



NOSKE

GROUP

NOSKE GROUP OH&S MANAGEMENT PLAN



WE DELIVER - "Highly Efficient - Low Risk" - SUPPLY CHAIN SOLUTIONS

OH & S MANAGEMENT PLAN:

Development Document -

This document details the required actions for the **NOSKE GROUP** to realise the Occupational Health and Safety (OH&S) goals detailed within this document and the Company's overall OH&S policy (see *Operations Manual 1.02*). This document demonstrates the **NOSKE GROUP'S** commitment to the prevention of workplace injury – and has been developed in conjunction and consultation with the Company's management and employees.

MISSION:

***NOSKE GROUP** endeavours to achieve best practice in Occupational Safety and Health by building a safety and **zero accident culture** dedicated to preventing injuries and ill health to employees, contractors and the general public ensuring all can operate in a safe and healthy environment, whether at work or in their own time.*

*The **NOSKE GROUP** acknowledges that an effective **OHS system** must incorporate absolute commitment from all levels within the organisation.*

OBJECTIVES:

- To achieve industry best practice in safety and health performance
- To adopt a planned, systematic approach to occupational safety and health
- To encourage employee innovation and involvement in safety and health
- To create a safety culture where safety and health are entrenched in daily business practices
- To reduce occupational injuries and ill health by adopting a proactive approach
- To achieve a reduction in lost time through early intervention and effective management of occupational injuries to facilitate an early return to work
- To minimise the risk of personal injury, property damage and damage to the environment through the development of emergency management plans

RESPONSIBILITIES:

Under the Victorian Occupations Health and Safety Act 2004 (OHS Act) both Employers and Employees are presented with core responsibilities:

Employer main duty:-

- Provide and maintain safe plant and systems of work,
- Arrange safe systems of work in connection with plant, vehicles, equipment, tools, machinery and substances,
- Provide a safe work environment (both in the depot and in vehicle)
- Provide adequate welfare facilities, and
- Provide employees with the information, instruction, training and supervision they need to perform their jobs in a safe and healthy manner.

Employees obligations:-

- Take reasonable care with their own health and safety and the safety of others,
- Co-operate with their employer to allow the employer to comply with the Act, and
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace for health, safety or welfare.

STRATEGIC GOALS: 2006-2007

The following is a list of the strategic OHS goals of the **NOSKE GROUP** for 2006 – 2007. Many of the actions required to achieve these goals will be of an ongoing nature.

GOAL 1:

To develop in all who work in, attend are contracted to and visit the **NOSKE GROUP**, a competent and working knowledge base, skills, responsibilities/accountabilities and management capability in OH&S at the **NOSKE GROUP**.

GOAL 2:

To assist **NOSKE GROUP** employees by ensuring that necessary advice, information and training are readily available to enable them to meet their OH&S responsibilities.

GOAL 3:

To empower **NOSKE GROUP** employees by promoting open communication channels and encouraging active involvement in the continual improvement of processes risk/hazard identification, enabling significant contribution to the OHS responsibilities of the **NOSKE GROUP**.

GOAL 4:

To ensure the **NOSKE GROUP** is recognised as an industry leader for developing, in all who work for the Company, an innate safety and **zero accident culture** coupled with an ongoing commitment to systematically managing health and safety.



GOAL 1:

To develop in all who work in, are contracted to, and visit the **NOSKE GROUP**, a competent and working knowledge base, skills, responsibilities/accountabilities and management capability in OH&S at the **NOSKE GROUP**.

ACTIONS	RELEVANT NOSKE OH&S POLICY/PROCEDURES	OUTPUT	PERFORMANCE INDICATORS	RESPONSIBILITY	TARGETS
<ul style="list-style-type: none"> ▪ Develop and implement an OHS induction programme for all employees. ▪ Develop policies and procedures for contractor management ▪ The OH&S Plan/Policy to be communicated to all employees throughout the NOSKE GROUP. ▪ OH&S KPI's included in individual's performance management criteria. 	<p>OH&S Policy OHS Induction Checklist Sub-contractor Safety & Health Standards</p>	<ul style="list-style-type: none"> ▪ Improved knowledge about OHS and its legislative requirements of all who work in and are contracted to the NOSKEGROUP. ▪ Awareness of individuals' responsibilities and accountability. ▪ Improved competency in OH&S skills. 	<ul style="list-style-type: none"> ▪ Induction/training sessions delivered/completed – training forms ▪ Policy development audits ▪ Accessibility of policy for employees (hardcopy/online/in-cab) ▪ Inclusion and completion of OH&S KPI's in performance agreements 	<p>Management</p>	<p>September 2006</p> <p>September 2006</p>

