

Chain of Responsibility & Safety Policy:

Objective:

MR Express Transport Services Pty Ltd, recognises its safety duties under the *Heavy Vehicle National Law (HVNL)* and the *Work Health and Safety Act* to ensure the safety and wellbeing of its employees and the safety of its transport activities.

MR Express Transport Services Pty Ltd, values the benefits of promoting and maintaining a safe transport operation for its employees, contractors, customers, and other road users. It is committed to undertaking all transport activities in a way that is as safe as reasonably practicable.

Commitment:

MR Express Transport Services Pty Ltd, is committed to:

Supporting the management of safety, through the provision of appropriate human and financial resources that will result in an organisational culture that:

- Fosters safe practices and regulatory compliance | encourages effective reporting and communication | actively manages safety with the same importance as that given to financial management
- Ensuring the management of safety as one of the primary responsibilities of all managers
- Clearly defining employee accountabilities and responsibilities for the delivery of safety through the Supply Chain
- Establishing and implementing hazard identification and risk management processes to eliminate or minimise risks associated with any business activity to a point that is 'as low as reasonably practicable'
- Encouraging all employees to report information concerning safety, in line with a 'Just Culture'
- Investigating safety incidents with the aim of improving the business's future safety performance and not to apportion blame
- Complying with legislative and regulatory requirements and standards
- Establishing and measuring safety performance against realistic objectives and/or targets
- Continually improving safety performance and conducting safety management reviews to ensure relevant safety action is taken and is effective
- Ensuring sufficient skilled and trained resources are available to implement safety strategies and processes
- Ensuring all employees are; provided with adequate and appropriate safety information and training | competent in safety matters | only allocated tasks relevant to their skills, qualification and competence
- Ensuring all visitors and third parties are made aware of the safety risks and related controls they must follow
- Engage and manage appropriate Contractors who demonstrate through work practices and proven policy documentation, compliance with C.o.R Legislation
- Maintaining physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use and consistent with environmental management—minimising waste and pollution—as far as reasonably practicable.

Responsibilities:

Executive Officer -

The Executive Officer of MR Express Transport Services Pty Ltd. is ultimately accountable for the safe operation of the business. They are responsible for:

- Fleet Controllers to be trained in Basic driver fatigue management
- Linehaul and long-distance Drivers to be assessed for their fitness for work prior to starting their daily activities by the State Operations Manager and/or Linehaul Manager
- The haul drivers are fully trained in Basic driver fatigue management
- Company owned vehicles and drivers to have all current licenses and permits to operate.
- Company owned vehicles to have prestart checks performed on them prior to start-up
- Maintenance and service records to be kept on Company owned vehicles
- All company owned and Subcontractor vehicles to be annually audited for total compliance

- All loads to be audited once the load is complete to ensure they are loaded in a safe and roadworthy manner at all times.
- The loaded vehicle complies with all States and Territories current regulations in relation to size and mass limits.
- Line hauliers have a Safe Route Plan, prior to departure.
- The vehicle travels within marked speed limits - noted on Freight Assist Australia's Speed Management Policy.
- The vehicles are weighed prior to departure to ensure correct mass and axel weights
- The load restraint equipment used on the vehicle is rated accordingly to restrain the goods, and that this equipment is in a serviceable condition.
- Defining the Safety Management System (SMS) policies and objectives
- Implementing the SMS and making sure it operates effectively
- Communicating the importance of the SMS to the business
- Providing the resources (personnel and funding) necessary to meet SMS requirements
- Leading by example in promoting safe work practices
- Staying up to date with the safe conduct of transport activities
- Monitoring safety performance in the business
- Ensuring all employees can have the ability to work safely and comply with business policies and procedures
- Empowering employees to speak up about safety issues
- Promoting health and wellbeing (e.g. mental health) for all involved in the transport activity
- Fostering a positive safety culture within the business
- Complying with MR Express Transport Services Pty Ltd, policies, procedures, and training requirements.

