



Saferoads Policy Review

October 2020



Saferoads Holdings Limited

ABN 81 116 668 538



The Policy of Saferoads Pty Ltd is to provide all Customers with products and services that consistently meet or exceed their needs and expectations in relation to Quality, Safety, Reliability, Customer Service and Environmental Responsibilities. Senior Management is totally committed to achieving the highest management standards with particular emphasis placed upon safety, safe work practices, protection of the environment and continual improvement of the skills, competencies, health and well-being of all employees.

The commitment to Quality, Safety and the Environment includes the establishment of safe working practices, a safe working environment, prevention of pollution, establishing safeguards against all identified risks, evaluating audit results, analysing the cause of non-conformances and evaluating the effectiveness of corrective actions.

The Company has identified stakeholders or other interested parties who are relevant and could impact the company and its Integrated Management System. The relevant needs of those parties identified are constantly reviewed.

The Company is committed to enhancing customer requirements and to the continual improvement and effectiveness of this integrated Quality, Safety and Environmental Management System. This Policy is appropriate for the purpose of the Organisation and provides the framework for establishing organisational goals and objectives, and their periodic review. There is a constant drive to satisfy our Customers, whilst being mindful of our responsibilities to Australian legislation, our employees and the broader community.

This involves the active and, in regard to safety, the mandatory participation, endeavour and contribution of ideas from all employees. These high standards of work and safety shall be achieved by operating to an integrated Quality, Safety and Environmental Management System that meets the requirements of ISO 9001:2016, ISO 14001:2016, and ISO 45001:2018) standard.

The Company is committed to fulfil all compliance obligations, satisfy applicable legal and other requirements including a commitment to the protection of the environment, prevention of pollution and any other specific standards and environmental rules, regulations and applicable legislation. The Management System shall allow normal business decision-making processes to control and monitor risks and verify adherence to performance standards. Compliance with this Policy, Objectives and associated Procedures is mandatory and binding upon all employees. Quality, together with safety and the protection of the environment, is the responsibility of everyone working for and on behalf of Saferoads Pty Ltd.

Customer satisfaction and the good name of the Company are directly dependent upon this working philosophy. The Manager – Supply, Safety and Systems has the responsibility and authority to co-ordinate, develop and monitor the implementation and effectiveness of the Quality, Safety and Environmental System, ensuring that the requirements of ISO 9001:2016, ISO 14001:2016 and ISO 45001:2018 standards are met.

The Company is committed to continual improvement of this Integrated Management System. It is communicated and understood within the Organisation and is available to the Public. It shall be reviewed for continuing suitability and relevance.

Darren Hotchkin
Chief Executive Officer
28/07/2020



Policy 001 - Environmental Policy

Rev 6 – Authority: CEO



Saferoads is committed to honouring all its legal, moral and social obligations, to the best of its ability, in respect of the environment in which it operates and in which its employees and other stakeholders live, move and have their employment. The company endeavours to keep abreast of changes in environmental laws and regulations through the internet and specialist organisation's such as AIG and other leading industry bodies.

This policy applies to all Saferoads facilities, and to the installation and deployment of road safety products where Saferoads controls the worksite. Even when not in control of the site, Saferoads exercises all due care to ensure minimal impact on the environment.

To achieve this, Saferoads continuously considers and monitors all its activities, products and services and identifies environmental aspects over which it has the power to exercise any influence considering a life cycle perspective. The Company takes into account technological options, and its financial, operational and business opportunities.

Through discussion with relevant staff, Saferoads has identified the following environmental aspects where it can make a positive impact:

1. Chemical and dangerous goods storage and handling
2. Minimisation of waste to landfill
3. Control of air emissions from paint booths
4. Minimisation of waste to storm water
5. Electricity and Water Usage / Greenhouse Gases (Not considered to be a significant aspect)
6. eWaste (Not considered to be a significant aspect)

Where practicable targets and objectives for each of these aspects, (apart from electricity and water usage), are reviewed on a periodic basis, usually six monthly.

