractors and visitors of Convoy Transport Pty Ltd workplace.

### Policy:

Electric shock can be received by either direct or indirect contact with an energised item, tracking through or across a medium (such as water), or by arcing. Electrical burning and arcing from equipment can also release toxic gases and air contaminants. Injuries from electricity can include muscular contraction (leading to falls if working at height, collisions if operating plant vehicles etc.), burns, cellular damage and death.

Convoy Transport Pty Ltd commits to protect workers and others from the risk of injury from the use of electricity, and from working in the vicinity of electricity.

Convoy Transport Pty Ltd will put in place mechanisms to identify electrical hazards and risks arising from:

- The design, construction, installation, maintenance or testing of electrical installations or equipment;
- Changes or modifications to electrical installations or equipment;
- Missing, inactive or inadequate electrical protection;
- Electrical equipment uses (how, when, why and where);
- The user of electrical equipment and the training and competency levels of users;
- The age and condition of electrical installations or equipment;
- Overhead and underground electrical services;
- Electromagnetic fields;
- Static electricity.

Relevant information concerning electrical safety will be communicated to all duty holders at the workplace and other duty holders (such as other Organisations) where required.

All work on or near live or energised electrical installations and equipment requires a documented hazard identification and risk assessment.

SWMS must be prepared and are in use for any work carried out on or near energised electrical installations.

Only licensed electricians may work on energised electrical equipment and only under strictly enforced SWMS and utilising suitable PPE and equipment.



Amendment Electrical Safety Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing DirectorApproved by: Jason Haywood  
Managing Director

### 5.10.10 Electrical Safety Procedure

#### Responsibilities:

Convoy Transport Pty Ltd is responsible for ensuring that:

- Any work involving the risk of electric shock or electrocution is identified and risk assessments completed and implemented as required in compliance with the OHS/Electrical Legislation;
- The risk of electric shock or electrocution is minimised by ensuring that appropriate procedures and supporting mechanisms/systems are in place in respect of electrical hazards at work;
- An appropriate emergency responses and procedures are in place for incidents involving electricity;
- Consultation is undertaken with workers and other relevant persons in regard to electrical hazards, risks and control measures;
- All workers are trained, competent and fully supervised at all times when there is a risk of electric shock or electrocution while working or at the workplace;
- Electrical safety policies, procedures and emergency responses are monitored and reviewed as required.

The OHS Manager/Supervisor is responsible to ensure:

- All electrically powered plant, equipment, appliances and tools that are purchased and brought onto the workplace are checked for electrical compliance and/or tested and tagged as per relevant AS/NZS;
- Residual Current Devices (RCD) are installed where required and portable RCD are used as and regularly tested;
- Only registered, competent individuals are used to conduct electrical installation, commissioning, maintenance and repair tasks at the workplaces;
- All workers are adequately trained to visually check electrical installations, plant, equipment, appliances and tools prior to use;
- There is an effective Lock Out/Tag Out (LOTO) system in place to remove faulty or damaged electrical equipment from use, and all workers are aware of the LOTO system;
- Adequate records are kept in regard to electrical hazards, risks and all electrical items at the workplace;
- Regular monitoring and review of electrical safety procedures is completed;
- Any incidents involving electricity will be reported to the state regulator as required by the OHS Legislation.

Workers are responsible to:

- Maintain current training and competency levels for the use of electrical items;

- Visually check all electrical plant and equipment, including portable equipment and tools, prior to use;
- Use the correct plant, equipment, appliance or tool for the task;
- Never misuse electrical plant, equipment, appliance or tools;
- Follow SWI, risk assessments and LOTO procedures;
- Report any new electrical hazards at the workplace (isolate power source immediately if possible, to do so safely);
- Maintain records as required;
- Comply with reasonable directions given to them in respect of electrical safety.

Convoy Transport Pty Ltd will ensure electrical hazards are identified and any work conducted on, or near electrical installations will be subject to a detailed risk assessment.

Where Convoy Transport Pty Ltd has management control, all electrical installations at the workplace (including switchboards and temporary electrical installations) will be installed by licensed electricians.

Convoy Transport Pty Ltd representative **The Operations Manager/Managing Director** will ensure compliance with this electrical safety policy. The *Electrical Equipment Register* will be completed by **The Operations Manager/Managing Director** before work begins in line with agreed audit timeframes.

- Any incidents involving electric shock will be reported to the State Regulator as required by the current regulations;
- Workers will visually check all electrical plant and equipment, including portable equipment and tools, before use;
- Workers must report any new electrical hazards at the workplace (isolate power source immediately if possible, to do so safely);
- Registered, electricians will be used to conduct electrical installation, commissioning, maintenance and repair tasks at the workplaces;
- Workers must comply with reasonable directions given to them in respect of electrical safety;
- RCD are installed where required, and portable RCD are used and regularly tested.

### **De-Energised Electrical Work:**

- Electrical work is not to be carried out on electrical equipment while the equipment is energised, subject to the prescribed exceptions as listed in the relevant State Legislation;
- Before any electrical work is carried out on electrical equipment, the equipment must be de-energised and verified by a competent person that it is safe to work on;
- The worker carrying out the testing must understand the testing procedures and be competent in the use of the testing method. Panel voltmeters should not be the only method of testing to be used to determine whether an electrical part is de-energised. Additionally, each high-voltage exposed part of the equipment must be earthed after being de-energised;
- Anyone carrying out electrical work must ensure that electrical equipment that has been de-energised to allow for electrical work to be carried out cannot be inadvertently energised;

- Where safe work procedures have been developed for electrical work or energised electrical work, that work must be carried out following the safe work procedure.

### Electrical Equipment

All electrical equipment must be visually inspected before use and tested/tagged as per legislative requirements. Convoy Transport Pty Ltd will ensure that all sub-contractors will bring only compliant electrical leads/equipment onto the workplace. See Electrical Equipment Register for all electrical equipment.

### Electrical Inspections

Regular inspections will be undertaken by a Convoy Transport Pty Ltd representative at regular intervals to ensure all electrical leads and equipment are within test date, supplied with a compliant tag, in good condition and used/handled safely.

The scope of the inspections will include verification that electrical leads and extension leads are not placed in areas that may pose tripping hazards, on or near water or chemicals (or other deteriorating agents), not exposed to mechanical damage (from power tools) and suitable lead-stands are provided to keep leads off the ground.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300095	Electrical Equipment Register ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

### 5.11 Chain of Responsibility (CoR)

Chain of Responsibility (CoR) laws provide that every party in the heavy vehicle transport supply chain has a duty to ensure the safety of persons associated with their transport activities. Under the CoR responsibilities, all parties who influence, direct or control transport operations in the supply chain share responsibility for compliance with the law and for the safety of heavy vehicle operations, even if they have no direct role in driving or operating a heavy vehicle. This responsibility entails an obligation to eliminate or minimise potential harm or loss (risk) by doing all that is reasonably practicable to ensure the safe and legal transport of goods.

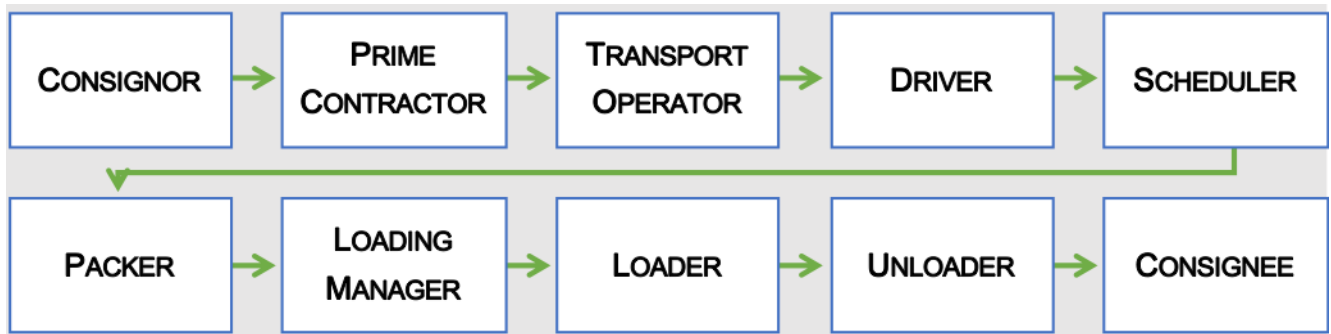


Figure 8. Chain of Responsibility Flow Chart.



Amendment	Chain of Responsibility OHS Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.11.1 Chain of Responsibility OHS Policy

Convoy Transport Pty Ltd is dedicated to providing all workers with a workplace that is, as far as is reasonable, safe and without risks to health and safety. This CoR Management Plan has been developed to provide guidance and information for all persons employed by Convoy Transport Pty Ltd.

Convoy Transport Pty Ltd recognises its moral and legal obligations under the Heavy Vehicle National Law (HVNL) and applicable OHS Acts and Regulations to provide a safe and healthy work environment and as such commits to:

- Ensuring that our work processes, practices and contracts do not provide any incentive or encouragement to any party in the Chain, to breach the CoR laws;
- Identify, assess, evaluate, and control risk associated with all components of the supply chain;
- Manage compliance with speed, fatigue, mass, dimension, load restraints and vehicle standards & maintenance;
- Provision and maintenance of a work environment that is safe and without risks to health;
- Maintain physical infrastructure, including buildings, plant and equipment, in a safe condition;
- Comply with legislative requirements, current industry standards and co-operation with Regulatory bodies, as far as practicable;
- Aim for best practice systems of work;
- Encourage all workers to report information concerning safety and breaches of the CoR;
- Setting measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels;
- Continually improving safety performance and conducting safety management reviews;
- OHS information, instruction, training and supervision to workers, contractors, clients and visitors to ensure safety;
- Document and record actions taken to manage compliance with this manual.



Amendment Chain of Responsibility Duties

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing DirectorApproved by: Jason Haywood  
Managing Director

### 5.11.2 Chain of Responsibility Duties

#### Responsibilities:

Executive officers (Convoy Transport Pty Ltd) are committed to:

- Ensuring systems are in place to manage health and safety and, all requirements and obligations of the HVNL;
- Compliance with legislative requirements, current industry standards and co-operation with regulatory bodies, as far as is reasonably practicable;
- Ensuring executive decisions do not influence the conduct of the corporation to breach the law;
- Provide effective guidance in regard to meeting CoR requirements;
- Ensuring business practices and decisions do not require or encourage drivers to:
  - Exceed the speed limits;
  - Exceed regulated driving hours;
  - Fail to meet the minimum rest requirements;
  - Drive while impaired by fatigue;
- Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels;
- Consultation with workers and other parties to improve decision-making;
- Remaining informed of business performance in regard to CoR;
- Distribution and communication of critical information and safe work procedures;
- Information, training and supervision to workers, contractors, clients and visitors to ensure safety;
- Review and assessment of policies.

Operator/manager/scheduler:

- Complying with health and safety, CoR policies, procedures and training requirements;
- Ensure all workers work safely and comply with business policies and procedures;
- Ensure risk management activities are carried out and regularly reviewed;
- Reviewing investigation reports and other reports involving workers to ensure adequate corrective actions have been initiated to prevent recurrence;
- Reviewing compliance with policies and procedures;
- Ensure rosters and schedules do not require drivers to exceed regulated driving hours or speed limits;
- Routes are suitably planned with consideration of potential traffic issues and other unexpected delays;
- Keep records of drivers' work and rest times;

- Ensure drivers do not work while fatigued and maintain their correct work and rest schedules;
- Schedulers comply with all of their obligations with reviews are regularly undertaken;
- Drivers are provided with relevant documentation including a complying container weight declaration before commencing a journey;
- Ensure vehicles are regularly maintained, and if speed limiters are fitted, they are functioning properly;
- Delivery requirements do not require or encourage drivers to:
  - Exceed the speed limits;
  - Exceed regulated driving hours;
  - Fail to meet the minimum rest requirements;
  - Drive while impaired by fatigue.

#### Consignor/consignee:

- Ensure loads do not exceed vehicle mass or dimension limits;
- Ensure loads can be carried securely;
- A valid container weight declaration is available;
- Delivery requirements do not require or encourage drivers to:
  - Exceed the speed limits;
  - Exceed regulated driving hours;
  - Fail to meet the minimum rest requirements;
  - Drive while impaired by fatigue.

#### Loading manager/loader/packer:

- Load vehicles in a way that does not exceed mass or dimension limits;
- Load vehicles in a way that ensures vehicle remains stable while travelling;
- Load documentation is accurate. Ensure drivers moving freight containers have a valid container weight declaration;
- Goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded;
- All loads are securely restrained with appropriate restraint equipment (*appropriate, serviceable and well-maintained loading and restraining equipment is available*);
- Allocate reasonable time for loading and unloading slots;
- Check documentation about the vehicle's load is not false or misleading;
- Goods are marked correctly;
- Must ensure to never ask, require or direct activities you know will breach the law;
- Rest facilities are provided to allow drivers to take rest while waiting to load/unload;
- Loading practices do not require or encourage drivers to:
  - Exceed the speed limits;
  - Exceed regulated driving hours;
  - Fail to meet the minimum rest requirements;
  - Drive while impaired by fatigue.



Drivers are expected to:

- Take reasonable care for the health and safety of themselves and others at work;
- Not drive while fatigued and comply with the relevant fatigue management work and rest laws and procedures;
- Ensure driven vehicle does not exceed mass or dimension limits;
- Ensure vehicle load is appropriately and securely restrained;
- Making sure they are medically fit to drive;
- Ensure the vehicle being driven is roadworthy and well maintained;
- Keep full and accurate records as required by law and company procedures.

All other workers are expected to:

- Take reasonable care for the health and safety of themselves and others at work;
- Cooperate with Convoy Transport Pty Ltd to enable compliance with OHS legal obligations;
- Participate in consultative arrangements;
- Assist management to meet OHS targets/key performance indicators;
- Participate in return to work programs;
- Comply with all reasonable instructions from managers in relation to health and safety issues at work;
- Ensure that they know how to use equipment safely and that they use all equipment in a correct manner.



Amendment	Driver Fatigue Management Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.11.3 Driver Fatigue Management Policy

**Purpose:**

The purpose of this policy is to identify and reduce risks in relation to driver fatigue and to provide adequate resourcing to prevent fatalities, injury or illness caused by fatigue.

**Policy:**

Convoy Transport Pty Ltd is committed to protecting the health, safety and welfare of our workers by ensuring drivers do not drive if they are impaired by fatigue. We believe that driver fatigue can cause the potential for fatalities or serious injuries to workers (including contractors and workers of contractors), visitors or members of the public and as such, are committed to the effective management of fatigue risks.

Driver fatigue can be defined as feeling tired, drained or exhausted. Fatigue influences an individual's physical and mental and emotional state. When feeling fatigued, alertness is reduced, which can lead to poor judgments, slower reactions to events and decreased motor skills. Fatigue can also lead to long term health problems in some individuals.



