

## Australian Ramp & Access Solutions Pty Limited

### *Safety Management Strategy*

#### **Safety Principles:**

Australian Ramp and Access Solutions Pty Limited (AR&AS) has embraced today's contemporary customer centric model that demands value and Safety performance every day. Maximising value delivery is dependent on the execution of standard work across the end to end process that meets Safety Requirements. The relentless pursuit of Safe work practices and behaviours is a team focus and culture at AR&AS. These Safety Management principles and behaviours are included in the company's Strategic and Operating plans.

#### **Safety Management Model:**

AR&AS has a Safety Management model founded on:

- Safety policy and rules statements
- Safety manual to guide the Safety management process execution and performance
- Process procedures that utilise personal awareness of employees to recognise risk, guidance for preventative activity and attitude to complete corrective actions.
- Documentation of the establishment, operation and control of the safety activity.
- Records that include the detail required for compliant incident management and documentation, performance facts, document version control and auditing results
- Continuous improvement culture with incident logging, investigation and corrective actions to drive safety process capability and preventative improvement activity

This model is sustained by daily monitoring of operating risks, incidents and behaviours that are logged with details held in our database and owned by our staff. Our team members close the loop with investigations and corrective actions to rectify problems. We utilise checklists for all activity completed by our team to ensure we execute investigation work, backed up by regular audits and assurance documentation.

#### **Safety Behaviours:**

All operating processes are risk assessed and managed to avoid incident. A standard process for the management of Safety, Hazards, and Emergencies, Safe operating procedures, PPE and Health / Injury prevention are in place and practiced with discipline. We store the safety manual our database system with all required checklists and work instructions available and controlled on- line. All documentation once printed requires version validation before use by checking its currency. We assure the Safety system by using a Safety Operating Rhythm. This rhythm sets the beat of our Safety Auditing and Meeting cycles for each safety/risk maintenance task being executed.

#### **Operational Safety Control:**

Our safety operating process is organised with an end to end value stream structure from our front door to our customer's site. The process has a number of operating steps that are owned by the functional managers responsible for the execution safety and risk management performance for their process operations. All processes have safety check points, high risk or error prone equipment, materials and behaviours have established guidelines for handling, operations and impact on employees/property.

Compliance with regulation is essential, operating to keep everyone safe is of greater importance with the support of continuous improvement, auditing, peer awareness and management vigilance upper most in all employees mind through focused activity.

### **Key Disciplines:**

- Version control over the complete process, check lists, work instructions and specifications for risk management, material handling, training and auditing.
- Database storage of control records for recall, trace or reproduction.
- Process structure and sequences under continuous improvement regime and ownership
- Internal audits of the safety process structures, risk management, executions and knowhow.
- Production and installation checklist disciplines with detailed work instructions for error prone, high risk or compliance related activity to prevent non-conformances actions and behaviours
- Supplier assurance process is in place to ensure contractor or purchased goods don't present uncontrolled risk to our community, employees, contractors or customers.
- Safety / Risk management and incident performance reporting is available every day, week, month etc. It is the number one agenda item at all workplace meetings.

### **Key Documents:**

- AR&AS Work Health and Safety manual
- AR&AS WHS form set
- Product, Equipment, Material and Installation activity guidelines
- Safety Plan section within the Operating Plan
- Approved supplier lists and preferred products for safe operation

### **Safety Process Tools:**

- Incident record, Investigation record and Corrective Action Record with closed-loop process and disciplines.
- Incident management records database
- Database storage and version control
- Risk management and Safe work training
- Safety induction course and collaterals
- Safety performance reporting from our database
- Continuous Improvement, audits and milestone management for safety project activity

### **Action Plan:**

- Update the AR&AS Safety statement, manual and process flow map for quick reference
- Set-up Safety Operating Rhythm
- Complete set-up of structures for induction, safe work instruction, risk management and auditing processes in the Operations database.
- Create an AR&AS Safety process training module to establish heightened Safety management and operating skills across the organisation.
- Establish a contractor and supplier assurance programme to ensure compliant safe work practices and behaviours to meet Safety performance and compliance requirements.
- Establish and assign a Safety managers role to a company position to ensure the end to end Safety Assurance process performs and is maintained to ensure the trading position is enhanced by the AR&AS Safety Management Process

## **Incident Logging Set:**

### *Incident Record*

- Summary - Type, Incident notes, Risk score
- Injured or Involved - Persons, Witnesses, Management Representative
- Incident Details – Date/Time, Location, What happened description, Causes
- Environmental – Category, Impact
- Chain of Responsibility
- Injury details – nature, Location, Mechanism, Type, Agency, First aid treatment
- Property damage
- Attachments

### *Investigation*

- Team Leader
- Team Members
- What happened description
- Unsafe acts
- Unsafe conditions
- Direct cause
- Root Cause
- Recommendation

### *Corrective Action*

- Type
- Owner/Manager
- Risk before / after
- Actions
- Outcomes