GOAL 3:

*To empower **NOSKE GROUP** employees by promoting open communication channels and encouraging active involvement in the continual improvement of processes risk/hazard identification, enabling significant contribution to the OHS responsibilities of the **NOSKE GROUP**.*

ACTIONS	RELEVANT NOSKE OH&S POLICY/PROCEDURES	OUTPUT	PERFORMANCE INDICATORS	RESPONSIBILITY	TARGETS
<ul style="list-style-type: none"> ▪ Providing system/document for reporting hazards, incidents and injuries in hard copy and online. ▪ Promoting flat organisational structure to make management approachable. ▪ Stating the consultation procedures for regular information exchange between management, employees and contractors. ▪ Driver involvement with rosters and scheduling – preference forms. 	<p>OH&S Policy Incident Report Form Risk Control Plan Training Suggestion Form Hazard Identification Form Vehicle Hazard Identification Form Roster Preference Form</p>	<ul style="list-style-type: none"> ▪ Increased ownership of OH&S responsibilities amongst employees. ▪ Increased efficiencies with reduction in lost time. ▪ Continual improvement of processes/ procedures. 	<ul style="list-style-type: none"> ▪ New hazards/incidents are reported using checklist communication channel/procedures. ▪ Process improvements reported to management. 	<p>Drivers & Management</p>	<p>Ongoing</p>

GOAL 4:

*To ensure the **NOSKE GROUP** is recognised as an industry leader for developing, in all who work for the Company, an innate safety and zero accident culture coupled with an ongoing commitment to systematically managing health and safety.*

ACTIONS	RELEVANT NOSKE OH&S POLICY/PROCEDURES	OUTPUT	PERFORMANCE INDICATORS	RESPONSIBILITY	TARGETS
<ul style="list-style-type: none"> ▪ Include, where appropriate, reference to the NOSKE GROUP health and safety initiatives in written material, presentations, meetings and speeches. ▪ Incorporate Best Practice techniques in all OH&S endeavours by the NOSKE GROUP. 	<p>OH&S Policy Zero Accident Culture Mission Document Zero Accident Culture Labels in Vehicles</p>	<ul style="list-style-type: none"> ▪ NOSKEGROUP is seen by all who work at, visit and come in contact with NOSKEGROUP's zero accident culture. ▪ Increased awareness of OHS initiatives and performance undertaken by NOSKE GROUP. 	<ul style="list-style-type: none"> ▪ Frequency of references within reports and meetings. ▪ Evidence in OHS audits that OHS solutions involve the use of best practice solutions and these solutions are changed to the NOSKE GROUP requirements. ▪ Employees are confident and competent in fulfilling their OHS accountabilities and responsibilities. 	<p>Management</p>	<p>Ongoing</p>

<ul style="list-style-type: none"> ▪ Ensure that NOSKEGROUP vehicles/equipment/premises are designed, constructed and maintained in a safe manner. ▪ Development & review of existing policies and information regarding: <ul style="list-style-type: none"> - Risk Control Plan - Incident Reporting - Loading/Unloading Checklists - Training/inductions procedures - Drug & Alcohol Policies - Stress & Harassment - First Aid - Working Alone - Noise - Vibration - Load Restraint Guide - Fatigue Management Plan - Dangerous & Hazardous Goods - Fire Prevention - Emergency Evacuation procedures - Personal Protective Equipment (PPE) 	<p>Risk Assessment via Risk Control Plan</p>	<ul style="list-style-type: none"> ▪ Compliance with current TSG OHS Transport Industry Guide & OHS legislation. 	<ul style="list-style-type: none"> ▪ Vehicles/equipment/premises are fully compliant with legislative requirements at all stages. Spot audits to confirm this. ▪ All necessary policies and procedures are made available in hardcopy and online ▪ Ensure that the NOSKE GROUP OH&S policies and procedures continually reflects legislative requirements/changes 	<p>Management with input of drivers</p> <p>Management</p>	<p>Every 12 months</p> <p>Ongoing with Review 6 months</p>
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RISK MANAGEMENT

NOSKE GROUP display their commitment to their **zero accident culture** by integrating risk management into the overall OHS policy endeavouring to provide a platform for a systematic approach to decision making with regards to OHS issues.