Convoy Transport Pty Ltd will:

- Identify and assess those aspects of relevant drivers that may lead to fatigue and/or the commission of a fatigue related offence;
- Develop and implement a documented **Safe Driving Plans** in the following situations;
  - Overnight shifts;
  - Potential for extended shifts;
  - Where fatigue has been identified as a potential health and safety risk;
- **SDP** will be developed in consultation with relevant persons;
- Adequacy of the **SDP** will be reviewed every 6 months, or if an incident or near miss occurs in relation to fatigue. The plan will then be monitored and reviewed accordingly;
- Ensure drivers do not work more than the maximum work hours or rest less than the minimum rest hours in a certain period set out by law.



Amendment	Driver Fatigue Management	Issue #: 1	Revision #: 0
Record	Procedure		
Reviewed by: <b>Jason Haywood</b> Managing Director		Approved by: <b>Jason Haywood</b> Managing Director	

### 5.11.4 Driver Fatigue Management Procedure

**Responsibilities:**

Convoy Transport Pty Ltd is responsible to:

- Ensure the health and safety of drivers and other workers with regard to fatigue;
- Have a Safe Driving Plan in place;
- Consult with drivers and any other persons who may be exposed to fatigue related risks;
- Identify and assess hazards arising from worker fatigue;
- Eliminate or control fatigue related risks;
- Provide information and instruction on managing fatigue risks; and
- Provide supervision of work practices to reduce worker fatigue.

Drivers, and others, are responsible to:

- Cooperate with Convoy Transport Pty Ltd Safe Driving Plans and other relevant work health and safety systems;
- Carry out work according to fatigue management policy and safe work procedures;
- Consult with relevant managers and supervisors in relation to fatigue management;
- Report any hazards and risks relating to fatigue;
- Participate in fatigue risk management activities;
- Ensure that their behaviour does not create or increase fatigue risks, and do their best to remain fit for work;
- Refuse work when impaired by fatigue.

To assist in the identification of risk associated with fatigue, a risk assessment will be carried out at least annually. The risk assessment will look carefully at hazards related to fatigue, assesses the resulting risk levels and determines how to eliminate or reduce and control those risks.

A risk assessment will involve:

- Input from workers via consultation;
- Review of incidents to determine if fatigue has been a contributing risk factor;
- Use of relevant resources and information (e.g. industry guides, Codes of Practice, guides produced by regulatory bodies); and
- Documenting the risk assessment.

Risk Factors may include:

- Travel times from depot to pick up and delivery;
- Inadequate sleep and inadequate rest breaks;
- Insufficient training;
- Loading and unloading procedures;
- Individual worker traits - young workers, workers returning from injuries, inexperienced workers;
- Work schedules; and
- Non-work factors - family commitments, second jobs, lifestyle etc.

Work practice indications of fatigue include:

- Increased errors and loss of concentration;
- Impaired coordination;
- Compromised judgement;
- Slower reaction times.

### **Procedure:**

Work schedules will be prepared with regard to the following:

- Hazards, risks and controls, as determined by a risk assessment;
- Previous work hours/required break-away times;
- Times required to perform tasks safely;
- Legislative requirements for maximum work hours;
- Sufficient rest breaks, including personal activities such as washing, eating meals and travelling to/from work;
- Shift work (especially rotating shifts);
- Reduce night shift work where possible; and
- Limiting the amount of allowable over-time, shift swapping, and on-call duties as required to reduce fatigue.

Convoy Transport Pty Ltd implements control measures as required to reduce risks of fatigue in the workplace such as:

- Provide training to allow multi-skilling and opportunities for job rotation;

- Use alarms, buddy system or monitoring for isolated/remote workers;
- Eliminating or reducing and controlling identified fatigue risk factors whenever possible;
- Rotating workers and/or limiting the amount of time per shift the individual workers spend on physically and/or mentally sustained and demanding jobs;
- Monitoring the work environment and designing adequate controls for environmental and workplace conditions;
- Ensuring an adequate amount of time, number of workers and resources are allocated to jobs;
- Ensuring there is a system available for supervisors to re-schedule jobs/tasks if fatigue becomes a problem;
- Maintaining adequate consultation and communication with workers in regard to fatigue;
- Allowing for essential family commitments and unexpected additional carer duties for workers;
- Providing information and education to workers regarding non-work-related fatigue risk factors; and
- Encouraging workers to report non-work-related fatigue risk factors to their supervisor/Organisation.

Convoy Transport Pty Ltd will ensure the following (standard) maximum hours of work and minimum hours of rest are followed.

**Important note on the following table:** The table below has been provided to assist in documenting rest times for your company. The times used below are derived from the NHVR work and rest requirements for standard hours and are examples only. <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours>.

**It is critical that you check with your state/territory regulator and edit the table below to enter the correct rest times for your jurisdiction and/or company requirements.**

For those working under fatigue management accreditation or another management scheme, edit the table to add the applicable information.

**This note can be deleted after entering the correct information for your circumstance.**

Operating standards for hours of work and rest	
<b>Solo commercial vehicle driver</b>	
Minimum continuous non-work time in any 5.1/2 hours	15 continuous minutes' rest time
Minimum continuous non-work time in any 8 hours	30 minutes' rest time in blocks of 15 continuous minutes
Minimum continuous non-work time in any 11 hours	60 minutes' rest time in blocks of 15 continuous minutes
Minimum continuous non-work time in any 24 hours	7 hours
Minimum continuous periods of time not working in any 7 days	6 periods of a minimum seven hours' rest between 10pm on a day and 8am on the next day

Operating standards for hours of work and rest	
<b>Solo commercial vehicle driver</b>	
Minimum 24 hours' continuous periods of time not working in any 28 days	4 periods
<b>Driving with a relief driver- two-up driver (hrs. for each driver)</b>	
Minimum continuous non-work time in 5 ½ hour period	15 continuous minutes' rest time
Minimum continuous non-work time in any 8 hours	30 minutes' rest time in blocks of 15 continuous minutes
Minimum non-work time in a 24-hour period	5 continuous hours' stationary rest time
Minimum continuous non-work time in any 52 hours	10 continuous hours' stationary rest time
Minimum continuous non-work time in any 7 days	24 hours' stationary rest time in blocks of at least 7 continuous hours of stationary rest time
Minimum continuous non-work time in any 14 days	2 x-night rest breaks and 2 x-night rest breaks taken on consecutive days

Drivers must ensure they are familiar with the early signs of fatigue. Drivers must stop their vehicle, report any symptoms of fatigue to their supervisor and ensure a rest break of sufficient time is taken.

Drivers must complete a Log Book regardless of distance travelled. Information to be recorded includes:

- Whether they are working under the Standard hours (or others such as approved Alternative Fatigue Management Scheme);
- Work hours;
- Times when changing from work to rest hours.

### Training:

Training and education include coverage of issues such as:

- An explanation of what fatigue is and how it affects us;
- The physical, psychological and practical signs of fatigue;
- Possible causes and effects of fatigue;
- Risks involved with working while fatigued; and
- The **Safe Driving Plan** and risk assessments.



Amendment	Safe Driving Plan Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.11.5 Safe Driving Plan Policy

#### Objective:

To develop and implement Safe Driving Plans (SDP) for drivers where the travel distance will exceed 350km in any one shift. Convoy Transport Pty Ltd will endeavour to use the same plans for all driving tasks where possible.

#### Policy:

Convoy Transport Pty Ltd is committed to providing drivers with a work environment that is safe and without risks, as far as is reasonably practicable. The development of a Safe Driving Plan allows Convoy Transport Pty Ltd to provide information to drivers on the intended route and times allowed to ensure sufficient rest breaks are taken.



Amendment	Safe Driving Plan Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.11.6 Safe Driving Plan Procedure

Safe Driving Plan will include, at least, the following:

- Identify pick-up and drop-off locations;
- Identify the timeframe in which work is required to be performed;
- Identify preferred travel routes;
- Identify how the number of hours and work time will be limited to prevent fatigue and how this will be enforced;
- Detail how work will be performed including rest break times to meet legislative requirements;
- Methods to ensure drivers are not fatigued or under influence of drugs/alcohol;
- Develop journey plans for remote areas, such plans to include ETA at destination, and action to be taken if arrival is overdue.

The Safe Driving Plan will be documented, and a copy of the plan Kept by drivers and dispatch managers. The drivers must ensure they follow the plan at all times. If any deviation from the plan is required, drivers must contact their supervisors.

The Safe Driving plan will be developed in consultation with drivers and be updated/reviewed regularly.



Amendment Speed Management Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## 5.11.7 Speed Management Policy

### Objective:

The purpose of this procedure is to outline Convoy Transport Pty Ltd's mechanisms for Speed Management, which includes components relating to driver behaviour and vehicle management. To outline the steps that Convoy Transport Pty Ltd will take to eliminate, reduce or manage the risk of driver speeding.

### Policy:

Convoy Transport Pty Ltd understands that drivers are more at risk of being involved with or causing an accident when driving over the speed limit. Convoy Transport Pty Ltd is committed to the provision of a safe workplace for its drivers and this duty extends to protecting the public from unnecessary risks.

Increased speed means not only an increased risk of crashing but also increased severity if a crash occurs. It is an offence for any vehicle to travel faster than the speed limit. Speed tampering is also an offence. Penalties including fines and demerit points are incurred for speeding and speed tampering infringements.

There are two types of speeding:

1. Where a vehicle travels faster than the posted speed limit;
2. Where a driver travels within the speed limit but because of road conditions (e.g. fog or rain) this speed is inappropriate.

Convoy Transport Pty Ltd is committed to effectively manage health and safety risks in the workplace in accordance with the requirements of the relevant Regulations. Convoy Transport Pty Ltd recognises the nature and severity of risks to health and safety for workers who are involved with the Transport Industry.

Convoy Transport Pty Ltd has installed an In-Vehicle Monitoring System (IVMS) which carries out electronically based technical and reporting functions to enable and complement effective speed management in the workplace. Convoy Transport Pty Ltd regularly downloads the IVMS data to monitor driver speed and discusses any breaches with the driver.

Convoy Transport Pty Ltd will ensure:

- Drivers complete a work Log book regardless of distance travelled;
- Vehicles fitted with Speed Limiters are regularly checked and serviced to ensure that they are working correctly and meet the required standard;
- Driving schedules are prepared with regard to the following:
  - Ensuring that speed compliance is included as a contractual requirement;
  - Legislative requirements for maximum work hours;

- Legislative requirements for standard hours (solo or 2-up driving), minimum rest time hours, or alternative accreditation system hours etc.;
- Consultation with drivers to confirm they are able to meet deadlines safely and without speeding;
- Planning for unexpected delays to complete journeys without speeding;
- Sufficient rest breaks, including personal activities such as washing, eating meals and travelling to/from depot;
- Drivers are educated about not speeding and reporting speed related issues such as faults with equipment, Infringements or Non-Conformance;
- Drivers are provided with regular reminders about the importance of working together to ensure compliance with laws, including toolbox sessions, internal newsletters or information distributed with pay slips.

Convoy Transport Pty Ltd advises customers/clients of how unreasonable schedules and deadlines are no longer legal and outlines to them how schedules are formulated to enable drivers to meet deadlines safely and without speeding.



Amendment	Speed Management Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.11.8 Speed Management Procedure

#### Responsibilities:

All drivers are responsible for working safely and for following reasonable directions in respect of the Driver's CoR Management Plan, the Speed Management Procedure and the IVMS and reporting systems whilst working at Convoy Transport Pty Ltd

Drivers are required to:

- Drive safely and comply with statutory speed limits and road rules at all times;
- Comply with the Driver CoR Management Plan and the Speed Management Procedure implemented at Convoy Transport Pty Ltd;
- Use training and information provided by Convoy Transport Pty Ltd and relevant sources to work safely;
- Respond to changing on-road conditions and hazards, delays or re-scheduling for loading/unloading, mechanical problems, changing traffic and route conditions;
- Communicate with base on a regular basis and when required due to changing on-road circumstances;
- Ensure there are no unauthorised modifications to, or any tampering with the IVMS monitoring system, records, notifications or reports associated to the vehicles they drive and/or maintain and/or monitor;
- Complete a work Log book regardless of distance travelled for each trip;



- Notify the **Managing Director** of any Infringements or Non-Conformances;
- Notify the **Managing Director** of any accidents and/or incidents;
- Complete any other documentation as may be required from time to time in relation to Speed Management.

The **Operations Manager/Managing Director** is responsible for:

- Informing drivers and others about the requirement to actively participate in speed management activities and to co-operatively follow the Driver's Speed Management Plan and procedure whilst working at Convoy Transport Pty Ltd;
- Ensuring that all drivers are adequately trained in Convoy Transport Pty Ltd's speed management strategies, policies and procedures;
- Ensuring that all drivers know, understand and are trained in how the IVMS works (including why it is used) and how to operate this IVMS as and when required within the scope of their role as a driver;
- Monitoring the IVMS;
- Managing all Non-Conformance Reports and complaints and ensuring all corrective actions are completed in a timely and appropriate fashion;
- Consulting with driver's in regard to Infringements and Non-Conformances;
- Maintaining records required by relevant OHS legislation relating to driver safety and speed management;
- Ensure that scheduling considers distance, average lawful speed, possible traffic or loading delays and required rest breaks.

The **Operations Manager/Managing Director** is responsible for:

- Conducting an Annual Speed and Fatigue Risk Assessment of drivers;
- Ensuring the implementation of appropriate hazard controls and mitigation of risks identified in an Annual Speed and Fatigue Risk Assessment within a designated timeframe;
- Scheduling and supervising annual Speed Limiter Checks on all Convoy Transport Pty Ltd vehicles fitted with Speed Limiters;
- Ensuring that any annual Speed Limiter Checks are carried out by appropriately qualified/certified persons and that adequate records are maintained of all Speed Limiter's maintenance and servicing;
- Recording, reporting and notifications as required for the conduct of and the outcomes of any Speed and Fatigue Risk Assessments and the Speed Limiter Checks.

The **Operations Manager/Managing Director** is responsible for:

- Any recording, reporting and notifications as required for the conduct of a Non-Compliance report and address of corrective actions resulting from the report;
- Managing any issues arising from the completion or content of Driver's Log books;
- Management and consultation in relation to third party commercial arrangements;
- Review of the Speed Management Procedure when required.

### Procedure:



Drivers: In conjunction with following the guidelines as detailed in the Driver's Speed Management Plan, all drivers must:

- Before work - If unfit for work, do not drive vehicle - notify **The Operations Manager/Managing Director**;
- When working - If tired, and fitness for work is affected, call in for an adjusted Estimated Time of Arrival (ETA) at next location;
- When driving - Make sure that they are aware of the maximum legal travel time;
- Attend tool box talks and meetings as required;
- Consult with **The Operations Manager/Managing Director** regarding schedules and their ability to meet the schedule timelines safely and lawfully;
- Report scheduling problems, new road works, major accidents, traffic delays on regular routes;
- Report Infringements and/or Non- Conformance's as required;
- Adhere to corrective actions arising from Infringements and Non-Conformance's.