WHS Manager: The WHS Manager is responsible for:

- Complying with MR Express Transport Services Pty Ltd, safety policies, procedures, and training requirements
- The management and oversight of the SMS
- Reporting safety-related issues directly to the owner
- Ensuring risk management activities are carried out and regularly reviewed
- Reporting and collating all safety events, hazards and near misses
- Reviewing all reports of safety issues, hazards, risks and near misses, and conducting investigations (as required)
- Monitoring compliance with safety policies and procedures
- Openly communicating with employees, customers and contractors about safety practices and issues
- Leading by example in promoting safe work practices
- Promoting health and wellbeing (e.g. mental health) for all involved in the transport activity
- Staying up to date with best safety practices.
- Complying with MR Express Transport Services Pty Ltd, procedures and training requirements

Managers: Managers are responsible for:

- Complying with MR Express Transport Services Pty Ltd, safety policies, procedures and training requirements
- Ensuring all employees work safely and comply with business policies and procedures
- Ensuring risk management activities are carried out and regularly reviewed
- Bringing accidents and serious incidents to the attention of the Safety Manager and providing resources and information for any subsequent investigation
- Reviewing investigation reports and other reports involving employees to ensure adequate corrective actions have been initiated to prevent recurrence
- Developing and administering reasonable safety goals and objectives
- Reviewing compliance with safety policies and procedures
- Communicating the following in a timely manner to all employees within their area of responsibility: outcomes of incidents and accidents, safety goals and objectives,
- Departmental and organisational safety performance and noteworthy safety-related issues

- Promoting health and wellbeing of their employees
- Developing a high degree of safety awareness among employees—motivating employees to think, act and work safely.

Other Employees: Other employees are responsible for:

- Complying with MR Express Transport Services Pty Ltd, safety policies, procedures and training requirements
- Reporting all safety events, hazards and near misses
- Making suggestions when a safety practice can be improved
- Participating in safety and risk management activities
- Ceasing work and contacting management if unsure about the safety of any activity
- Ensuring they are 'fit for duty'
- Managing fatigue in line with work and rest options

Customers Responsibilities:

MR Express Transport Services Pty Ltd, will undertake the below methods to ensure our conformance to the Chain of Responsibility, we also will seek commitment from our Customers that:

- Their products are packaged suitably for transport. Comply with Freight Assist Australia's Packaging Policy.
- Any quantities of dangerous goods are declared, on the Freight Assist Australia connote, and proper dangerous goods
- Paperwork accompanies the goods, (EPG's).
- If Customers are involved with the loading of the Freight Assist vehicle, the load is constructed in a manner so as to
- Be safe for transport and complies with all Road Laws.
- Customers perform checks on vehicles that leave their yard to ensure safe loading and proper load restraint.
- The declared weights on their consignments are true and correct.
- Customers will not influence or instruct drivers to breach any regulations, in relation to driving hours, minimum rest
- Periods, or speed limits to achieve delivery.
- Customers view the driver for any physical signs of Fatigue.

Visitors / Parties in the Chain of Responsibility: Visitors and parties in the C.o.R are responsible for:

- Participating in the safety induction process and complying with MR Express Transport Services Pty Ltd, policies, procedures and training requirements
- Reporting all safety events, hazards and near misses.

Breaching the policy:

Our Policy sets standards of behaviour expected from everyone who performs work for MR Express Transport Services Pty Ltd.

Breaches of this policy may result in disciplinary action up to and including termination of employment. For contractors, it may lead to the immediate termination of a contract. It is expected that suppliers will enforce a similar set of standards with their employees.

MR Express Transport Services Pty Ltd., approach is to establish a partnership with our Customers, and Contractors. Our risk management strategy ensures all reasonable steps are taken in accordance with the compliance of Chain of Responsibility.

With this strategy it offers our Contractors and Customer's the greatest degree of protection from Liability, resulting from non-compliance.