



Z Transport Group

**OCCUPATIONAL
HEALTH and
SAFETY POLICY**

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Company Introductory Statement

Company History

Z TRANSPORT GROUP (ZTG) has been in business since 1979 and services numerous industries carrying goods such as - paper, timber products, inks, chemicals, plastic products, fabric, machinery, engineering products automotive products, food and confectionary.

ZTG resides in purpose built facilities that have opened new markets for us in the area of container cartage and warehouse distribution.

Delivering Quality Service

Our philosophy is based on offering personalised quality service at economical rates backed by a team of skilled operators.

ZTG has for many years operated a 24 hour / 7 days a week service, with vehicles available at short notice, including holidays.

ZTG also supplies a "Victorian Country Same-Day Express Service" which has the ability to deliver consignments from small cartons up to 20 tonne loads to any Victorian country township within 4-8 hours from receiving the initial call.

Company Objectives

build long term sustained relationships with our clients and assist them in growing their business;

concentrate on the service sector, providing added value through technology, superior service and tight operating controls;

build on existing strengths, seeking new opportunities based on proven and developed management skills;

concentrate on industries which have long term-growth potential;

be a market leader in our business sector:

provide our employees with an interesting, satisfying and safe work environment providing personal growth opportunities and;

be a reasonable corporate citizen in our community.

Occupational Health & Safety Policy

Introduction

Date Compiled: May 2006
Review Due: June 2011
Last Updated: October 2011

ZTG recognise their obligation to provide a safe and healthy workplace for its employees, Vehicle Supplier/Subcontractors (VS) and others who may visit or work there from time to time.

Policy Statement

Z TRANSPORT GROUP requires Occupational Health and Safety to be regarded as a primary requisite in all company operations.

The safety of the general public, Vehicle Supplier/Subcontractors (VS), clients and our own employees is the responsibility of all levels of management and is to be demonstrated at all times.

As a company, we neither expect, nor require our employees or VS to be involved in any activity that is unsafe or illegal.

Occupational Health and Safety is a primary requisite in every company operation. It is a concern for all workers.

Regardless of the urgency of the situation, there is to be no compromise concerning safety.

Vincent Smits
Director
March 2009

Objectives:

ZTG is committed to protecting the Health and Safety of its employees, VS, customers and others who may be affected by the activities of the Company by:

Giving safety matters equal status with other business objectives

Providing, monitoring and maintaining, so far as is practicable, a working environment that is safe and without risks to health;

Complying with legislative requirements and current industry standards.

By providing, monitoring and maintaining equipment and systems of work that are safe and without risks to health;

By providing adequate information on hazards;

By complying with legislative requirements and current industry standards;

By providing procedures, instruction, training, leadership and supervision of employees and VS and visitors to ensure their safety.

To provide work facilities that minimise risk to employees and Vehicle Supplier/Subcontractors

To audit and continually strive to improve occupational health & safety procedures

To employ competent, trained personnel

To have employees recognise their responsibilities in identifying, reporting, and eliminating hazards in the work place

To have employees participate in development of occupational health & safety programs

To provide appropriate rehabilitation programs for employees

That VS and other parties adhere to ZTG' occupational health & safety policies on our site and assist in the identification and eradication of hazards

“We seek the co-operation of customers, employees and Vehicle Supplier/Subcontractors in achieving and maintaining a safe working environment for all.”

Responsibilities

Employer's Responsibilities

To provide and maintain the workplace in a safe condition.

Involvement in the development, promotion and implementation of health and safety policies and procedures.

Induction and training of employees and VS in the safe performance of their assorted tasks.

To provide adequate and competent supervision of employees to ensure their health, safety and welfare.

The provision of resources to meet the health & safety commitment

Consultation with employees and VS.

To cooperate with clients' health and safety representatives in resolving workplace OH&S issues in accordance with agreed or prescribed procedures.

To ensure compliance with statutory requirements and implementation of OH&S policies and procedures.

To ensure that the employees understand and follow agreed safe working procedures, and to initiate corrective action when safety rules and procedures are ignored.

To investigate all workplace accidents in order to determine causative factors and to initiate required corrective action.

To ensure that suitable protective clothing and equipment is readily available and used when required.

To set a good safety example through both personal conduct and the active promotion of OH&S principles.