The **NOSKE GROUP's** OHS risk management system encompasses the following core elements:

- Commitment and policy.
- Planning.
- Implementation and operation.
- Measurement and evaluation.
- Monitoring and review.
- Continual improvement.

It is recognised that OHS risk management can lead to:

- Reduced injury and ill health to employees and the community,
- Save money and add value by more effective allocation of resources,
- Improve the quality of information available to management for making decisions,
- Improve understanding of OHS risks throughout the organisation,
- Increase the likelihood of continued business operation and make compliance with OHS legislation easier to demonstrate,
- Improve the NOSKE GROUP's image and reputation, and
- Improve accountability and transparency of decision making.

Understanding of Risk

The **NOSKE GROUP** interprets the definition of *risk* as:

The chance of something happening that will have an impact upon objectives.

***Risk** is often specified in terms of an event or circumstance and the consequences that may flow from it.*

***Risk** is measured in terms of a combination of the consequences of an event and their likelihood. Risk may have a positive or negative impact.*

OHS RISK is understood to be:

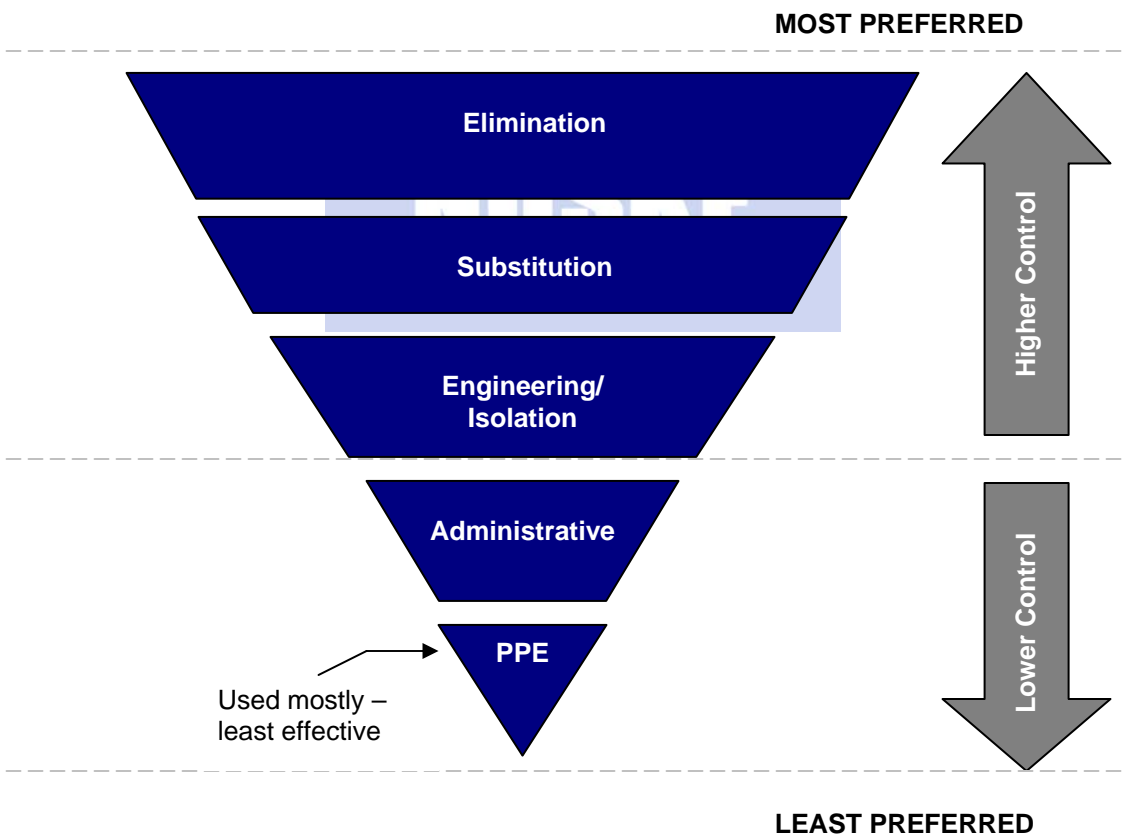
(In relation to any potential injury or harm) the likelihood and consequence of that injury or harm occurring.