Scheduling: Convoy Transport Pty Ltd:

- Advises customers/clients that unreasonable schedules and deadlines are not legal. Documents detailing when such discussions took place and who with are maintained by **Jason Haywood, Managing Director**.
- Ensures that speed compliance is included as a contractual requirement when developing contracts;
- Consults drivers regarding schedules to get their input and confirmation they are able to safely and lawfully meet them;
- Encourages drivers to report scheduling problems, new road works, major accidents, traffic delays etc.;
- Build flexibility into the schedule to allow for unexpected delays such as flat tyres, load checking and/or adjustments and develop procedures for drivers who encounter unexpected delays to complete their journey without speeding.

### 5.11.8.1 Monitoring

- Convoy Transport Pty Ltd has commercial arrangements with **(insert Organisation name here)** for the supply, maintenance and reporting of the IVMS for its transport vehicle fleet;
- All Convoy Transport Pty Ltd operation and monitoring of the IVMS is done from the Home Office by **(insert name here)**;
- **(Insert name/s here)** can access the IVMS at any time;
- Convoy Transport Pty Ltd receives a weekly report from the IVMS consisting of the following data:
  - Hours driven;
  - Kilometres driven;
  - Total vehicle accidents;
  - Significant vehicle accidents
  - IVMS exceeding work hours without rest;
  - IVMS poor drive (Acceleration violations/Deceleration Violations);

- IVMS speeding;
- IVMS seatbelts;
- Weekly reports are analysed and assessed for action by (insert name here);
- Weekly reports are maintained and stored as part of Convoy Transport Pty Ltd's records in accordance with compliance requirements drivers are consulted with in respect to monitoring reports and compliance outcomes.

### 5.11.8.2 Non-conformance Reports

- Data from the IVMS is assessed for Non-Conformance on a weekly basis;
- Driver's Log books are checked for Non-Conformance on a weekly basis;
- All Non-Conformances, including overruns and speeding are written up on a *Non-Conformance/Corrective-Preventative Action Form*;
- Non-Conformance matters are responded to via consultation with drivers and any other relevant person/s by **The Operations Manager/Managing Director**
- During the consultation process, appropriate and timely corrective actions are decided upon and recorded on the *Non-Conformance/Corrective-Preventative Action Form*;
- Corrective actions are then undertaken in an appropriate manner and timeframe by the person/s responsible for the actions;
- All corrective actions are monitored to ensure satisfactory completion, and, once completed, are recorded and signed off by the relevant person/s on the *Non-Conformance/Corrective-Preventative Action Form*;
- Corrective Actions that require on-going monitoring, worker supervision or implementation are regularly reviewed by **The Operations Manager/Managing Director**, action is taken if and when required, and records updated as required;
- Non-Conformance records are maintained and stored as part of Convoy Transport Pty Ltd's records in accordance with compliance requirements for relevant authorities;
- Non-Conformance records will be made available to the relevant authorities if and when required by law.

### 5.11.8.3 Infringements

- Driver infringements are initially reported to **The Operations Manager/Managing Director**;
- Infringements are then written up on a *Non-Conformance/Corrective-Preventative Action Form*;
- Infringements are then managed as per the procedure for non-conformance.

### 5.11.8.4 Complaints

#### Drivers:

- Complaints received from Drivers shall be reported to and managed by **The Operations Manager/Managing Director**;
- Complaints can be raised verbally on an informal basis in the first instance;

- Any complaints that cannot be resolved by consultation on an informal basis shall then be formalised and submitted in writing, using the *Non-Conformance/Corrective-Preventative Action Form* to **The Operations Manager/Managing Director**
- Formal complaints are then managed as per the procedure for Non-Conformance;
- If complaints cannot reach satisfactory resolution following this procedure, then Convoy Transport Pty Ltd's Issue Resolution Procedure will be followed.

### Public:

- Complaints received from members of the general public and/or customers shall be reported to and managed **The Operations Manager/Managing Director**
- Complaints can be raised verbally on an informal basis in the first instance;
- Any complaints that cannot be resolved by consultation on an informal basis will then be formalised and submitted in writing, using a *Non-Conformance/Corrective-Preventative Action Form* to **The Operations Manager/Managing Director**
- Formal complaints are then managed as per the procedure for non-conformance.

### **5.11.8.5 Speed Limiter Checks**

- **The Operations Manager/Managing Director** is responsible to ensure that Speed Limiter Checks are carried out as and when required by suitably qualified and experienced persons;
- Speed Limited vehicles are regularly checked to ensure the speed limiter is working and meets the required standard. These checks may be carried out as part of scheduled servicing;
- **The Operations Manager/Managing Director** arranges the Annual Speed Limiter Service, which can be performed by either of the following methods:
  - Vehicle is taken to a registered vehicle dealer. The vehicle undertakes a computer diagnostic which verifies the speed accuracy; this is then noted on the tax invoice;
  - **The Operations Manager/Managing Director** takes the vehicle for a 5/10 km run from the workshop located at **39 PACIFIC STREET LONG JETTY NSW 2261** and takes the vehicle to 90km/hour. Upon returning to workshop the data from the IVMS is accessed and a Trip report printed out to verify that the speed is accurate;
- The results of all Speed Limiter Checks are kept as part of Convoy Transport Pty Ltd's records in accordance with compliance requirements for relevant authorities.

### **5.11.8.6 Annual Speed and Fatigue Risk Assessment**

- **The Operations Manager/Managing Director** is responsible to carry out an Annual Speed and Fatigue Risk Assessment;
- Utilising consultation as required, appropriate and timely corrective actions are decided upon and recorded in relation to any risks identified in the Annual Speed and Fatigue Risk Assessment;
- Corrective Actions are then undertaken in an appropriate manner and timeframe by the person/s responsible for the actions;

- Annual Speed and Fatigue Risk Assessments are maintained and stored as part of Convoy Transport Pty Ltd's records Drivers are consulted with in respect to Annual Speed and Fatigue Risk Assessment outcomes.

### 5.11.8.7 Review

This procedure will be reviewed if:

- It is identified that there are changes in the workplace that affect the procedure;
- There are changes to the IVMS that affect the procedure;
- There is a change of electronic monitoring system used at Convoy Transport Pty Ltd that affects the procedure;
- It is identified that the procedure is not effective;
- There are legislative changes that affect the procedure;
- There has been a serious safety breach or non-conformance incident;
- There has been a notifiable event that has required notification to the Authority.



Amendment Mass Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
**Managing Director**

Approved by: **Jason Haywood**  
**Managing Director**

### 5.11.9 Mass Policy

#### Purpose:

For the purpose of this policy, mass requirements relate to the:

- Gross mass of a heavy vehicle or combination, together with their loads;
- Mass on the axles or axle groups of heavy vehicles or combination;
- Weight of any freight container and its goods.

#### Policy:

Convoy Transport Pty Ltd commits to complying with all applicable state and territory mass regulations. No load placed on a heavy vehicle or combination will be allowed to exceed the relevant mass limits for that vehicle.



Amendment Mass Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
**Managing Director**

Approved by: **Jason Haywood**  
**Managing Director**

### 5.11.10 Mass Procedure

Prior to loading:

- The driver must be presented with all relevant mass information prior to loading;
- The person responsible for the loading (E.g. customer, loaders) must be made aware of the vehicle type and mass limits of the vehicle;
- All transport and shipping documentation must be accurate and not contain any false or misleading information relating to the to the weight or dimension of the goods;
- For containerised loads - A Container Weight Declaration must be provided to the person responsible for loading before loading vehicle;
- Before loading, the driver must examine and record information on the mass of the planned load, including individual components of the load where practicable (*e.g. the mass of the load as marked on any item as advised by the supplier/manufacturer*);
- The person/driver responsible for loading the vehicle must ensure a loading plan is prepared and implemented. The plan should consider the mass of the load, the location each component will be placed and maximum applicable mass limits for the components on the vehicle.

Loading:

- If the planned load cannot be loaded to remain within the mass limits of the vehicle, then the load must:
  - a. Not be loaded onto the vehicle; or,
  - b. Be modified to only load to the extent in compliance with the vehicle mass limits;
- During loading the driver is responsible to direct the loader to position the load according to his vehicle axle mass limits;
- Drivers maintain authority to request adjustments to the load.

Prior to departure:

- All loaded vehicles must be:
  - a. Weighed prior to departure to ensure correct axel weight mass limits; or
  - b. The mass of the loaded vehicle is calculated using known Gross Vehicle Mass (GVM), axle limits and applicable shipping and transport documentation;
- No vehicle is to commence a trip if mass limits have been exceeded during loading;
- Drivers must not to transport a freight container unless the driver is provided with a Container Weight Declaration;
- The gross mass of the load must be placed on the vehicle in line with legal axle mass limits.

During delivery cycle:

- All mass limits as above will be adhered to throughout the delivery cycle, i.e.as freight is removed or added.



Amendment	Dimension Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 5.11.11 Dimension Policy

### Scope:

For the purposes of this policy, dimension requirements relate to the height, width, length, and overhang of a heavy vehicle or combination, and its load.

### Policy:

- Convoy Transport Pty Ltd commits to complying with all applicable state and territory Dimension regulations. No vehicle combination or load placed on a heavy vehicle or combination will exceed the relevant prescribed dimension limits for that vehicle;
- All parties to the CoR must comply with all dimension related regulations.



Amendment	Dimension Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 5.11.12 Dimension Procedure

Prior to loading:

- The driver must be presented with all relevant Dimension information prior to loading;
- The person responsible for the loading (E.g. customer, loaders) must be made aware of the vehicle type and dimension limits of the vehicle;
- All transport and shipping documentation must be accurate and not contain any false or misleading information relating to the to the height, width or length of the goods;
- Before loading, the driver must examine and record information on the dimensions of the planned load, including individual components of the load where practicable (*e.g. the dimension of the load as marked on any item as advised by the supplier/manufacturer*).

Loading:

- If the planned load cannot be loaded to remain within the dimension or overhang limits of the vehicle, then the load must:
  - Not be loaded onto the vehicle; or,
  - be modified to only load to the extent in compliance with the vehicle dimension limits;

- During loading the driver is responsible to direct the loader to position the load according to his vehicle limits;
- The overall height of a loaded vehicle must be safely lower than the height of any obstruction that may be encountered on the transport route (e.g. bridge or overhead wires);
- Drivers maintain authority to request adjustments to the load.

Prior to departure:

- All loaded vehicles must be:
  - a. Inspected prior to departure to ensure the load does not exceed the dimension limits of the vehicle; and,
  - b. Is securely fastened to prevent movement that may cause a load to exceed a dimension or overhang limit;
- No vehicle is to commence a trip if dimension limits have been exceeded during loading.

During delivery cycle:

- All Dimension limits as above will be adhered to throughout the delivery cycle, i.e.as freight is removed or added;
- Regular checks will be implemented to ensure the load has not shifted in a manner that causes a breach of the dimension limits;
- Consider any changes in planned route does not contain obstructions that may cause contact due to the dimensions of the load. *(seek clarification from supervisor where necessary)*.



Amendment Load Restraint Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 5.11.13 Load Restraint Policy

### Purpose:

For the purposes of this policy, load restraint refers to the positioning and restraint of any part of a load on a vehicle or combination and, loads within containers.

### Policy:

Convoy Transport Pty Ltd commits to complying with applicable state and territory load restraint regulations and recommendations. All loads placed on a heavy vehicle or combination will be restrained in a manner that meets the applicable regulations. All parties to the CoR must comply with all load restraint regulations.



Amendment Load Restraint Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: [Jason Haywood](#)  
Managing Director

Approved by: [Jason Haywood](#)  
Managing Director

## 5.11.14 Load Restraint Procedure

### Loading:

- If the planned load cannot be loaded in a manner that allows for safe, secure restraint then the load must:
  - a. Not be loaded onto the vehicle; or,
  - b. Be modified to only load to the extent that it can be safely restrained and prevented from moving during transit;
- During loading the driver is responsible to direct the loader to position the load so that it can be safely restrained;
- All loads must be placed in a manner that does not cause the vehicle to become unstable during transit;
- All methods of restraint must comply (at a minimum) with the [National Transport Commission's 'Load Restraint Guide \(Third Edition 2018\)](#);
- Drivers maintain authority to adjust the load to permit secure restraint;
- All loads must appropriately be restrained with appropriate restraint equipment that's meets performance standards;
- **Do not** use tarpaulins or curtain sides as the sole form of restraint.

### Prior to departure:

- All loaded vehicles must have:
  - a. Loads securely fastened to prevent movement that may cause a load to:
    - i. Exceed a dimension or overhang limit;
    - ii. Cause a loss of stability for the vehicle; or
    - iii. Fall from the vehicle;
- No vehicle is to commence a trip if loads are unsecured.

### During delivery cycle:

- All restraint rules as above will be adhered to throughout the delivery cycle, i.e.as freight is removed or added;
- Regular checks will be implemented to ensure the load has not shifted and remains securely restrained;
- Drivers will drive in a manner that considers changes in speed, direction or slope that may cause a load to shift.





Amendment	Maintenance Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.11.15 Maintenance Policy

#### Purpose:

For the purposes of this policy, maintenance refers to the upkeep of all vehicles and associated plant and equipment in good mechanical condition.

#### Policy:

Convoy Transport Pty Ltd commits to maintaining safe reliable roadworthy transport vehicles and associated plant and equipment in good mechanical condition. Faults will be noted, diagnosed and repaired whenever they arise. Convoy Transport Pty Ltd will inspect, repair and maintain all vehicles and ancillary equipment under their control.



Amendment	Maintenance Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.11.16 Maintenance Procedure

All vehicles will be regularly monitored, and the following procedures will apply:

- Daily vehicle checks;
- Planned services and maintenance;
- Regular roadworthiness inspections;
- Fault reporting and rectification;
- Compliance with in-house safety.

#### Daily Pre-Operational Checklist

Convoy Transport Pty Ltd is committed to providing a safe workplace and as such requires that all drivers complete a daily pre-operational inspection of their vehicles.

Drivers are responsible for checking the condition of their vehicles – from roadworthy issues to faults and missing or broken elements.

Drivers are to use the checklist provided as part of this policy. Once completed, the checklists are to be handed to your supervisor at regular intervals (at the end of the week).

Drivers must:

- Report any defects immediately;
- Never operate a vehicle in need of repair;
- Never operate a vehicle that has not been pre-start checked;

- Ensure only authorised and trained personnel make repairs.

Drivers must ensure that the vehicle they are responsible for is equipped with required emergency equipment. All Convoy Transport Pty Ltd vehicles or vehicles contracted by the company, must be equipped with a fully charged fire extinguisher, fuses, and warning equipment including reflective hi vis vest. Drivers should not begin any trip unless the vehicle has all required emergency equipment.