The company considers the environment in all its procurement activities, focusing on green purchasing and waste minimisation. Waste from production and administration is separated and placed in recycling bins for collection by certified waste collectors. Waste to landfill is minimized.

Saferoads encourages all employees to actively engage in environmental awareness through tool box meetings, staff meetings, posters and general discussion. Environmental awareness is an element in all position descriptions and is reinforced at all tool box and staff meetings. Given the improbability of an environmental emergency arising from the Company's activities, products and services, the environmental emergency preparedness and response is incorporated into that of the OH&S management system. However, spill kits are located at points where chemical or paint spillage could occur.

An incident report is made for each environmental incident. The incident reports are given in the first instance to the Manager – Supply, Safety and Systems (Chair – Safety Committee) who will direct who is to conduct the investigation and analysis. The incident reports are further noted at the Management Review Meetings.

Consistent with a plan-do-check-act approach to the environment, the Chief Executive Officer reviews this policy at least annually. The Company is committed to the continual improvement of this policy.

Darren Hotchkin
Chief Executive Officer
28/07/2020



Saferoads is committed to fulfilling its legal responsibilities under Occupational Health and Safety legislation, regulations and codes of practice to provide a safe and healthy work environment for all its employees, contractors, customers and visitors. Safety is central to all the Company's business activities, both within the Company's premises and when on the premises of its customers. Saferoads has adopted a "Zero Tolerance" approach to blatant and neglectful breaches of safety.

To fulfil this commitment Saferoads will:

- Comply with all relevant legislation, regulations and codes of practice, industry standards and the company's internal standards;
- Promote an atmosphere of consultation amongst its employees through the Health and Safety Representatives, the Work, Health and Safety Committee and in tool box meetings;
- Provide adequate training for Health and Safety Representatives;
- Ensure that there are adequate personnel trained in first aid;
- Develop and implement Standard Operating Procedures which include a strong focus on safety;
- Set objectives and targets to minimise workplace related injury and illness, and review these on at least an annual basis;
- Focus on preventing workplace injury and illness through constant review of all possible hazards and risks and ensuring that risk controls are monitored for effectiveness and upgraded as necessary;
- Encourage reporting of workplace injury, illness, hazard and near-misses as soon as possible after the incident and will conduct investigations into all such incidents;
- Provide support and assistance to any employee who has incurred a work related injury or illness including implementing a "rehabilitation and return to work" program if required;
- Maintain all plant and equipment in good condition;
- Make Health and Safety obligations a part of employee position descriptions;
- Conduct regular reviews and evaluations of the health and safety systems in place;
- Focus on eradicating any bullying, harassment or inappropriate behaviour to ensure the well-being of all staff members in order to create a healthy and safe working environment; and
- Comply with the relevant CoR requirements applicable to Saferoads.

It is expected that all employees, whilst at work will:

- Take reasonable care to ensure good health and safety procedures are implemented at all times, including wearing personal protective equipment and clothing as designated by signage or standard operating procedures;
- Comply with all Saferoads Policies and Procedures;
- Identify and support measures to eliminate or minimise unsafe conditions; and
- Assume personal responsibility for their own safety and for those of other work colleagues by always operating in a safe and appropriate manner.

This policy and the related procedures and risk assessments form an integral part of the Company's Integrated Management System. It will be on displayed on all notice boards at all Saferoads sites, and will be made available to any person making a reasonable request.

Darren Hotchkin
Chief Executive Officer
29/07/2020



1. Our commitment

Saferoads is committed to providing an environment that is safe and free from risk for all employees, contractors and visitors at all Saferoads workplaces. Saferoads considers drug and alcohol abuse an unacceptable form of behaviour that will not be tolerated under any circumstances. The company believes that all employees should be able to work in an environment free of drug and alcohol abuse.

