

Health and Safety Policy		POL24
Version 4	Owner – Chief Executive Officer Owner – General Manager Safety, Quality and Compliance	December 2022

Health and Safety Policy

Ensuring safe and healthy work is a fundamental value of Hilton Haulage and forms the basis for our vision of Safe Work, Safe Home.

At Hilton Haulage we will

- Embrace our ethical and legal responsibility to ensure the health, safety, and wellbeing of our team and other people who may be affected by our work.
- Strive to exceed the requirements of the Health and Safety at Work Act, relevant Regulations, Approved Codes of Practice, industry good practice, and maintain high standards at all times.
- Take steps to ensure risks to health and safety are eliminated or minimised to an acceptable level, in that order of preference.
- Proactively engage and consult with our people at all levels including health and safety representatives. Ensure our people have the opportunity to participate in a meaningful way by empowering, listening, and valuing their insights and expertise.
- Develop safe systems of work in collaboration with our people, and review them regularly to ensure they remain fit-for-purpose.
- Identify health and safety areas within Hilton Haulage that require improvement and target these areas with structured objectives and goals.
- Learn from both success and failure, to continuously improve work. Invest our resources into learning from incidents, in a scale and manner proportionate to the potential risk.
- Consider implications for health and safety when making business decisions.
- Consult, co-operate, and co-ordinate activities with other PCBU's where our duties overlap.
- Recruit people who value good health and safety.
- Ensure all team members know that they are encouraged by the CEO, to stop work that they believe presents a serious imminent risk to health and safety.

As the **Chief Executive or Director** of the business I will

- Acquire and keep up to date knowledge of health and safety matters.
- Have an understanding of the business' operations and associated risks.
- Ensure and verify systems and resources are available and implemented to effectively manage risks and comply with the law.
- Ensure the PCBU has appropriate processes for dealing with information regarding incidents, hazards and risks.
- Understand my duties as an officer under the HSWA 2015.

Managers - as a leader in the business I will

- Take personal responsibility for making health and safety a vital part of my operation.
- Create a workplace where everyone views health and safety as natural and as important as quality, profit, and customer service.
- Celebrate and recognise safety contributions and achievements.
- Ensure everyone who works on a Hilton Haulage site has had a health and safety induction and the training needed to do the job safely.
- Promote the importance of the health and safety committee.
- Be personally involved and visibly lead safety in my operation.

Team members - as a team member in the business I agree that

- If by doing, or not doing something I put myself or others at risk then I will change my behaviour.
- If there are items provided for my safety, whether these are guards on machines or personal protective equipment I will always use these.
- No aspect of my job is important enough that I will do it in an unsafe way.
- If I haven't been trained to do it, I won't do it. If I need training, I will ask my manager.
- I will report any incident, especially near misses, these highlight where we have a problem before someone is hurt.
- If I do a task that is not my normal task, I will seek guidance and read the relevant SOP
- If I bring a new risk onto the site (this can come from a new piece of equipment or a new process) I will make sure that the safety measures for it are understood by all who could come into contact with it.
- I will report potential risks.

December 2022



Dylan Fitzgerald, Chief Executive Officer



Tom Bryant, General Manager Safety, Quality and Compliance