In the event of a minor vehicle breakdown, drivers are authorised to perform small repairs. The company defines small repairs as the following:

- Changing tyres;
- Replacing a light bulbs and reflectors;
- Replacing fuses;
- Replacing filters;
- Other ([List authorised repairs here](#)).

All Convoy Transport Pty Ltd vehicles must carry spare parts necessary for fast repairs of minor breakdowns. Drivers should see (Insert responsible person or title here) to obtain sufficient and correct vehicle spare parts for their needs.

### Fault Recording and Reporting

- All Convoy Transport Pty Ltd drivers and other relevant persons (e.g. support staff) must report and record all faults found on vehicles and associated equipment e.g. trailers;
- Faults identified will be recorded in the [Vehicle Registration Maintenance Log \(Document# OHSF300107\)](#);
- Any fault causing a safety hazard or causing the vehicle to depart from a roadworthy condition during a journey must be reported immediately to [Operations Manager/Managing Director](#) for assessment and action advice;
- If contact cannot be made during a journey to report the fault due to communications failure (e.g. out of radio or telephone range) the following procedure is to be followed:
  1. ?
  2. ?
  3. ?
- A copy of the identified fault record must be passed to the maintenance provider when commissioning the maintenance.

### Roadside Inspections

- If a vehicle is put out of service during a roadside inspection, the driver must notify his/her driver supervisor as soon as possible to receive instructions;
- Convoy Transport Pty Ltd strictly forbids the operation of an out-of-service vehicle until the required repairs are completed. A driver who violates this policy will be subject to disciplinary action;
- All vehicle maintenance will be conducted by Convoy Transport Pty Ltd chosen repairers unless approved by [Jason Haywood, Managing Director](#)

## List of Authorised Suppliers

Tyre Supplier?	
Wheel Alignment Supplier?	
Truck Maintenance Supplier?	

## Breakdowns

If an Convoy Transport Pty Ltd driver has an unexpected breakdown while on the road, he/she should stay calm and use common sense. Report the problem and follow the Vehicle Accident or Breakdown Procedure.

### Driver's responsibilities:

- Safely stopping and securing the vehicle and load;
- Safely placing the warning devices;
- Diagnosing and calling in the breakdown;
- Notifying **The Operations Manager/Managing Director** when repairs have been made;
- Safely removing the warning devices;
- Forwarding all repair paperwork to **Accounts/Administration**.

### Dispatch operations responsibilities:

- Forwarding the driver's call to **The Operations Manager/Managing Director**
- Notifying the customer of any delays;
- Follow up to ensure repairs are being made;
- Keep the driver updated;
- Rescheduling any customer appointments when driver is moving again.

### Maintenance Department's responsibilities:

- Assess the nature of the breakdown and best course of action;
- Locating, contacting, and dispatching a repairer to facilitate repairs;
- Billing and invoice;
- Keeping repair records on file.



Amendment  
Record

Vehicle Accident or Breakdown  
Procedure

Issue #: 1

Revision #: 0

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 5.11.17 Vehicle Accident or Breakdown Procedure

In the case of breakdown, loss of load, or accident:

- Safely stop and secure the vehicle ensuring parking brake is set (try to park as far out of traffic as possible);
- Activate the emergency hazard warning signal flashers;
- Safely place warning triangles as soon as possible:
  - Place first triangle between 50-150m from front of vehicle or fallen load;
  - Place second triangle 50-150m from rear of vehicle or fallen load;
  - Place third triangle at side of vehicle to allow sufficient warning to other road users.

The driver may leave the vehicle and call for assistance only after the vehicle has been secured and warning devices put in place. When calling for assistance, the driver must provide the exact location of the vehicle and the following information:

- Road or highway route number;
- Nearest mile marker or exit;
- Direction of travel;
- Nearest city or town;
- Current location of driver if different from vehicle;
- Contact phone number where driver can be reached;
- Be as specific as possible and provide a suggested diagnosis of the cause of the breakdown.

Once the breakdown/accident has been reported the driver's call will be forwarded to **The Operations Manager/Managing Director**. If a road service call is necessary, the driver or **The Operations Manager/Managing Director** will locate and contact an authorised repairer to facilitate repairs.

Once repairs have been made, the driver must notify **The Operations Manager/Managing Director**, turn on the emergency hazard warning flashers, and safely remove the warning triangles.

All paperwork for the repairs/accident will be forwarded to **The Operations Manager/Managing Director** where it will remain on file.

### **Vehicle Accident**

Should you be involved in any accident, the important thing is to remain calm and undertake the following:

1. Immediately after an accident stop and ascertain whether any person has been injured and render all practicable assistance to any injured persons;
2. Stay calm and be as helpful as possible;

3. **Avoid admitting fault or liability;**
4. If you are carrying a placarded load (hazardous substances), ensure all persons are removed from the immediate area and inform emergency services immediately on triple zero (000) and describe of the contents on the load.

Call 000 if there is an emergency or if any of the following criteria are met:

- Death or injury (requiring medical attention from a qualified ambulance officer, nurse or doctor);
- Suspected involvement of drugs and/or alcohol;
- A driver fails, has failed or is refusing to provide required details;
- A hazardous environment or threat to public safety exists, including traffic congestion (e.g. fuel spill, power lines down);
- A driver with an impairment or disability requires police assistance.

In a minor accident, if possible, move the vehicles so as not to cause a hazard to other road users:

- Secure the vehicle ensuring parking brake is set;
- Switch off the ignition of the immobilised vehicle to reduce the risk of fire.

Ask for (this must be given by law) the driver or riders:

- Full name and address;
- The name and address of the owner of the vehicle; and
- If the vehicle concerned is a motor vehicle, the registration number on the plates assigned to the vehicle.

Give to the other the driver (on their request), the same details.

If the accident involves an injury to or the death of a person, report the accident to police as soon as possible, (not later than 24 hours).

You must always provide Police attending the crash scene with details of the crash:

- Vehicles involved;
- Your name, address;
- If known, information about any witnesses or the drivers of other vehicles involved;
- You must always show Police your driver licence.

Regardless of damage, if you are asked to, you must provide the owner or driver of any other vehicle involved in the crash with the following information:

- Your name, address and licence details;
- Your vehicle registration number;
- If you are not the owner of the vehicle, the name and address of the owner.

**Note:** You can ask the other drivers for similar information.

If the accident involves damage to an unoccupied vehicle or to other property you must, as soon as practicable, and not more than 48 hours (2 days) after the accident, report to the owner your:

- Name and address;


- number of the vehicle involved in the accident;
- The location of the accident.

If the accident involves damage to an unoccupied vehicle or to other property, but the owner cannot be contacted or identified, the accident must be reported to police as soon as practicable and not more 60 hours (2.5 days) after the accident.

You must advise management by phone prior to any vehicle recovery action being taken.

### Planned services and Maintenance

Convoy Transport Pty Ltd maintains a preventative maintenance approach and will keep a complete record on each vehicle in its fleet. That record will include basic vehicle information, Roadworthiness inspections, along with a listing of repair orders, procedures performed and, dates of maintenance.

	Amendment	Falls from Vehicles Prevention	Issue #: 1	Revision #: 0
	Record	Policy		
		Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 5.11.18 Falls from Vehicles Prevention Policy

Drivers, packers and others may be required to work at heights e.g. loading docks, vehicle trays etc. Convoy Transport Pty Ltd is committed to providing a safe workplace and understands the importance of controlling risks when working at heights.

Convoy Transport Pty Ltd will ensure all risks associated with falls from vehicles will be managed through identification of fall hazards, risk assessments where required, and implementation of suitable controls for the task, situation and location.

Workers, including contractors must ensure that the appropriate risk controls are always used.

Where there is a risk of a driver falling from a vehicle, a risk assessment will be conducted.

The risk assessment will consider:

- The nature and duration of the task;
- The physical surroundings and conditions in which the task is undertaken;
- Tools and equipment required for task.

Identified risks will be controlled using the highest level of risk control that is reasonably practicable.

Examples include:

- Ground level tarping systems;
- Guardrails (on trucks and docks);
- Suitable access ladders;
- Travel Restraint Systems (with suitable anchor points/cables);
- Use of mobile work platforms.

Convoy Transport Pty Ltd is committed to providing training for drivers on the following:

- Nature of the hazards associated with working at heights;
- Safe use of fall protection systems – including formal training in use of harnesses etc.;
- Emergency rescue procedures.



Amendment	Falls from Vehicles Prevention	Issue #: 1	Revision #: 0
Record	Procedure		

Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director
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### 5.11.19 Falls from Vehicles Prevention Procedure

#### Responsibilities:

The Organisation has a specific obligation to manage the risk of a fall by a person from a vehicle under the OHS legislation. At Convoy Transport Pty Ltd will:

- Ensure that appropriate procedures and supporting mechanisms/systems are in place in respect of falls from vehicles;
- Provide a safe means of access to and from vehicles;
- Minimise the risk of falls from a vehicle by providing a fall prevention device, fall arrest or a work positioning system as far as reasonably possible;
- Ensure that a falls emergency response and procedure are in place;
- Consult with workers and other relevant persons in regard to falls hazards, risks and control measures;
- Ensure that all workers are trained, competent and fully supervised at all times when there is a risk of falls while working with vehicles;
- Monitor and review fall prevention policies, procedures and emergency response as required.

The Supervisor/OHS Manager is responsible to:

- Ensure that appropriate procedures and supporting mechanisms/systems are followed in respect of falls from vehicles;
- Ensure that a falls emergency response and procedure are in place, are effective and all workers are trained and familiar with these procedures (including falls rescue procedure for appropriately trained workers);
- Assist with risk assessments and other safe work procedures as required;
- Ensure that appropriate plant, equipment, signage and PPE is available and in good condition for use as per risk assessments and procedures;
- Ensure that appropriate falls emergency and rescue equipment is on-site, in good condition and available at all times when work is being carried out that involves work where falls from a vehicle hazards are present;
- Ensure that workers are adequately supervised at all times when working at height on vehicles;

- Ensure that no worker carries out work unsupervised by a trained and competent standby person when working at height, or working where there is risk of serious injury from a fall from a vehicle;
- Consult with workers and other relevant persons in regard to falls hazards, risks and control measures;
- Monitor and review fall prevention policies, procedures and emergency response as required.

Drivers and other Workers are responsible to:

- Cooperate with reasonable directions and follow risk assessments and Safe Work Instructions where there is a risk of a fall from a vehicle;
- Notify manager/supervisor immediately if a new fall hazard is identified, making the area or vehicle safe using a temporary control before leaving the fall hazard unattended. Use a standby person if it is not possible to make the area or vehicle safe while the manager is notified, and corrective action taken to ensure persons are not placed at risk;
- Assist with the identification and control of slip, trip and fall hazards such as slippery surfaces, uneven surfaces, trip hazards, unstable surfaces in work areas (such as loading docks);
- Use appropriate fall prevention devices, work positioning systems, fall arrest systems and PPE at all times when it is required as per the relevant safe work instructions and site procedures;
- Never work alone or unsupervised by a trained and competent standby person when working at height, or working where there is risk of serious injury from a fall from a vehicle;
- Attend training sessions and courses as required;
- Attend and actively participate in safety meetings and briefings where fall hazards, falls prevention and incidents are discussed;
- Be familiar with, understand and follow the Falls Prevention Policy, Falls Prevention Procedures and any emergency response.



Amendment	CoR Administration Procedures	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

## 5.11.20 CoR Administration Procedures

### 5.11.20.1 Induction

All drivers must undergo a worker induction when first engaged by the Organisation. The induction takes ½ a consists of:

- Introduction to Convoy Transport Pty Ltd;
- Introduction to payroll, taxation requirements and other administrative matters;
- Overview of OHS and CoR policies and procedures including Code of Conduct for drivers;
- Read-through of this CoR Management Plan;
- When and how to complete required paperwork;
- A short quiz to ensure that all policies/procedures are understood.



## 5.11.20.2 Training

All parties in the Chain of Responsibility will be required to participate in ongoing training as directed by Convoy Transport Pty Ltd. Training can include in-house or external training on important health, safety and CoR matters. All training will be competency-based, meaning that people will be assessed to determine they understood the training.

Training may include but is not limited to:

- Defensive driving strategies;
- Fatigue Management;
- Load restraint;
- Mass, dimension, loading assurance;
- Isolated/remote work;
- Additional driving licenses (such as for transporting Dangerous Goods/Hazardous substances).

## 5.11.20.3 Licenses

Before driving any vehicle for Convoy Transport Pty Ltd, a copy of a valid Driver's Licence must be produced. A driver/operator must hold the appropriate licence for the vehicle being operated. A driver's licence must be held with the person or immediately available, whilst operating any vehicle for Convoy Transport Pty Ltd.

It is the responsibility of the driver to ensure their licence is renewed as required. Convoy Transport Pty Ltd will request a copy of the latest driver's licence. If you lose your licence, please notify your supervisor immediately.

You **MUST NOT** operate a vehicle for Convoy Transport Pty Ltd without a suitable licence. Failure to notify loss or suspension of your driver's licence will lead to termination of employment.

Medical certificates stating that you are safe to drive or setting out the conditions under which you can drive are usually required when you apply for (or renew) a heavy vehicle driver licence.

Unlicensed drivers must not operate any vehicles for Convoy Transport Pty Ltd. Any relevant person that knowingly allows unlicensed drivers to operate a vehicle for Convoy Transport Pty Ltd will face employment termination.

Convoy Transport Pty Ltd may conduct spot checks of licenses on a random basis.

## 5.11.20.4 Log Books and Documentation

A Drivers Log book (Work Diary) is evidence that a driver's work and rest hours are compliant with the HVNL and that their fatigue is being managed.

Convoy Transport Pty Ltd Driver Log Books must be maintained by all drivers of fatigue regulated heavy vehicles (i.e. GVM) of more than 12 tonnes who drive 100km or more from their home base or operate under basic fatigue management or advanced fatigue management.

It's important that log books are filled in correctly and in accordance with the HVNL, and ensure you are counting time correctly. Drivers must carry and complete a work diary to record their work and rest times. If you have a work diary exemption notice or permit you must carry it in lieu of the work diary.

### What is a fatigue-regulated heavy vehicle?

A fatigue-regulated heavy vehicle is a vehicle with a GVM of more than 12 tonnes. This includes a vehicle combination of a total GVM of more than 12 tonnes. A bus of more than 4.5 tonnes fitted to carry more than 12 adults, including the driver is also a fatigue-regulated heavy vehicle.

A vehicle built or modified to operate as machinery or equipment off-road and which is not capable of carrying goods or passenger by road, is not a fatigue-regulated heavy vehicle. A motorhome is not a fatigue-regulated heavy vehicle

It is a legal requirement that you maintain a written record of your work-time hours. This provides a record of your work activity and enables enforcement officers to check compliance with the work-time rules.