Saferoads have a zero tolerance approach to illegal drugs and are absolutely banned from any Saferoads workplace. The use of illegal drugs (possession, consumption, sale, distribution or solicitation) and the irresponsible consumption of alcohol puts at risk a safe working environment. The consumption of alcohol on Saferoads sites is strictly prohibited. People under the influence of drugs or alcohol are prohibited from conducting work at Saferoads sites.

2. Our objectives

The use of drugs and alcohol becomes a work health and safety risk if a worker's ability to perform their role is impaired, leading to an increased risk of injury or illness to themselves or others.

Our objectives for the prevention of drug and alcohol abuse are to:

- a) Ensure that all employees, contractors and visitors are treated equitably and are not subject to drug and alcohol abuse;
- b) Ensure that people who make complaints, or witnesses, are not victimised or disadvantaged in any way;
- c) Ensure any reports of drug and alcohol abuse will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required;
- d) Monitor and record any such complaints and the result of the investigation and subsequent action;
- e) Prevent drugs and alcohol in the workplace being a contributing factor to risks, incidents and hazards;
- f) Provide a work environment free from the misuse or influence of drugs and alcohol;
- g) Increase awareness among workers of what constitutes appropriate behaviour in our workplace and how drugs and alcohol can compromise health and safety of people; and
- h) Provide reasonable support to assist with drug and alcohol related problems (not to the exclusion of disciplinary action).

3. Commitment

To this end, we adopt as the prime risk management approach the elimination of the misuse or influence of drugs and alcohol in the workplace, supported by a systematic identification, assessment, control, monitoring and review of all risks. This approach provides support to our Occupational Health and Safety (OHS) management system outlined in our OHS policy.

Saferoads will not purchase, hold or provide any "over the counter" medication within its first aid kits (types of headache or flu tablets etc.). Purchasing of any over the counter medication is the sole responsibility of the employee and they are to be used in accordance with the medical advice given. All employees which have a requirement to take prescribed medication on a long-term regular basis are to confidentially confide in their immediate supervisor / manager. This information must be held in complete confidence and only be disclosed to emergency personnel if required.

Our commitment to the prevention of drug and alcohol abuse is demonstrated by:

- a) Nominating a company officer to handle drug and alcohol abuse incidents or complaints, offer advice and / or conduct investigations; all under the strictest of confidence;
- b) Promptly investigating and recording all complaints or incidents;
- c) Taking disciplinary action against anyone found to be abusing alcohol or under the influence of an illegal drug. Any employee, no matter what the status, will be subject to instant suspension without pay or termination should they be found to be in possession of illegal drugs or irresponsibly abusing alcohol while at any Saferoads workplace. Any staff member found in possession of illegal drugs will be reported to the authorities;

- d) Not ignoring indications of drug and alcohol abuse or influence when observed;
- e) Using action plans to correct and prevent non-compliance;
- f) Advising employees who have a drug or alcohol dependency problem of their right to external counselling with groups such as Drug Arm, Alcoholics Anonymous or medical practitioners, and facilitating contact with such groups on behalf of the complainant;
- g) Conducting pre-employment and casual drug / alcohol urine screening, using only competent personnel and approved methods and equipment for such tests; and
- h) Saferoads conducts (at its discretion) random Alcohol and Drug Testing (refer point 4).

4. Testing

To give effect to this drug and alcohol policy, staff (at all levels) may be subject to drug and alcohol testing:

- a) As part of their pre-employment medical examination;
- b) On a random basis during their employment;
- c) Where they are observed as exhibiting the effects of drugs or alcohol; and
- d) After a workplace incident.

Any worker who returns a positive drug reading, a positive alcohol reading above the level relevant to their role or who refuses to participate in testing will be required to stop work immediately and report to their manager. They may be required to leave the workplace and may be subject to disciplinary action or dismissal.

The consequences of breaching any element of this policy may result in disciplinary action or dismissal.