To ensure, as far as is practical, that all plant and equipment is:

- Without risk
- Subject to regular maintenance
- Subject to daily inspection procedures

To ensure that operators of plant and equipment are in possession of an appropriate licence, permit, or certificate of competency.

Employee & VS Responsibilities

Whilst at work, VS and employees must:

Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their actions at the workplace;

Co-operate with their managers in their efforts to comply with Occupational Health and Safety policy, procedures and requirements;

Must not intentionally or recklessly interfere with or misuse items or facilities provided in the interests of health, safety and welfare of company employees and VS.

Must at all times comply with policies and procedures of clients and sites that they visit in the performance of their duties. Employees and VS are required to pay particular attention to site rules, the wearing of safety equipment, and the observing of no smoking areas.

The customer's site rules take precedence over ZTG rules. However you are never permitted to compromise your safety or the safety of others.

In accordance with agreed company procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives.

Wear the personal protective clothing or equipment provided to them by the employer;

VS have the responsibility to maintain their own equipment in a safe and legal condition.

Not wilfully place at risk the health and safety of any person at the workplace.

Comply with all safety rules and codes.

Participate in occupational health and safety consultation procedures as appropriate.

Consultation

ZTG is committed to consultation and co-operation between management, employees and VS, and will consult with employees and VS in:

Identifying and assessing hazards in the workplace;

Making decisions about measures to evaluate and minimise risks to health and safety in the workplace;

Making decisions about the adequacy of facilities for the welfare of employees and VS;

Making decisions regarding health and safety and procedures for resolving health & safety issues, consulting with employees, monitoring health and conditions and providing information, induction and training;

Determining the membership of any health and safety committees; and

Any workplace change that may affect the health and safety of any of its employees or VS.

General Safety Rules

These rules apply to every person employed or subcontracted by ZTG:

Each person must take the care for which they are capable to protect their own health and safety and that of their fellow workers.

Employees and VS must at all times comply with statutory requirements, clients' policies and procedures, and all lawful instructions of managerial and supervisory staff. However employees and VS must not follow a direction that places their own safety or the safety of others at risk.

All employees and VS are required to cooperate in achieving a safe and healthy workplace and immediately report any workplace hazard to supervisory staff.

All workplace accidents and injuries must be reported immediately to the appropriate client or ZTG representative. All workplace accidents and injuries must be recorded in the Accident Report Book - Register of Injuries.

Employees and VS shall wear and / or use all issued protective clothing and equipment in order to protect the health and safety of themselves and fellow workers. Appropriate footwear must be worn when loading, unloading, or driving.

Under no circumstances are employees or VS to operate vehicles, plant, or equipment while under the influence of alcohol, illegal drugs or any other substance that in any way affects the ability of the employee or VS to perform their duties safely and efficiently.

Employees and VS/subcontractor shall not operate vehicles, plant, or equipment unless appropriately licensed and authorised by their manager or supervisor.

At client premises, employees and VS may only operate their own vehicle. They must not operate any other vehicle, plant or equipment.

Each employee is responsible for maintaining their immediate work area in a tidy and safe condition and ensuring that plant, equipment and machinery, which they operate, is safe to use.

No person is required to perform any duty or undertake any task that they reasonably believe places their health and safety, or that of their fellow workers at risk.

Smoking is not permitted in any area of the premises or those of our clients.

Employees and VS breaking safety rules and / or ignoring safe working practices will be subject to disciplinary procedures. The breaking of safety rules is viewed as an act of misconduct.

Where Can I View ZTG OH&S Policy?

ZTG OH&S (Occupational Health & Safety) Policy is displayed on the website (ztg.com.au) and head office notice boards, for your information. For access of ZTG staff it is located at: <http://ztg.com.au/data/uploads/documents/ohs-policy.pdf>

Health & Safety is a concern for all employees and VS. Regardless of the urgency of the situation, there is to be no compromise concerning safety.

Non-Compliance

In addition to any rights of termination or other remedies that ZTG may have under an agreement with the Contractor or otherwise at law, ZTG may require the contractor to immediately remove from ZTG premises any of its personnel who are (or who are causing the Contractor to be) acting unlawfully or in serious breach of an Occupational Health and Safety Laws of ZTG agreement. Upon receipt of such a request, the Contractor will remove the personnel in question and make available a suitable replacement as soon as possible. ZTG will have no liability to the Contractor in respect of such replacement.

Approved by: Vincent Smits

Implemented by: Management team, all staff and couriers