The Operations Manager/Managing Director must receive and maintain a copy of all drivers' duplicate work Log Book pages. All drivers are to hand in the completed duplicate pages of their log books each week.

Work Log Book fines are the responsibility of the driver and will not be paid for by Convoy Transport Pty Ltd. All required Driver documentation must be completed, and all documents and records must be kept in a clean and good order. Dirty, incomplete and/or damaged documents may be returned to you for further attention.

Drivers must carry their Log Book at all times and conform to the requirements of Regulation. The work Log Book must include information such as:

- Your name (initials and surname, or first and last name);
- The date the Log Book page starts on;
- The time of day your Log Book page starts (times must be recorded either in the am/pm or 24-hour format);
- The registration number of each vehicle driven;
- The start and finish distance recorder readings;
- The start and finish times and location for all work-time hours;
- The start and finish times for all your rest breaks and where you took them;
- After taking any days off, you must record the dates of the days off in your Log Book on the first day back at work;
- If you experience an unavoidable delay or emergency that causes you to exceed the work-time limits, you must note the event and the length of the delay in your Log Book.

The Log Book:

- Must be signed and dated on each day sheet by the driver;
- Kept for three (3) years;
- Not contain any false entries, or be altered or tampered with in any way;

- Only one (1) Log Book for each driver.

### 5.11.20.5 Code of Conduct

All workers and management at Convoy Transport Pty Ltd must follow the Code of Conduct.

As a worker, you have a right to:

- Be spoken to politely;
- Be treated with respect;
- Be treated fairly and courteously by colleagues and those outside the organisation;
- Be treated fairly in recruitment, training and promotion;
- Have your private life and commitments outside work respected;
- Have your point of view listened to and considered;
- Expect not to be harassed or intimidated at work and in particular have a right not to be harassed or intimidated because of race, gender, colour, ethnic or national origin, religion, disability, marital status, age or sexuality;
- Report bullying, harassment or intimidation and have your complaint properly investigated.

As a worker, you have a responsibility to:

- Act professionally in your dealings with colleagues - treat colleagues, as you would like to be treated;
- Consider others in the exercise of your duties;
- Try to find solutions and work through disagreements with others;
- Take responsibility for your own actions and behaviour;
- Take action if you witness or are made aware of any improper conduct, including any act of harassment or discrimination;
- Not to discriminate against persons because of their race, gender, colour, ethnic or national origin, religion, disability, marital status, age or sexuality;
- Not to put pressure on others to discriminate unlawfully;
- Ensure that your behaviour (and your appearance at work whilst representing Convoy Transport Pty Ltd) does not cause embarrassment or reflect negatively in a way that could hurt or damage the reputation of Convoy Transport Pty Ltd.

### 5.11.20.6 Reporting

All drivers must report the following to their supervisors immediately:

- Any physical or psychological condition, injuries or illness that may impact on their driving ability;
- Loss, suspension or cancellation of driver's licence;
- Traffic infringements or fines received whilst performing work for Convoy Transport Pty Ltd;
- Delay in delivery times;
- Requirements for agreed travel route to be changed;
- Sick days/hours;
- Break-down;

- Vehicle accident;
- Injuries sustained whilst performing work for Convoy Transport Pty Ltd;
- Any damage to vehicle.

### 5.11.20.7 Incident/Injury Reporting

In the event of an injury or incident occurring, obtain first aid in the case of a minor injury and depending on the severity obtain medical aid. Notify your supervisor as soon as possible.

The Operations Manager/Managing Director will be responsible to notify and action any Notifiable Incidents to the appropriate authority.

Ensure forms provided to you are completed accurately and any items used from your first aid kit are recorded so they can be replaced. If you do not have an injury reporting form with you, contact your supervisor who can complete the form on your behalf.

Note: An incident includes a near miss.

### 5.11.20.8 Hazardous Substances/Dangerous Goods

Before transporting Hazardous substances, the driver must:

- Hold a driver's licence for the class of vehicle which will carry the hazardous substances;
- Hold a licence to carry hazardous substances;
- Have successfully completed an approved training course;
- Submit a medical certificate;
- Have a satisfactory driving record.

Ensure type of vehicle is suitable for the hazardous substances being loaded. Ensure paperwork is correct and placards (transport class diamonds) are displayed on vehicle.

Ensure hazardous substances are not transported in areas where they are prohibited – such as tunnels.

- Ensure all documents relating to the vehicle, and the load, are available for inspection by police or inspectors e.g. Driver's licence;
- Driver's and vehicle Log Books;
- Load manifest;
- Safety Data Sheets (SDS);
- Emergency procedure.

### 5.11.20.9 Hazardous Substance Emergency Response Equipment

The hazardous substance emergency response equipment at Convoy Transport Pty Ltd includes:

Emergency Response Equipment	Specify Capacity, Type etc.
Fire Extinguishers	?
Spill Kits	?

Emergency Response Equipment	Specify Capacity, Type etc.
Other:	
Other:	
Other:	
Other:	

Spill Kit Contents	Specify type, size and quantity
Emergency contacts and telephone numbers	
PPE – Disposable - chemical resistant gloves, coveralls	
PPE – Boots, Goggles, Breathing Apparatus	
Stormwater Drain Cap/Mat	
Portable Bunds	
Portable Booms	
Socs	
Absorbent pillows/pads	
Absorbent Material	
Disposal plastic bags	
Brush and dustpan	
Hazardous Waste Container	
Laminated spill procedure chart for <i>(list name/s or types of chemicals here)</i> .	
The person responsible to maintain the Spills Kits and replace equipment after a spill is <b>The Operations Manager/Managing Director</b>	

### 5.11.20.10 Flammable Liquid Spills

- Paper towels or rags should not be used for volatile liquids as they don't prevent further evaporation;
- Spill control materials used for flammable liquids such as sorbents, containment socs, booms, neutralising fluids, etc. must be treated as hazardous waste under Environmental Protection Authority Regulations;
- Use spark proof tools for controlling and clean-up of flammable liquids i.e. fuels and oils.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300103	Safe Driving Plan <i>(OHSMS Recording Forms)</i>
Document #: OHSF300105	CoR Fatigue Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300018	Non-Conformance Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300005	Corrective/Preventative Actions Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300106	Vehicle Pre-Operational Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300107	Vehicle Register/Maintenance Log <i>(OHSMS Recording Forms)</i>
Document #: OHSF300117	Hazardous Manual Tasks Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300049	Incident/Near Miss/Hazard Report Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300048	Incident/Injury Report Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300109	Vehicle Accident Report Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300110	Load Manifest <i>(OHSMS Recording Forms)</i>
Document #: OHSF300111	Emergency Response – Minor Fuel/Oil Spill <i>(OHSMS Recording Forms)</i>
Document #: OHSM300112	Drivers Manual <i>(OHSMS Recording Forms)</i>
Document #:	
Document #:	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	Contractor Management Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 5.12 Contractor Management Policy

### Purpose:

To incorporate OHS requirements into every stage of contractor selection, approval, work processes and completion.

### Policy:

All contractors and sub-contractors engaged to perform work on Convoy Transport Pty Ltd premises or other nominated locations, are required to comply with relevant Legislation, Standards, Codes of Practice and Convoy Transport Pty Ltd's OHS policies and procedures. All aspects of contractor work for Convoy Transport Pty Ltd is to be managed in accordance with this manual to ensure safe operation and compliance with legal requirements and our policies.

All management of contractors will contain the following steps:

- Inducting the contractor;
- Carrying out a risk assessment of the contractors proposed work;
- Developing the contract specifications;

- Ensuring a safe system of work for the contract; and
- Monitoring and evaluating the contractors' performance.



Amendment	Contractor Management	Issue #: 1	Revision #: 0
Record	Procedure		
	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

### 5.13 Contractor Management Procedure

#### Contractor Selection:

The selection of a contractor must include an evaluation of the contractor's ability to carry out the work safely. The contractor evaluation will depend upon the hazards associated with the work and the size of the contract. (*Contractor Evaluation Form.*)

Where contractors are used only periodically, the evaluation and selection of approved contractors can be undertaken and placed on file. All approved contractors on file must have their evaluated systems reviewed anew if not contracted by Convoy Transport Pty Ltd for over 12 months. (*Workplace Contractor Register.*)

Prior to the allocation of contracts, prospective Contractors must supply:

- Copies of relevant permits, licenses, certificates;
- Public liability insurance information and other insurances as relevant;
- Safe Work Method Statements or documented safety instructions for intended tasks; and
- Evidence of an adequate OHSMS in place and job ready.

During project work all Contractors, Subcontractors and their workers must:

- Follow workplace safety rules;
- Follow traffic management plans for workplace;
- Follow site-specific documented safety instructions;
- Ensure all activities performed are in line with OHS legislation;
- Conduct their work in a manner that does not put others at risk from their action or inactions;
- Participate in consultative arrangements and inform others of potential OHS hazards that may arise from their activities;
- Cooperate with spot checks and internal or external inspections and/or investigations;
- Report any near-miss, injury or illness that occurs as part of the project;
- Not bring any items onto the workplace that are not maintained adequately or are unsafe in any way;
- Complete all documentation as and when required;
- Treat all shared amenities with respect; and
- Behave in an appropriate manner at all times when on the workplace, being aware that Convoy Transport Pty Ltd has a ZERO tolerance policy for workplace bullying, harassment and discrimination.

Convoy Transport Pty Ltd will allocate responsibilities as follows:

- Convoy Transport Pty Ltd Contract Managers:
  - Review OHS impacts for job; and
  - Review contract to ensure hazards are controlled.
- Convoy Transport Pty Ltd Site Management:
  - Induction for contractors;
  - Permits to work;
  - Licenses, competencies;
  - Risk assessment and site management implementation; and
  - Supervision.
- Contractor:
  - Evidence of site management in place or signs off on Principals Site Management Plan;
  - OHS performance records and other OHS documents are satisfactory;
  - Evidence of licenses, qualifications, training and competency to perform work;
  - Development and implementation of risk assessments, risk controls and Site Management Plan;
  - Compliance resources, equipment and work preparations are adequate and ready for the work to proceed;
  - Compliance with OHS legislation, workplace rules and participate internal or external inspections and investigations where required (*Contractor Spot Inspection Form*);
  - Participates in site meetings and site consultative arrangements.

### Induction Training and Instructions

Each individual contract worker must complete a safety induction before being allowed to conduct any work. The type and extent of the induction will be determined by the Contract Manager or other nominee.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300012	Contractor Evaluation Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300025	Contractor Spot Inspection Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300113	Workplace Contractors Register ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



## **Section 6 OHS EMERGENCY**

### **PREPAREDNESS AND RESPONSE**



Amendment OHS Emergency Preparedness and Issue #: 1 Revision #: 0  
Record Response Policy

Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

### 6.1 OHS Emergency Preparedness and Response Policy

#### Purpose:

The purpose of this policy and procedure is to define the methods for managing the preparedness and response procedures for potential accidents and emergency situations that may lead to significant OHS impacts.

#### Policy:

Convoy Transport Pty Ltd commits to preparing for potential OHS accidents and emergency situations which may arise. The procedures for preventing and mitigating emergency situations may include:

- Fires, explosions;
- Chemical spillage or leakage;
- Toxic emissions;
- Accidents as a result of equipment failure or human error;
- Medical emergencies;
- Bomb or substance threat.



Amendment OHS Emergency Preparedness and Issue #: 1 Revision #: 0  
Record Response Procedure

Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

### 6.2 OHS Emergency Preparedness and Response Procedure

#### Responsibilities:

The Function/Departmental Managers are responsible for:

- Overseeing and implementing the development of the emergency response plan;
- Implementation, maintenance and communication of policy and procedures around emergency response planning;
- Chairing necessary emergency response meetings;
- Identifying who should participate in the initial risk/impact assessment; and
- Provide guidance when necessary.

OHS Response Representative:

- The OHS Response Representative will review the suitability and effectiveness of the emergency procedures after each accident or emergency situation.

Emergency Response Team responsible for:

- The execution of the appropriate emergency procedures as advised by the Function/Departmental Manager;
- Ensuring the appropriate resources for the emergency response implementation are available;
- Attending emergency response review meetings as required;
- Ensuring communication of any changes is made known to Workers, business owners and any effected parties; and
- Participation in post emergency incident review processes.

Workers responsible for:

- Keeping informed and be familiar with the emergency response procedures;
- Attending any required training in relation to emergency response procedures; and
- Following the emergency procedures in case of an incident.

The Procedures will follow the general steps listed below. Each step within this general process may then be further detailed as necessary.

1. Function/Departmental Managers will take proactive steps to initiate and implement a hazard and risk assessment of potential OHS accidents and emergency situations that may arise from tasks and processes. *OHS Risk Assessment Form*;
2. Based on the risk assessment, a review will be undertaken to determine if any risk response procedures are already in place for identified operations and activities. Should no risk response procedure be identified, they will be developed and implemented for the activity;
3. All operations and activities requiring a risk response procedure will be recorded in the *Emergency Preparedness and Response Register*;
4. Function/Departmental Managers will take proactive steps to ensure an *Emergency Response Plan* is prepared based on the outcomes of the hazard and risk assessment;
5. Emergency team is developed and resourced sufficiently to implement the emergency plan when required;
6. Workers and Emergency team members are trained and familiar with the procedures described in the OHS Emergency Response Plan;
7. Function/Departmental Managers will ensure emergency drills and periodic testing of the procedures is conducted where practical and, will maintain the *Emergency Drill Report* for any post incident review;
8. The Function/Departmental Manager and OHS Response Representative will review the suitability, adequacy and effectiveness of the emergency plan after each accident or emergency situation and revise the emergency plan as necessary;

- Assess the change to the emergency plan using a risk management approach to arrive at a priority for implementation. (*OHS Risk Assessment Form*).

Follow the change management procedure for implementation. (*Change Request Form*);

- Document the response in the appropriate *Corrective/Preventative Actions Form* and file the response as a record;
- The Function/Departmental Manager will maintain documentation on emergency response and preparedness, and emergency incidents for at least 3 years.