5. Scope

This policy and supporting procedures apply to:

- a) All workers and other persons at our workplace;
- b) All workers while present at another workplace (e.g. a customer's workplace);
- c) All workers in our vehicles and equipment;
- d) All workers performing our work using someone else's vehicles and equipment; and
- e) Any location where a worker undertakes activities on our behalf, including but not limited to our sites and offices

6. Responsibilities

Saferoads has identified the following roles within our organisation with responsibilities for drugs and alcohol, as:

- a) The employer/ person conducting a business or undertaking (PCBU);
- b) Managers / Supervisors;
- c) Workers; and
- d) Other persons at the workplace

A summary of the key responsibilities for each role are listed below.

6.1 *Employer / PCBU Responsibilities*

At Saferoads, the CEO is responsible as the Employer.

The Employer / PCBU must:

- a) Have procedures for elimination of the misuse or influence of drugs and alcohol in the workplace;
- b) Communicate the procedure on acceptable and unacceptable behaviour in the workplace, including people working while under the influence of drugs and alcohol;
- c) Consider appropriate disciplinary action where this policy is breached;
- d) Conduct drug and alcohol testing (as per section 4); and
- e) Where alcohol is to be provided at employer hosted social and business functions, encourage the consumption of non-alcoholic and low-alcohol beverages and the consumption in a controlled manner.

6.2 *Manager / Supervisor Responsibilities*

Managers and supervisors are workers who have an area of control within the workplace. In our organisation this responsibility is accepted by members of the SMT and Supervisors.

Managers and supervisors must:

- a) Ensure this drugs and alcohol policy and supporting processes are effectively implemented within their area of control;
- b) Immediately remove a worker from an area, where they are observed as behaving under the effects of drugs or exhibiting the effects of alcohol; and
- c) Resolve or appropriately escalate any breaches of this policy.

6.3 *Worker Responsibilities*

A worker is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workers must:

- a) Take responsibility for maintaining their personal health and fitness for work;
- b) Be at work in a fit state to perform their work unimpaired by alcohol or drugs;
- c) Manage the risks from alcohol consumption appropriately based on:
 - All workers who perform safety critical tasks and / or operate equipment, machinery or vehicles must have a blood alcohol concentration of 0.0 while at work and only use legal drugs that do not impact on their capacity to operate equipment, machinery or vehicles as advised by a medical practitioner or the medication directions.
 - All workers who do not perform safety critical tasks or operate equipment, machinery or vehicles must have a blood alcohol concentration of below 0.05 while at work (only due to alcohol consumed at approved work functions or events) and only use legal drugs that do not impact on their capacity to properly use the business assets
- d) Not possess, consume, sell, distribute or solicit illegal drugs or non-prescribed controlled drugs in the workplace;
- e) Obtain a written opinion from a medical practitioner that confirms any prescribed medication will not impact their ability to safely perform their duties (where the opinion is that the medication will impact their ability, the worker must report this to their supervisor and not perform those tasks while taking that medication);
- f) Take prescribed medication in accordance with the instructions of their medical practitioner and medication directions; and
- g) Participate honestly in drug and alcohol testing

6.4 *Other Persons at the Workplace Responsibilities*

Other persons at a workplace refer to any other person at a workplace. In our organisation this responsibility is accepted by Customer / Visitors.

Other persons at a workplace must:

- a) Comply with the requirements of this policy.

7. Supporting policies and procedures

This policy should be read and followed in conjunction with the:

- a) Chain of Responsibility Policy;
- b) Code of Conduct; and
- c) Disciplinary Procedure.

8. Implementation and evaluation

Saferoads will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.



Darren Hotchkin
Chief Executive Officer
28/07/2020



1. General

Saferoads is aware of its legal responsibility to provide a safe workplace environment for all personnel at all Company premises.

This Policy has been established to:

- minimise adverse health effects from passive smoking
- meet legal obligations
- ensure cleanliness and hygiene of premises

2. Buildings

The ban on smoking within the Saferoads buildings includes, but is not limited to:

- a. all offices and workshops;
- b. all lunch rooms, toilets and hallways; and
- c. all yard areas, loading / unloading and storage areas.