HAZARD:

A source or a situation with a potential harm in terms of human injury or ill health, damage to property, damage to environment, or a combination of these.

Hierarchy of Control

NOSKE GROUP uses the hierarchy of control theory when assessing the effectiveness of control measures, both existing and suggested.



RISK CONTROL PLAN:

The risk control plan located in the Driver Information Manual aims to provide a structure by which hazards can be identified and assessed and differs from OHS checklists. This plan allows identification of specific controls which may have failed and looks for hazards and what might happen and differs in focus to OHS checklists.

INCIDENT REPORTING:

Hazard elimination and control is a primary focus of the **NOSKE GROUP's** zero accident culture and prevention procedures. The reporting mechanisms are designed to facilitate early detection and correction of hazards to prevent employees and visitors being injured or harmed. Employees are to complete a **NOSKE GROUP Incident Report Form**, supplied in hardcopy in cab or online via the employee login section on the **NOSKE GROUP** website. Forms are to be sent to head office within two days of incident. Management is to be notified immediately of any incidents for legislative and OHS preventive reasons.

TRAINING & INFORMATION:

NOSKE GROUP recognises the importance of ongoing training (formal and informal) for all employees. Relevant OH&S related information is located within driver information packs and via the Company website. Including procedures, OH&S policy, Risk Control Plan, Incident Report Forms and Hazard Checklists.

As part of **NOSKE GROUP's** objective for continual improvement, training suggestion forms are available. Employee's training history is recorded on the Training Needs Analysis Checklist. These documents are located within the driver information pack and via the company website.

AUDITS:

A regular systematic program for company wide major hazard audits are to be undertaken, with specific recommendations for improvements in reference to OHS standards of the workplace. If problems are identified, the responsibility for their correction rests with management. This audit process is to involve a consultative approach with company wide input and involvement.

CHAIN OF RESPONSIBILITY:

NOSKE GROUP recognises the chain of responsibility and its importance. The major responsibilities for both drivers and management are detailed below.

Driver:

As a truck driver, your responsibilities include ensuring that:

- Driving-hours regulations (time spent driving and working) are adhered to,
- Required rest breaks are taken,
- Records of your driving hours are kept,
- Your vehicle does not exceed dimension limits,
- Your load is appropriately restrained,
- You do not exceed the speed limit, and
- You do not tamper with any equipment required to be fitted to the vehicle.

Manager:

As a manager of a business involved in road transport, your responsibilities including ensuring that:

- Rosters and schedules do not require drivers to exceed driving-hours regulations or speed limits,
- Vehicle speed limiters are functioning,
- Vehicles do not exceed mass or dimension limits,
- Appropriate restraint equipment is provided and loads are appropriately restrained, and
- You keep records of you drivers' activities, including driving, work and rest times.

Working alone:

- Robbery
- Abusive customers
- Assaults
- Road rage
- Hijacking
- Crashes
- Fire and explosion (covered in checklist)
- Lack of emergency communication

Noise:**Vibrations:**

Health issues resulting in exposure to high levels of vibration often occurs with regard to engines, springs and tyres.

Likelihood: -

- The length of exposure time,
- The frequency of exposure,
- The rate at which the vibration happens, and
- the size of the vibration

Controls:

- Proper maintenance of equipment (i.e. properly tuned engines, suspension checks, and appropriate seating in vehicles).
- Appropriate work schedules with adequate rest periods,
- Purchase of ergonomic equipment,
- Working methods that require less exposure to vibrations,
- The use of auxiliary equipment that reduces risk of injury caused by vibration,
- Appropriate design and layout of workplaces,
- Clothing to protect employees from cold and dampness,
- Implementation of an appropriate health surveillance program where there is a high risk of exposure to vibration.