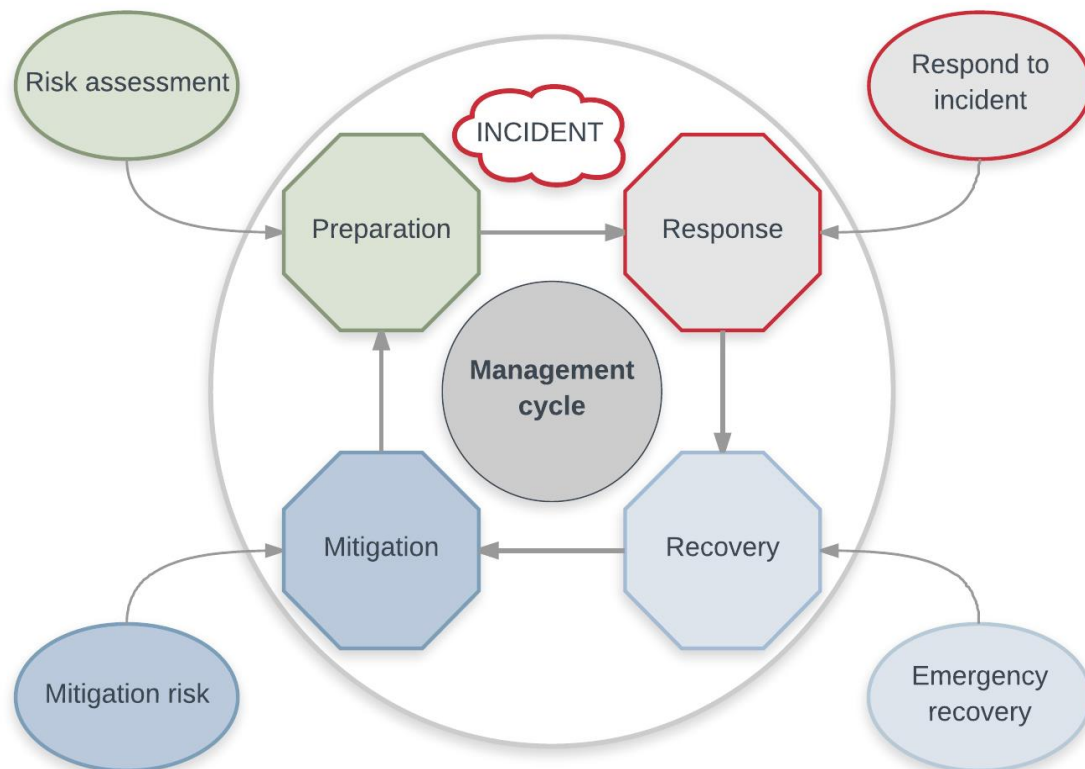


Figure 9. OHS Emergency Preparedness Responses Flow Chart

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300035	Emergency Drill Report ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300031	OHS Risk Assessment Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300044	Emergency Preparedness and Response Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300045	Emergency Response Plan Template ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300003	Change Request Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300005	Corrective/Preventative Actions Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

## Section 7 PERFORMANCE EVALUATION



Amendment Performance Evaluation Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## 7.1 Performance Evaluation Policy

### Purpose:

The purpose of this policy and procedure is to define the methods for measuring and evaluating our OHSMS to ensure it remains effective and can continually improve.

### Policy:

Convoy Transport Pty Ltd commits to monitoring of the system to evaluate the effectiveness of the implemented OHSMS by:

- Objectively evaluating how well the requirements of the system are fulfilled;
- Verifying the extent to which our organisational, stakeholder, and legal requirements have been met;
- Reviewing the suitability, effectiveness and efficiency of the OHSMS;
- Determining the need or opportunities for improvements within the OHSMS.

All operational controls and procedures will include documented information that includes:

- Procedures/drawings/specifications/blueprints (etc.) that describe the OHS hazard and the control method. The documented information also describes the procedures necessary to achieve the intended outcome and monitoring required;
- The use of suitable infrastructure/equipment and the processes are operated in a suitable environment:
  - Infrastructure/equipment used in the process will be fit for purpose, be maintained and used within the parameters and limitations of manufacturer's recommendations;
  - The operating environment will be suitable in terms of temperature, airflow and humidity to allow for the operation of the processes;
- The use and availability of monitoring and measuring resources:
  - This includes the use, care, calibration and maintenance of measuring equipment;
- The use of inspection and testing (monitoring and measuring) procedures throughout defined key stages of implementation.



Amendment	Monitoring and Measuring Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: <i>Jason Haywood</i> <i>Managing Director</i>	Approved by: <i>Jason Haywood</i> <i>Managing Director</i>	

## 7.2 Monitoring and Measuring Policy

### Purpose:

The purpose of this policy is to define the requirements for monitoring and calibration/verification of equipment or processes used by Convoy Transport Pty Ltd to control OHS aspects.

### Policy:

Convoy Transport Pty Ltd adopts a systematic approach to the monitoring and measurement of data within the OHSMS to:

- Monitor the performance of mitigation/protective equipment and processes in place;
- Monitor compliance with legal and other requirements; and
- Any other monitoring or measurement requirements as a result of the OHSMS.



Amendment	Monitoring Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <i>Jason Haywood</i> <i>Managing Director</i>	Approved by: <i>Jason Haywood</i> <i>Managing Director</i>	

## 7.3 Monitoring Procedure

At Convoy Transport Pty Ltd, our **The Operations Manager/Managing Director** will determine what is needed to ensure that validated and reliable results are achieved to ensure conformity with our internal and external requirements. The Management Team will ensure that the right level of resourcing is available to deliver the results.

To provide confidence that our systems meet and exceed our requirements, monitoring and measuring will be undertaken at regular intervals.

1. Management review will identify all activities that will require monitoring;
2. A risk assessment will be undertaken to assign the activities a risk rating;
3. Establish a monitoring plan based on the results of the risk assessment; *Monitoring and Measurement Schedule;*
4. Develop the monitoring plan to monitor and measure key components of those activities, and enter all relevant information into the *Monitoring Register;*
5. Any equipment requiring calibration, will be noted in the *Monitoring/Measuring Equipment Register;*
6. The *Monitoring Register* is to be retained on file by the relevant Supervisor/Manager, updated as required and reviewed annually.



Amendment Record  
Monitoring, Measurement and Evaluation Procedure

Issue #: 1      Revision #: 0

Reviewed by: *Jason Haywood*  
*Managing Director*

Approved by: *Jason Haywood*  
*Managing Director*

### 7.4 Monitoring, Measurement and Evaluation Procedure

The Procedures will follow the general steps listed below. Each step within this general process can be further detailed as necessary.

1. Identify and document the monitoring that will be performed, *Monitoring Register*;
2. Document the monitoring and measurement equipment and specify the allowable ranges in corresponding procedures *Monitoring and Measuring Equipment Register*;
3. Identify the time, location and persons performing the monitoring and measurements; *Monitoring and Measurement Schedule*;
4. Ensure corrective actions and countermeasures are in place if the measurement is found to be in excess of allowable parameters. *Corrective/Preventative Action Form*;
5. Standard Operating Procedures for calibration and routine maintenance of equipment utilised should be documented *Standard Operating Procedure*;
6. Test results will identify items that have been monitored, the type of inspection, date of inspection, the person conducting the inspection, and results of the inspection (pass or fail) and subsequent corrective actions if needed; *Corrective/Preventative Action Form*.

7. Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300016	Monitoring/Measuring Equipment Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300017	Monitoring Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300046	Monitoring and Measuring Schedule ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*





Amendment Evaluation of Compliance

Issue #: 1

Revision #: 0

Record

Reviewed by: *Jason Haywood*  
*Managing Director*

Approved by: *Jason Haywood*  
*Managing Director*

## 7.5 Evaluation of Compliance

At Convoy Transport Pty Ltd, our *(insert team/department)* will analyse and evaluate the monitoring and measuring data to provide information as to the performance of our OHS control systems.

The continuous analysis and evaluation will provide documented information on:

- Our compliance against regulatory and other requirements;
- How well our controls interact with delivery of our products and/or services;
- How well our company's OHSMS is functioning;
- Our planning and how well we achieved our planned outputs;
- How effective the corrective actions we have taken have helped address any risks and opportunities;
- How well our external providers are performing against our requirements; and
- Where plans can be made to improve the efficiency of the OHSMS.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300005	Corrective/Preventative Action Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300046	Monitoring and Measurement Schedule <i>(OHSMS Recording Forms)</i>
Document #: OHSF300016	Monitoring and Measurement Equipment Register <i>(OHSMS Recording Forms)</i>
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment Internal Audits Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: *Jason Haywood*  
*Managing Director*

Approved by: *Jason Haywood*  
*Managing Director*

## 7.6 Internal Audits Policy

### Purpose:

The purpose of this policy is to define the process for undertaking internal audits of the defined OHSMS. This process will define the responsibilities for planning and conducting audits, reporting the results of audits, and retention of audit records.

### Policy:

Convoy Transport Pty Ltd is committed to assessing compliance with the OHSMS and the company in alignment with AS/NZS ISO 45001:2018 and AS/NZS 4801:2001. By doing so we are ensuring that the system itself is effectively implemented and maintained. In order to assess compliance, regular internal audits will be undertaken.

Audit plans identifying criteria, scope, frequency, and methods will be developed and administered by the OHS Manager (or delegate). Audits will be scheduled, organised, performed and recorded in accordance with detailed procedures and work instructions. Suitably competent persons who are not accountable for OHS outcomes in the area being audited will perform audits.

All audit findings and results will be maintained and where corrective actions are identified, a report created accordingly, and management responsible for the non-conforming result ensure the necessary correction actions are taken without undue delay. All follow-up actions will be verified and signed off as complete by the OHS Manager (or delegate).



Amendment	Audit Process	Issue #: 1	Revision #: 0
Record	Reviewed by: <i>Jason Haywood</i> <i>Managing Director</i>	Approved by: <i>Jason Haywood</i> <i>Managing Director</i>	

## 7.7 Audit Procedure

Management is required to:

- Implement an *Annual Audit Schedule* to determine whether the OHSMS conforms to the documented policies and procedures;
- Allocate sufficient resources to ensure the OHSMS is properly effective and maintained;
- Nominate an OHSMS Audit Manager to develop and lead the audit process;
- Provide audit findings to **The Managing Director, Jason Haywood.**
- Conduct all audits in a professional manner.

All Workers are required to:

- Participate and assist in audits as required;
- Bring it to the attention of their Supervisor/Manager immediately any issue that may affect a current audit.

The OHSMS Audit Manager will:

- Develop an internal audit programme
- Ensure an internal audit of the OHSMS is undertaken annually (At minimum);
- Select an audit team (ensuring the auditor team has appropriate audit training);
- Appoint an audit team leader (if not themselves);
- Establish and implement an *Internal Audit Plan*; (considering breadth and depth of audit);
- Communicate the audit schedule to the organisation;

- Select an audit team.

### Audit Team Selection:

One or more auditors may comprise an audit team:

- If the team is made up of more than one auditor, a Lead Auditor will be nominated;
- The Lead Auditor will be responsible for coordinating the audit process, and preparation of the final audit report;
- The Lead Auditor will ensure that the team understands the scope of the audit;
- The Lead Auditor will ensure that relevant organisational OHSMS policies, procedures and other documents are made available before the audit commences (ensuring a reasonable notification time for audited departments prior to the audit).



Amendment Audit Plan

Issue #: 1

Revision #: 0

Record

Reviewed by: *Jason Haywood*  
*Managing Director*

Approved by: *Jason Haywood*  
*Managing Director*

## 7.8 Audit Plan

The Lead Auditor is responsible for ensuring the preparation of a written audit plan. *See AS/NZS ISO 45001:2018 or AS/NZS 4801:2001 Internal Audit Checklist.*

The audit plan will consider:

- Relevant system documents and records;
- Internal audit criteria and components of AS/NZS ISO 45001:2018 or AS/NZS 4801:2001 as required.

### Conducting the Audit:

1. A pre-audit meeting is held with appropriate personnel to confer on the scope, plan and timing for the audit;
2. The Lead Auditor may modify the audit scope and plan if necessary;
3. All audit findings must be documented;
4. Corrective actions from previous audits must be considered and documented;
5. A post-audit meeting will be held to present preliminary audit findings, clarify any misinterpretations, and summarise the audit outcomes.

### Reporting audit outcomes:

1. The Team Leader will prepare an audit report;
2. The audit report will state the scope of the audit, identify the audit team, define the evidence used, and summarise the results of the audit;
3. Audit findings indicating that corrective actions are required must be entered into the *Corrective/Preventative Action Register*;

4. The OHSMS Audit Manager is responsible for distributing the audit results to **The Operations Manager/Managing Director**
5. The OHSMS Audit Manager is responsible to ensure audit reports are tabled for review at next Management Review (see next section).

**Audit follow-up:**

- Non-conformances identified as a result of the audit will be listed in the *Non-conformance Form and the Corrective/Preventative Action Form*;
- The OHSMS Audit Manager will be responsible for the completion and effectiveness of corrective actions.

**Record keeping:**

- All *Internal Audit Reports* will be retained for at least two years from the date of the Audit;
- The OHSMS Audit Manager is responsible for assigning audit records to the OHSMS Manager for storage (including any records relating to the training of auditors).

Note: Should any evidence collected during the Internal Audit suggest an extreme risk exists, this information must be communicated directly to OHS Manager/CEO immediately. Work tasks involving the identified extreme risk must stop until effective control measures have been implemented.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300018	Non-conformance Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300029	AS/NZS ISO 45001:2018 Internal Audit Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300002	Annual Audit Schedule <i>(OHSMS Recording Forms)</i>
Document #: OHSF300011	Internal Audit Report <i>(OHSMS Recording Forms)</i>
Document #: OHSF300005	Corrective/Preventative Action Form <i>(OHSMS Recording Forms)</i>
Document # OHSF300121	AS-NZS 4801-2001 Internal Audit Checklist <i>(OHSMS Recording Forms)</i>
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment	External Audit Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: <i>Jason Haywood</i> <i>Managing Director</i>	Approved by: <i>Jason Haywood</i> <i>Managing Director</i>	

## **7.9 External Audit Procedure**

**Purpose:**

To provide a framework for the conduct of external audits at Convoy Transport Pty Ltd, by a third party.

**Responsibilities:**

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- Convoy Transport Pty Ltd carries out External Audits as per legislative requirements;
- There is an effective External Auditing Procedure and supportive mechanisms in place;
- The auditors who are engaged to coordinate, conduct and document Audits are adequately trained and qualified to undertake such tasks;
- All workers who are required to appoint, liaison with and assist auditors are trained and familiar with the External Auditing Procedure; and
- Review of the External Auditing Procedure is conducted as required.

The OHS Manager/HSR is responsible for:

- Maintaining and reviewing the External Auditing Procedure as required;
- Appointment of suitably qualified External Auditors, negotiating the Terms of Engagement and determining the Scope of the External Audit with the proposed auditor, in consultation with the Organisation;
- Ensuring that appropriate Audit documentation is available and used to conduct the External Audit;
- Assisting managers, supervisors and workers to participate in audits and/or Corrective Actions when required;
- Informing and consulting with the Organisation/CEO regarding the audit process, in particular, the scheduling of audits, audit outcomes, and the address of Corrective Actions;
- Coordinating the completion of corrective actions and follow up meetings and audits as required; and
- Maintaining adequate records in respect of all External Audits.

Supervisors/Managers are responsible for:

- Informing workers and others about the requirement to participate and cooperate with the audit process as required. Consulting with workers about audits;
- Ensuring that workers are made available for participation in audits when required;
- Liaison with the auditor and the OHS Manager/HSR to ensure the smooth conduct of audits;
- Participating in and co-operating with the audit process as required. Attending audit meetings; and
- Assisting with implementation of Corrective Actions and follow ups as required.