3. Vehicles

Smoking is prohibited in all Saferoads' vehicles.

4. Where smoking is permitted

Smoking shall only be permitted in:

- a. The designated smoking area/s as stipulated by Manager – Supply, safety and Systems; and
- b. Designated areas during allocated breaks, i.e.: tea breaks / lunch breaks and / or prior to and upon completion of work hours.

It is now against Occupational Health and Safety legislation to smoke in most enclosed workplaces, except for some workplaces with specific exemptions. These exemptions do not apply to SAFEROADS.

Abuse of this smoking policy may invoke the Discipline Procedure.

Please note that compliance is required under State Legislation.

Darren Hotchkin
Chief Executive Officer
28/07/2020



1. Scope

This policy applies to:

- a) board members;
- b) all staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers;
- c) how Saferoads provides services to clients and how it interacts with other members of the public;
- d) all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport;
- e) on-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Saferoads duties; and
- f) staff treatment of other staff, of clients, and of other members of the public encountered in the course of their Saferoads duties.

2. Aims

Saferoads is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment.

All Saferoads staff are required to treat others with dignity, courtesy and respect.

By effectively implementing our Workplace discrimination and harassment policy we will attract and retain talented staff and create a positive environment for staff.

3. Staff rights and responsibilities

All staff are entitled to:

- a) recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics;
- b) work free from discrimination, bullying and sexual harassment;
- c) the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised; and
- d) reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All staff must:

- e) follow the standards of behaviour outlined in this policy;
- f) offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint;
- g) avoid gossip and respect the confidentiality of complaint resolution procedures; and
- h) treat everyone with dignity, courtesy and respect.

3.1 *Additional responsibilities of managers and supervisors*

Managers and supervisors must also:

- a) model appropriate standards of behaviour;
- b) take steps to educate and make staff aware of their obligations under this policy and the law;

- c) intervene quickly and appropriately when they become aware of inappropriate behaviour;
- d) act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard;
- e) help staff resolve complaints informally;
- f) refer formal complaints about breaches of this policy to the appropriate member of the SMT for investigation;
- g) ensure staff who raise an issue or make a complaint are not victimised;
- h) ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made; and
- i) seriously consider requests for flexible work arrangements.

4. Unacceptable workplace conduct

Discrimination, bullying and sexual harassment are unacceptable at Saferoads and are unlawful under the following legislation:

- a) Sex Discrimination Act 1984 (Cth);
- b) Racial Discrimination Act 1975 (Cth);
- c) Disability Discrimination Act 1992 (Cth);
- d) Age Discrimination Act 2004 (Cth); and
- e) Australian Human Rights Commission Act 1986 (Cth).

Staff (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

4.1 *Discrimination*

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

- *Directly*, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below, points a-n).

For example, a worker is harassed and humiliated because of their race or a worker is refused promotion because they are 'too old'

- *Indirectly*, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below, points a-n).

For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under Federal discrimination law include:

- a) a disability, disease or injury, including work-related injury;
- b) parental status or status as a carer, for example, because they are responsible for caring for children or other family members;
- c) race, colour, descent, national origin, or ethnic background;
- d) age, whether young or old, or because of age in general;
- e) sex;
- f) industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union;
- g) religion;
- h) pregnancy and breastfeeding;
- i) sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender and heterosexual;

- j) marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship;
- k) political opinion;
- l) social origin;
- m) medical record; and
- n) an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

4.2 *Bullying (Policy 038 - Bullying Policy and Procedure)*

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- a) sarcasm and other forms of demeaning language;
- b) threats, abuse or shouting;
- c) coercion;
- d) isolation;
- e) inappropriate blaming;
- f) ganging up;
- g) constant unconstructive criticism;
- h) deliberately withholding information or equipment that a person needs to do their job or access their entitlements; and
- i) unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying is unacceptable at Saferoads and may also be against occupational health and safety law.