All workers are responsible for participating in and co-operating with External Audits when required by the OHS Manager/HSR in respect of being interviewed and providing information as required.

### **Procedure:**

The OHS Manager/HSR determines the need for an External audit and submits information and recommendations to the Organisation, for approval of an External Audit to proceed

Upon approval to proceed with the audit, the OHS Manager/HSR:

1. Determines the nature and scope of the audit;
2. Investigates a suitable experienced and qualified Auditor;
3. Negotiates the Terms of Engagement of the Audit;
4. Engages the Auditor;

5. The OHS Manager/HSR will consult with relevant Managers and workers to schedule in the audits and to arrange for workers to be allocated time to participate in the audit process as required;
6. Information and evidence collected during the audit will be documented in a detailed External Audit Checklist and Summary Report by the auditor;
7. Notes from interviews and original photographs will be kept with the External Audit Summary Report as evidence collected by the auditor;
8. The External Audit Checklist and Summary Report will be submitted to the OHS Manager/CEO inclusive of a list of Recommended Corrective Actions for the management to address;
9. Follow up meetings between the OHS Manager/CEO will occur to ensure the Corrective Actions are completed in a suitable timeframe.

Note: Should any evidence collected during the External Audit suggest an extreme risk exists, this information must be communicated directly to OHS Manager/CEO immediately. Work tasks involving the identified extreme risk must stop until effective control measures have been implemented.



Amendment  
Record

Management Review Policy

Issue #: 1

Revision #: 0

Reviewed by: *Jason Haywood*  
*Managing Director*

Approved by: *Jason Haywood*  
*Managing Director*

## 7.10 Management Review Policy

### Purpose:

The purpose of this policy is to define the process for management review of the OHSMS and its continual improvement. To achieve this, management will periodically review the important elements and outcomes of the OHSMS.

### Policy:

Senior Management is responsible for the periodic review of the OHSMS to ensure its continuing suitability, adequacy and effectiveness.

The OHSMS is reviewed annually (*or alternative frequency*) and copies of records, notes, findings or other relevant evidence from the review are filed appropriately.

The review will include assessment of opportunities for improvement and, the need for changes to the OHS Policy and/or objectives.



Amendment Management Review Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 7.11 Management Review Procedure

This procedure is accessible to all Convoy Transport Pty Ltd workers, and all workers have the ability to input into the OHS Management Review process via **The Operations Manager/Managing Director**

OHS Committee and HSR meetings are held at regular intervals and include the following OHS Management Review agenda items:

- Legislative requirements - including incident notification, hazardous work, licensing, certification and audits;
- Review of internal and external audit results, inspection and other compliance programs;
- Evaluation of legal compliance issues;
- Results of participation and consultation from all levels - management, workers and contractors;
- Performance evaluation of the OHSMS and objectives;
- Status of incident reports, investigations, corrective and preventive actions;
- Hazard reporting - corrective actions, accountability and timeframes;
- Recommendations for continual improvement;
- Communication from workers and other relevant parties, complaints - action taken, status and suggestions;
- Status of incident reports, investigations, corrective and preventive actions;
- Communication from interested parties, complaints - action taken status and suggestions;
- Management of change;
- Corrective actions, accountability and timeframes;
- Follow-up on previous management reviews;
- Planned changes to the OHSMS (documents, processes, training etc.) that affect workers; and
- Follow-up from previous OHS Management Review meetings.

OHS Management Review meeting intervals are determined on a risk basis and with a maximum of 6 months between scheduled meetings. In addition, informal meetings and consultation will occur on a regular basis.

Outcomes of OHS Management Review meetings that have a direct influence, impact or effect on workers' health and safety will be notified and discussed with workers as required under the provisions of the OHS legislation.

A record of management review meetings, including minutes and notes, will be kept as an OHS record. Records are kept in either paper or electronic form and a copy is provided to Senior Management/Directors/Board Members/OHS Committee/HSR.



Formulate any corrective actions, preventative measures as a result of the review of systems non-conformance, and verify Corrective Actions are effective and appropriate. *Corrective/Preventative Actions Form.*



Amendment	Management Review Output	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 7.12 Management Review Output

The output from the management review includes any decisions and actions related to:

- Opportunity for improvement to the effectiveness of the OHSMS and its associated processes;
- Identify any need for changes to improve the OHSMS;
- Review and updating of external and internal OHS issues of concern;
- Review of the performance of external providers;
- Review of the effectiveness of actions taken to address risks
- Follow-up activities from previous management reviews;
- Identify any further resource needs.

Documented information in the form of records as evidence the results, decisions and actions from the Management Reviews will be kept. *Management Review Meeting Report.*

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300014	Management Review Meeting Report ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300005	Corrective/Preventative Actions Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



## Section 8 IMPROVEMENT



Amendment	OHSMS Improvement Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

## 8.1 OHSMS Improvement Policy

### Purpose:

The purpose of this policy is to define the process for management review of the OHSMS and its continual improvement. To achieve this, senior management will periodically review the important elements and outcomes of the OHSMS.

### Policy:

At Convoy Transport Pty Ltd, we are committed to identifying and selecting opportunities for improvement when they arise. Our company will implement necessary actions to further improve our OHSMS to continually meet regulatory and other internal and external requirements.

To meet and exceed our expectations we will on a continual basis:

- Improve our OHSMS and research future needs and expectations of the wider community;
- Correct, prevent or reduce and mitigate undesired OHS effects of our undertakings; and
- Improve the operation and implementation of our OHSMS.



Amendment	Nonconformity and Corrective	Issue #: 1	Revision #: 0
Record	Actions	Reviewed by: Jason Haywood Managing Director	
		Approved by: Jason Haywood Managing Director	

## 8.2 Nonconformity and Corrective Actions

### Identification of non-conformances:

It is the responsibility of all Workers to bring suspected non-conformances to the attention of **The Operations Manager/Managing Director**. Non-conformances may be identified through the following methods:

- Audit findings (internal or external);
- Complaints (internal or external);
- Observation;
- Incidents/Near-misses.

### Control of non-conformances:

When non-conformity occurs with one of our control processes, we will do all possible to:

- React to the nonconformity by way of acknowledging that we have not met our requirements (a form for recording the nonconformity can be found at *Non-conformance Form* and we will, as applicable:
  - Take the appropriate actions to control the process and correct the issue;

- Investigate and evaluate where the nonconformity occurred and develop actions to eliminate and/or mitigate the causes of the nonconformity so that reoccurrence should not happen again. We will do this by:
  1. Reviewing and analysing the nonconformity for the causes of the failure;
  2. Determining if similar nonconformities exist in our processes or if they could potentially occur;
  3. Attach the *Non-Conformance Form* to detail the nature and scale of the non-conformance. This should include proposals for corrective and preventive actions, as appropriate;
  4. Implement the actions needed to ensure that the nonconformity does not occur against within our processes;
  5. Review, monitor and measure the effectiveness of the new corrective actions;
  6. Use the analysis in the planning cycle and update our known risks and opportunities;
  7. Update the OHSMS as required.

The corrective action taken will be of appropriate magnitude to the effects of the nonconformities encountered. The corrective actions are risk assessed to ensure that the benefits of the change are forthcoming. *Corrective/Preventative Actions Form*.

Any nonconformity will be kept as a record to provide evidence of:

- What the nonconformity was;
- What the subsequent actions that were taken to fix the nonconformity; and
- The results of monitoring and measurement on the corrective actions.

Repeated non-conformances of a similar nature are to be reported to **The Managing Director** for action and resolution.

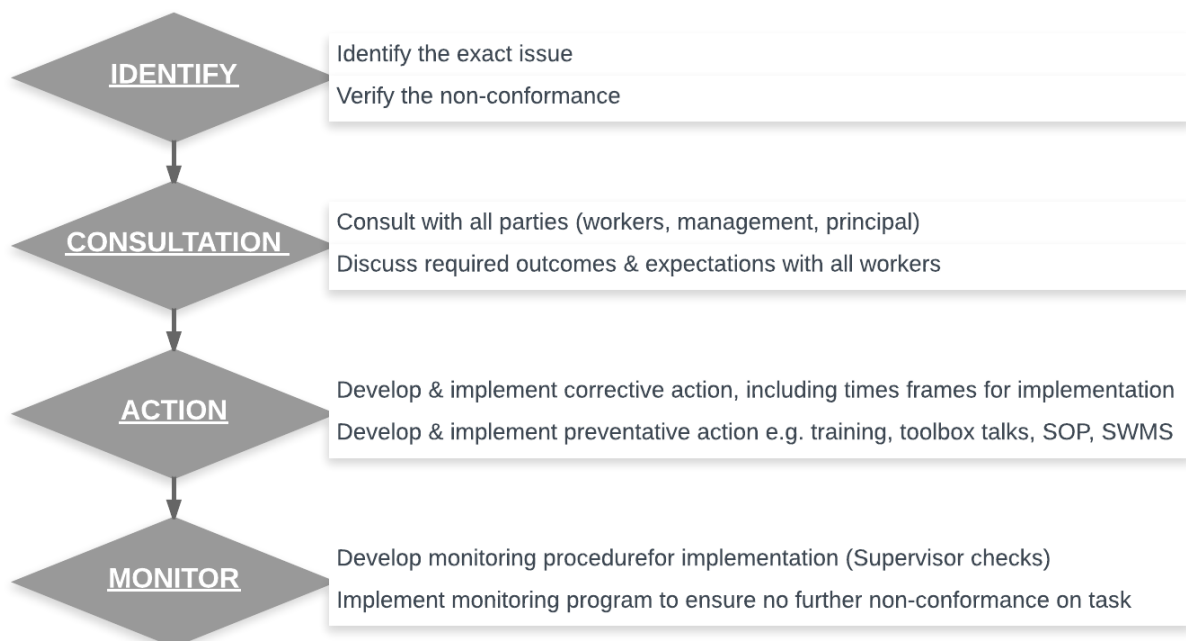


Figure 10. Non-conformance Procedure Flow Chart

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300018	Non-Conformance Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300005	Corrective/Preventative Actions Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

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Amendment	Preventative Action	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 8.3 Preventative Action

All Workers and contractors are required to:

1. Assist in identifying, documenting, and implementing preventive actions to reduce and/or eliminate failures in the OHSMS. Potential non-conformances will be examined, and actions taken to prevent their occurrence;
2. Follow this procedure on detection of a possible non-conformance;
3. Bring it to the attention of their Supervisor/Manager immediately.

Management are required to:

1. Implement actions to address the potential nonconformity;
2. Setup processes to monitor and review any actions taken.

It is the responsibility of all Workers and contractors to bring potential non-conformances (things that may occur) to the attention of **The Operations Manager/Managing Director** Potential Non-conformances may be identified through the following methods:

- Audit findings (internal or external);
- Complaints (internal or external);
- Observation;
- Incidents/Near-misses.



Amendment	Potential Non-Conformances Control	Issue #: 1	Revision #: 0
Record	Reviewed by: <b>Jason Haywood</b> Managing Director	Approved by: <b>Jason Haywood</b> Managing Director	

### 8.4 Potential Non-Conformances Control

When a potential nonconformity or other threat is identified, we will:

- Take the appropriate actions to control the process before a non-conformance occurs;

- Investigate and evaluate how and where the nonconformity may occur and develop actions to eliminate and/or mitigate the potential of the nonconformity to arise e.g. redesign a process or replace items of plant and equipment.

We will do this by:

- Reviewing and analysing the potential nonconformity for causes;
- Determining if similar nonconformities exist in our processes or if they could potentially occur;
- Attach the applicable *Non-conformance Form* to detail the nature and scale of the potential non-conformance. This will include proposals for corrective and preventive actions, as appropriate;
- Implement the actions needed to ensure that the nonconformity does not occur within our processes;
- Review, monitor and measure the effectiveness of the corrective actions;
- Use the analysis in the planning cycle and update our known risks and opportunities;
- Update the OHSMS as required.

The corrective action taken will be of appropriate magnitude to the effects of the nonconformities encountered. The corrective actions are risk assessed to ensure that the benefits of the change are forthcoming (*Corrective/Preventative Actions Form*).

Any potential nonconformity will be kept as a record to provide evidence of:

- What the potential nonconformity was;
- What the subsequent actions that were taken to fix the potential nonconformity; and
- The results of monitoring and measurement on the corrective actions.

Repeated reports of a similar nature are to be reported to **The Managing Director** for action and resolution.

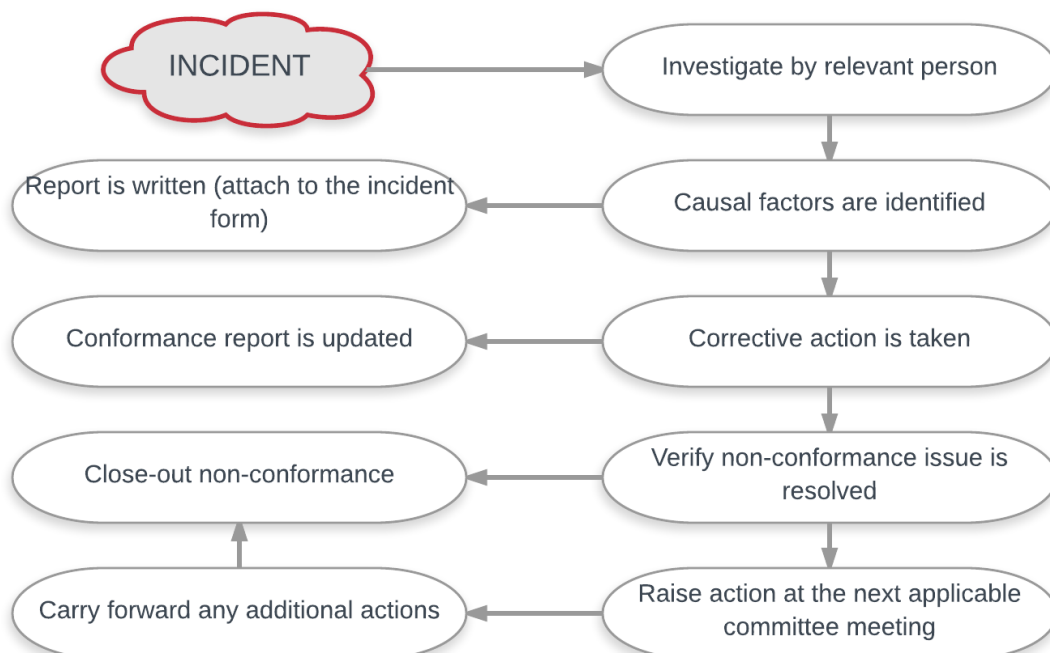


Figure 11. Non-Conformance Map

Reference	Title and Description
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Document #: OHSM300001	OHSMS Manual
Document #: OHSF300018	Non-Conformance Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300005	Corrective/Preventative Actions Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*



Amendment Incident Reporting

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
Managing Director

Approved by: **Jason Haywood**  
Managing Director

## 8.5 Incident Reporting Policy

### Purpose:

Convoy Transport Pty Ltd is committed to reducing the frequency, impact and severity of incidents in the workplace, and to comply with legislative requirements in regard to the notification and management of incidents.