4.3 *Sexual harassment*

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- a) comments about a person's private life or the way they look;
- b) sexually suggestive behaviour, such as leering or staring;
- c) brushing up against someone, touching, fondling or hugging;
- d) sexually suggestive comments or jokes;
- e) displaying offensive screen savers, photos, calendars or objects;
- f) repeated unwanted requests to go out;
- g) requests for sex;
- h) sexually explicit posts on social networking sites; insults or taunts of a sexual nature;
- i) intrusive questions or statements about a person's private life;
- j) sending sexually explicit emails or text messages;
- k) inappropriate advances on social networking sites;
- l) accessing sexually explicit internet sites; and
- m) behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

Saferoads staff recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff to respect other people's limits.

4.4 *Victimisation*

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.

Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Saferoads has a zero tolerance approach to victimisation.

4.5 *Gossip*

It is unacceptable for staff at Saferoads to talk with other staff members, clients or suppliers about any complaint of discrimination or harassment. It is also unacceptable behaviour to engage in idle rumour which effects the status or wellbeing of an individual or the company.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

5. Merit at Saferoads

All recruitment and job selection decisions at Saferoads will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

6. Resolving issues at Saferoads

Saferoads strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by reporting any inappropriate actions to their supervisor / manager. (Refer Grievance Policy - Policy 048).

Staff who do not feel safe or confident to take such action may seek assistance from any member of the SMT for advice and support or action their behalf.

7. Other relevant Saferoads policies

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant Saferoads policies, including:

- a) Policy 001 - Safety Policy Statement;
- b) Policy 009 - Privacy Policy;
- c) Policy 028 - Disciplinary Policy;
- d) Policy 029 - Recruitment Policy;
- e) Policy 037 - Inappropriate Employee Behaviour;
- f) Policy 038 - Bullying Policy and Procedure; and
- g) Policy 039 - Diversity and Equality Policy



Darren Hotchkin
Chief Executive Officer
28/07/2020



1. General

Saferoads is committed to providing a safe and healthy workplace for all workers. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again. Should one of our workers incur a work related injury which means they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as it is safely and reasonably possible to do so. We will do this through risk management and occupational rehabilitation. Our commitments are as follows:

2. Risk Management Program

We will:

- a. Take all practicable steps to identify, assess and control any known or potential risks to workers and visitors;
- b. Encourage the early reporting of any symptoms of an injury or disease related to the work we undertake;
- c. Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again; and
- d. Comply with all our obligations, including notification of incidents to WorkSafe when required.

3. Occupational rehabilitation Program

We will:

- a. Assist our injured workers to remain at work or to return to work at the earliest reasonable opportunity.

4. Return to Work Policy

Specifically, our Return to Work Program is:

- a. Return to work planning will commence as soon as possible after an injury, consistent with medical advice;
- b. Remaining at work or early return to work following injury is a normal expectation of this workplace;
- c. Treatment, return to work activities and any reasonable necessary occupational rehabilitation services will begin as soon as they are reasonably possible;
- d. Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured workers at the earliest reasonable opportunity;
- e. An individual "Return to Work" plan will be established with any worker who is unable to return to work within 20 calendar days or more from the date of injury. This plan will be developed at the earliest opportunity, in consultation with the injured worker and their treating practitioner;
- f. Consultation and communication with all workers and/or representative worker(s) in the development and review of our occupational rehabilitation program and individual return to work plans will occur;
- g. Confidentiality of worker's information obtained during their return to work or while undertaking occupational rehabilitation services will be maintained; and
- h. Participation in a return to work plan will not, of itself, prejudice any injured worker.

Our "Return to Work Coordinator" will be as nominated by Senior Management of our company and his/her name will be clearly shown on the Safety Notice board.

The Return to Work Coordinator will attend a training session conducted by an externally recognised training provider.

Following any workplace injury our Return to Work Coordinator will:

- i. Contact our injured worker and their treating practitioner to implement the commitments outlined in the risk management program and our return to work policy; and
- j. Determine the need for any occupational rehabilitation assistance in consultation with our injured worker and their treating practitioner, and when appropriate refer to our nominated approved occupational rehabilitation provider.