Convoy Transport Pty Ltd will identify and record all OHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

### Policy:

Convoy Transport Pty Ltd will ensure the provision of coordinated Incident reporting by implementing documented procedures for:

- Emergency response and harm minimisation action;
- Notification to relevant Authorities for serious incidents/dangerous occurrence;
- Incident reporting;
- Responsible persons;
- Incident investigation;
- Consultation with relevant persons (confidential where applicable);
- Identification of root causes;
- Corrective and preventative actions;
- Review of effectiveness of corrective/preventative actions;
- Regular review of all incidents to identify any trends;
- Report and action identified trends;
- Meet legislative requirements for record keeping.

In addition, visitors and any other Organisation's that are involved with or impacted by an incident at a Convoy Transport Pty Ltd workplace, will be included in consultation and communication in respect of the incident as and when required, which will be determined by the workplace Supervisor/Manager/HSR.



Amendment Incident Reporting Procedure

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**  
**Managing Director**

Approved by: **Jason Haywood**  
**Managing Director**

## 8.6 Incident Reporting Procedure

Convoy Transport Pty Ltd will identify and record all OHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent recurrence.

### Responsibilities:

At Convoy Transport Pty Ltd the Organisation takes responsible for ensuring that:

- There is an effective procedure in place for the immediate response to and management of incidents;
- There is an Incident Reporting Procedure in place for the notification and management of incidents;
- All workers are trained and familiar with the Incident Reporting Procedure and have easy access to the report forms and procedure;
- State Authority is notified immediately after becoming aware that a Notifiable Incident has occurred;
- So far as is reasonably practicable, that the workplace where any Notifiable Incident has occurred is not disturbed until an inspector arrives at the workplace or any earlier time that an inspector directs;
- Review of the Incident Reporting procedure is conducted as required.

The HSR/OHS Manager is responsible for:

- Maintaining and reviewing the Incident Reporting Procedure as required;
- Ensuring all workers know about the procedure and are trained in how to follow the procedure;
- Assisting managers, supervisors and workers to follow the procedure when required;
- Informing and consulting with the Organisation/CEO regarding incidents, in particular, Notifiable Incidents;
- Notification of Notifiable Incidents to the relevant Regulator, within the prescribed timeframes;
- Ensure, so far as is reasonably practicable, that the workplace where the incident occurred is not disturbed until an inspector arrives at the workplace or any earlier time that an inspector directs;
- Maintaining records required by legislation relating to incidents, including the Register of Injuries.

Supervisors/Managers are responsible for:

- Informing workers and others (when applicable) about the requirement to report incidents promptly;
- Ensuring that the *Incident Report Forms* are readily accessible for workers;
- Complying with the Incident Reporting Procedure for incidents reported to them;
- Maintain *Incident/Near Miss/Hazard Report Register*.

All workers are responsible for the initial reporting of incidents.

**Procedure:**

- All incidents must be reported immediately and recorded on an Incident Report Form and submitted to the Operations Manager before the end of the shift. Where possible, the injured worker must complete the forms required, and obtain assistance from **The Operations Manager/Managing Director** and the relevant HSR to complete and submit the form;
- When a Reportable Incident has occurred, Person Responsible determines whether the workplace needs to be preserved for investigation by the relevant Regulator;
- For any near miss that occurs, the *Hazard Report Form* should be completed and submitted to the Manager. Workers, Management and HSR can complete and submit this form after a near miss occurs, or proactively if a hazard is observed;
- In circumstances where there is a high or extreme risk, work must cease, and the hazard reported immediately to management via telephone or in person;
- Corrective Measures (Control Actions): No hazardous situation and/or causal factors must be allowed to remain without attention;
- It is the responsibility of the relevant Manager, or representative to ensure that any interim and long-term corrective measures are carried out, are effective, and are communicated to all relevant persons;
- Interim and long-term corrective measures and any preventative measures must be signed off by the relevant Senior Manager.

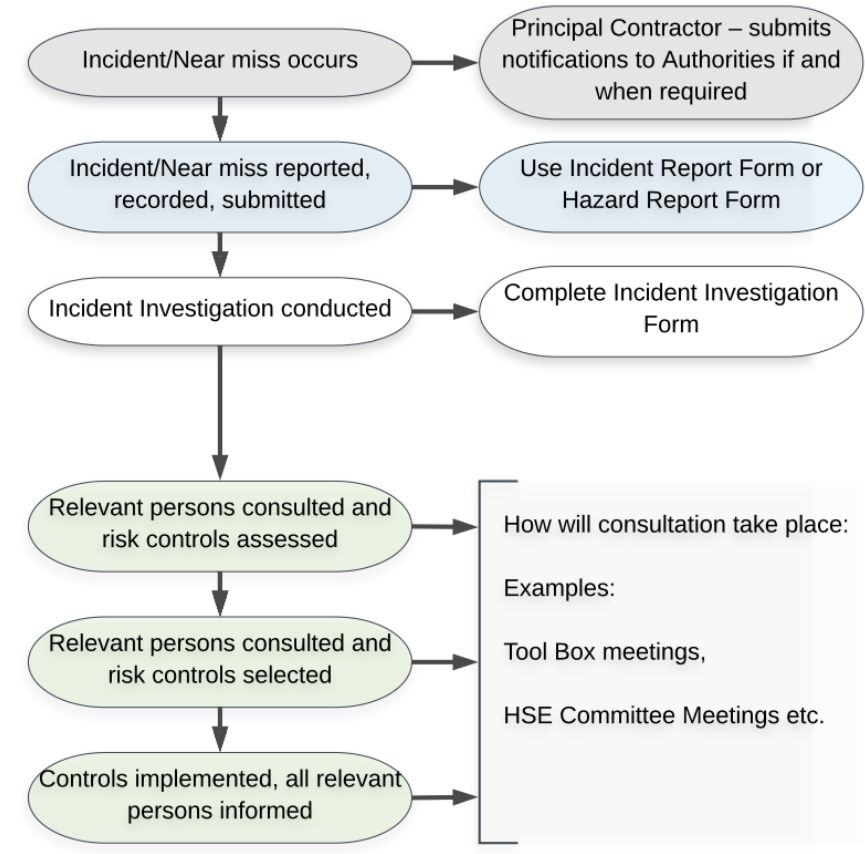


Figure 12. Incident Reporting Flow Chart



### Notifiable Incidents

- A Notifiable incident includes the death of a person, serious injury, or dangerous incident. The definitions of Serious Injury and Dangerous Incidents are described below:
  - **Serious Injury/illness:**
    - A person requiring immediate treatment as an in-patient in a hospital;
    - A person requiring immediate treatment for:
      - ❖ Amputation of any body part;
      - ❖ Serious head injury;
      - ❖ Serious eye injury;
      - ❖ Serious burns;
      - ❖ De-gloving or scalping (separation of skin from underlying tissues);
      - ❖ Spinal injury;
      - ❖ Loss of function of any body parts;
      - ❖ Serious lacerations;
    - A person requiring medical treatment within 48 hours of exposure to a substance, loss of consciousness;
    - Any other injury or illness prescribed by the Regulations;
  - **Dangerous Incident:**
    - Uncontrolled escape, spill, leak of any substance;
    - Uncontrolled implosion, explosion or fire;
    - Uncontrolled escape of gas or steam;
    - Uncontrolled escape from pressurised substance;
    - Electric shock;
    - The fall or release from a height of any plant, substance or object;
    - Collapse, overturn, failure, malfunction, damage to authorised plant required for use;
    - Collapse or partial collapse of a structure;
    - Collapse or failure of an excavation or shoring equipment;
    - Inrush of water, mud or gas in workings in an underground excavation or tunnel;
    - Interruption of the main system of ventilation for underground tunnel or excavation;
    - Any other incident prescribed by the Regulations;
- The State Authority is notified immediately after becoming aware that a Notifiable Incident has occurred;

- So far as is reasonably practicable, that the site where any Notifiable Incident has occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs;
- Conduct review of the Incident Reporting procedure as required.

### Notifiable Incident Response Procedure:

- Follow the Emergency Response Procedure to care for workers, and the incident area is cleared of people and secured to prevent further incident;
- Report all incidents as soon as possible to Person Responsible;
- When a Reportable Incident has occurred, Person Responsible determines whether the site needs to be preserved for investigation by the relevant Regulator;
- Person involved in the incident completes an *Incident Report Form*;
- If the person involved in the incident is not able to complete the form, Person Responsible will complete the form, in consultation with the involved person, if possible;
- A copy of the *Incident Report Form* is provided to – the person involved and to Person Responsible;
- Person Responsible records the incident on the *Incident/Near Miss/Hazard Report Register*;
- A copy of the *Incident Report Form* is provided to any Principal Contractor, as required;
- Person Responsible reports all Notifiable Incidents to the relevant Authority, within the timeframe required by legislation;
- Person Responsible keeps records of incidents and injuries per Statutory requirements;
- Follow the Incident Investigation Procedure, if needed.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300048	Incident Report Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300049	Incident/Near Miss/Hazard Register ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300050	Incident Investigation Procedure Checklist and Action Report Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300041	Hazard Report Form ( <i>OHSMS Recording Forms</i> )
Document #	
Document #	

*You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (OHSMS Recording Forms) and record in this table.*

## OHSMS RECORDING FORMS CONTENT

1.	OHSF300002	Annual Audit Schedule
2.	OHSF300003	Change Request Form
3.	OHSF300004	Communications Program Schedule
4.	OHSF300005	Corrective / Preventative Actions Form
5.	OHSF300006	Hazardous Substances/Dangerous Goods Register
6.	OHSF300007	Standard Operating Procedure Template
7.	OHSF300008	Worker Training, Competency and Induction Register
8.	OHSF300009	Operational Control Register
9.	OHSF300010	Infrastructure Responsibilities Register
10.	OHSF300011	Internal Audit Report
11.	OHSF300012	Contractor Evaluation Form
12.	OHSF300014	Management Review Meeting Report
13.	OHSF300016	Monitoring and Measuring Equipment Register
14.	OHSF300017	Monitoring Register
15.	OHSF300018	Non-Conformance Form
16.	OHSF300019	Objectives and Targets Register
17.	OHSF300020	Objectives Summary Form
18.	OHSF300021	Operational Control Development Worksheet
19.	OHSF300022	Operational Control Register
20.	OHSF300023	Organisation Chart
21.	OHSF300024	Outsourced Process Register
22.	OHSF300025	Contractor Spot Inspection Form
23.	OHSF300026	Operations/Processes – Identification
24.	OHSF300027	OHS Pre-purchase Checklist
25.	OHSF300028	OHS Document Register
26.	OHSF300029	AS/NZS ISO 45001:2018 Internal Audit Checklist
27.	OHSF300030	OHS Policy
28.	OHSF300031	OHS Risk Assessment Form
29.	OHSF300032	Quarterly Objectives and Targets Report
30.	OHSF300033	Roles and Responsibilities Schedule
31.	OHSF300034	Roles, Responsibilities and Accountabilities Register
32.	OHSF300035	Emergency Drill Report
33.	OHSF300036	Training Needs Register

34.	OHSF300037	Interested Parties Register
35.	OHSF300038	Workers Training Record
36.	OHSF300039	Work Groups Register
37.	OHSF300040	OHS Meetings/Toolbox Record
38.	OHSF300041	Hazard Report Form
39.	OHSF300042	Compliance Requirements Register
40.	OHSF300044	Emergency Preparedness & Response Register
41.	OHSF300045	Emergency Response Plan Template
42.	OHSF300046	Monitoring and Measurement Schedule
43.	OHSF300048	Incident Report Form
44.	OHSF300049	Incident/Near Miss/Hazard Register
45.	OHSF300050	Incident Investigation Procedure Checklist and Action Report Form
46.	OHSF300051	Isolation Permit to Work
47.	OHSF300052	LOTO Standard Operating Procedure Template
48.	OHSF300053	Fatigue Risk Assessment Form
49.	OHSF300054	Driver Fatigue Management Form (non-heavy vehicle)
50.	OHSF300055	Return to Work Plan
51.	OHSF300057	SOP Register
52.	OHSF300058	Workplace-Facility Plan
53.	OHSF300059	Workplace-Facility Description
54.	OHSF300060	Workplace Inspection Checklist
55.	OHSF300061	Workplace Inspection Checklist (daily)
56.	OHSF300062	Workplace Inspection Checklist (weekly)
57.	OHSF300063	Workplace Inspection Checklist (monthly)
58.	OHSF300064	Workplace Inspection Checklist (6 months-10 years)
59.	OHSF300065	Workplace TMP Template
60.	OHSF300067	First Aid Worker Register
61.	OHSF300068	Emergency Worker Training Register
62.	OHSF300069	PPE Register
63.	OHSF300070	Remote and Isolated Work Plan
64.	OHSF300071	Plant and Equipment Register/Maintenance Log
65.	OHSF300079	Labour Hire - Host Evaluation Checklist
66.	OHSF300080	Labour Hire - Corrective Action Agreement Record
67.	OHSF300081	Job Safety Analysis (JSA)
68.	OHSF300082	Manifest
69.	OHSF300083	Hazardous Substance Risk Assessment Form
70.	OHSF300084	Health Surveillance Record
71.	OHSF300085	Noise Monitoring Results Register

72.	OHSF300086	Noise Risk Register
73.	OHSF300087	Audiometric Testing Register
74.	OHSF300090	SWMS Checklist
75.	OHSF300091	SWMS Template
76.	OHSF300092	SWMS Register
77.	OHSF300093	High-Risk Licence Checklist
78.	OHSF300095	Electrical Equipment Register
79.	OHSF300103	Safe Driving Plan
80.	OHSF300105	CoR Fatigue Risk Assessment Form
81.	OHSF300106	Heavy Vehicle Pre-Operational Checklist
82.	OHSF300107	Vehicle Register/Maintenance Log
83.	OHSF300109	Vehicle Accident Report Form
84.	OHSF300110	Load Manifest
85.	OHSF300111	Emergency Response – Minor Fuel/Oil Spill
86.	OHSM300112	Drivers Manual
87.	OHSF300113	Workplace Contractors Register
88.	OHSF300114	Workplace TMP Risk Assessment Form
89.	OHSF300115	Workplace Traffic Management Checklist
90.	OHSF300116	Discomfort Survey
91.	OHSF300117	Hazardous Manual Task Risk Assessment Form
92.	OHSF300118	Hazardous Manual Tasks Register
93.	OHSF300119	Risk Register
94.	OHSF300121	AS-NZS 4801-2001 Internal Audit Checklist
95.	OHSF300122	Racking and Shelving Checklist