5. Approved Occupational Rehabilitation Provider

The name of our approved Occupational Rehabilitation Provider will be clearly shown on the Site Notice board.

5.1 *Consultation*

- a. Return to work plans
 - Our injured workers and their treating practitioners will be involved in all aspects of their return to work, and return to work plans will be developed and reviewed in consultation with them.
- b. Occupational rehabilitation program
 - This program was developed in consultation with elected and nominated members of the Safety Committee. Following discussion and consultation with our workforce, the program was endorsed by the Safety Committee and Senior Management.



Darren Hotchkin
Chief Executive Officer
28/07/2020



Saferoads is committed to providing a safe and healthy workplace for employees, contractors, clients and members of the general public, and to taking a consultative approach to all safety issues. In doing so, Saferoads will comply with all relevant legislation, codes of practice and standards.

All visitors to any Saferoads site are to report to the site reception, with the possible exception (depending on the specific Saferoads site) of couriers and other delivery drivers entering the site for the express purpose of either picking up goods or delivering goods.

When a visitor presents at the site reception, the receptionist or the person acting as the receptionist will enquire as to whom the visitor wishes to speak, and the company which the visitor represents. The Receptionist will then contact the person required and inform him that there is a visitor in the office, giving the name of the visitor and the name of the company the visitor represents.

The visitor is to remain in the foyer until the person required comes to the foyer to meet with them. In some circumstances it may be appropriate for the receptionist or another member of staff to escort the visitor to the conference room to await the arrival of the person required.

In other circumstances it may be appropriate for the receptionist or another member of staff to escort the visitor to the office of the person required. This should not be done, however, without first notifying the person required that the visitor is being escorted to his or her office. Under no circumstance should a visitor be permitted to enter unescorted any area where forklifts operate, where there is danger of welding flash or where there is danger from machinery.

At the completion of the visit, all visitors must be escorted back to the reception area and signed out.

All visitors are to comply with signage in respect of Hi-Viz vests, ear protection, eye protection and appropriate footwear.

This policy implies that:

- a) no visitors should be sent unescorted into the production or warehouse areas, including the loading area;
- b) no visitors should be taken to the office of the required person without that person being advised beforehand; and
- c) no visitors should be “wandering around” any office, production or warehouse area.

Darren Hotchkin
Chief Executive Officer
28/07/2020



Saferoads recognises the importance of providing and maintaining a good working industrial environment with all its employees, contractors and sub-contractors.

Our objective is:

- a. To provide a framework for the conduct of industrial relations in the workplace that is fair and just, based on legislative requirements.
- b. To provide a work atmosphere where there is freedom of association, freedom from gender inequality and freedom from unfair and inappropriate behaviour.
- c. To promote efficiency and productivity in all areas of the company.
- d. To comply with all applicable industrial laws, regulations, statutory obligations, awards, agreements and National and State codes of practice and guidelines.
- e. To develop and improve the skills of workers to enable them to work efficiently in a constantly evolving environment and to reach their maximum potential.
- f. To remunerate fairly and equitably.
- g. To provide a dispute resolution process which will not inhibit an aggrieved worker from raising an issue, without fear of retribution and achieving an outcome that is in line with company values.

To achieve these objectives, the Company:

- h. Has established the mechanism of a Business Improvement Notice on which any employee may raise any issue and be assured of a response.
- i. Ensures that all employees are competent to perform their main duties safely and without impinging on the job satisfaction of their fellow workers.
- j. Strives to organise work so that workers are effective and can derive job satisfaction.
- k. Is aware of circumstances over which it has no control, i.e., inclement weather, and will have due regard to the health and wellbeing of all employees.
- l. Will constantly assess subcontractor performance through review of compliance with the company's approach to IR.

The Company will be responsible for:

- m. Providing fair and reasonable management of industrial issues and expects the same from all employees and stakeholders.
- n. Applying all policies and procedures in a fair and equitable manner regardless of position.
- o. Encouraging open and honest communications at all times in industrial relations matters, via team meetings, consultative OH&S meetings, tool box meetings and direct communications without fear of retribution.

External Assistance:

- p. The Company shall be guided by the Australian Industry Group in all major HR issues.

Freedom of Association:

- q. The company does not and will not discriminate against any employee on the basis of race, gender or union affiliation.

This policy will be regularly reviewed.

Darren Hotchkin
Chief Executive Officer
28/07/2020



1. General

Saferoads is committed to providing a safe and healthy workplace for employees. In doing so, Saferoads will comply with all relevant legislation, codes of practice and standards.

The entitlement to leave has developed as part of our country's social fabric to contribute towards achieving a desirable balance between work life and life outside work. The timely taking of annual leave is considered an essential component of the Company's commitment to providing a safe and healthy work place, as well as being an essential contribution to the overall health and well-being of employees.

2. References

Provisions for Leave for Saferoads employees are governed by the *Fair Work Act*:

- a. Fair Work Act 2009;
- b. Subsequent (relevant) Fair Work Act Amendments;
- c. Clerks Private Sector Award 2010 (MA00002); and
- d. Manufacturing and Associated Industry Award 2010 (MA000010)

3. Annual Leave

All permanent employees of the Company are entitled to four weeks (20 days) of annual leave per year of service unless otherwise specified in the individual employee's employment contract.

The following are key points in this policy:

- a. No employee should accrue more than six weeks or 30 days of unused annual leave.
- b. When an employee accrues 30 days or more of unused annual leave, they will be requested to provide to their Manager a Leave Plan that details when they plan to use up their accrued leave and reduce it down to 20 days at the most.
- c. The Leave Plan should be put in place, and the unused accrued annual leave reduced to no more than 20 days within three months of the leave accruing beyond 30 days.
- d. The Leave Plan is to be approved by the employee's Manager.
- e. It may happen that an employee wishes to take leave for a period beyond the level of accrued leave. Where this occurs, the leave must be approved by the employee's Manager.
- f. The Chief Financial Officer or his delegate is to monitor the accrued leave on a monthly basis as part of the month's end accounting entries, and is to advise the relevant Manager of leave accrued above the entitlement of 30 days.

4. Sick Leave / Carer's Leave

Sick and carer's leave comes under the same leave entitlement, also known as personal/carer's leave. Full time employees are entitled to 10 days per calendar year and it is calculated on a pro rata basis for part time employees. Casual employees do not accumulate sick / carer's leave.

Employees must notify their Manager when they take sick / carer's leave.

Employees must provide a medical certificate for leave in excess of 1 day or leave taken after or before a weekend or public holiday. An employee who doesn't give their Manager evidence may not be entitled to be paid for their sick or carer's leave.

5. LWOP (Leave Without Pay)

LWOP will only be granted to employees under special circumstances. LWOP will not be given to employees who still have annual leave entitlements owing to them. LWOP is discretionary and reviewed and approved on a case by case basis.

6. Other Leave Entitlements

All other leave entitlements for staff members of Saferoads are covered under the relevant Acts. (Refer Point 1.) These include, but are not limited to:

- a. Compassionate and Bereavement Leave;
- b. Maternity and Parental Leave;
- c. Community Service Leave; and
- d. Long Service Leave.

7. Other Leave Provisions

Other leave provisions for staff members of Saferoads are covered under the relevant Acts. (Refer Point 1.) These include, but are not limited to:

- a. Cashing out excessive leave entitlements; and
- b. Direction to take excessive annual leave

8. Authorising Leave

Leave applications (for any reasons) are to be submitted to the employee's Manager for approval. The employee's Manager is to review the document to ensure all elements are correct and accurate prior to submission to the Finance Officer. If the leave period is for an extended duration (more than 1 week), the Finance Officer will advise all staff via the "All Saferoads" email.



Darren Hotchkin
Chief Executive Officer
28/07/2020