



**HAWGOOD HAULAGE PTY LTD**

## **Safety Management Systems**

### **Roles and responsibilities**

Role	Safety Responsibilities
Executive Officer	<p>The Executive Officer of Hawgood Haulage is ultimately accountable for the safe operation of the business. They are responsible for:</p> <ul style="list-style-type: none"><li>• defining the Safety Management System (SMS) policies and objectives</li><li>• implementing the SMS and making sure it operates effectively</li><li>• communicating the importance of the SMS to the business</li><li>• providing the resources (personnel and funding) necessary to meet SMS requirements</li><li>• leading by example in promoting safe work practices</li><li>• staying up to date with the safe conduct of transport activities</li><li>• monitoring safety performance in the business</li><li>• ensuring all employees have the ability to work safely and comply with business policies and procedures</li><li>• empowering employees to speak up about safety issues</li><li>• promoting health and wellbeing (e.g. mental health) for all involved in the transport activity</li><li>• fostering a positive safety culture within the business</li><li>• complying with Hawgood Haulage policies, procedures and training requirements.</li></ul>
<b>EXECUTIVE OFFICER:</b>	<b>NICOLI HAWGOOD</b>

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Safety Manager	<p>The Safety Manager is responsible for:</p> <ul style="list-style-type: none"><li>• complying with Hawgood Haulage safety policies, procedures and training requirements</li><li>• the management and oversight of the SMS</li><li>• reporting safety-related issues directly to the owner</li><li>• ensuring risk management activities are carried out and regularly reviewed</li><li>• reporting and collating all safety events, hazards and near misses</li><li>• reviewing all reports of safety issues, hazards, risks and near misses, and conducting investigations (as required)</li><li>• monitoring compliance with safety policies and procedures</li><li>• openly communicating with employees, customers and contractors about safety practices and issues</li><li>• leading by example in promoting safe work practices</li><li>• promoting health and wellbeing (e.g. mental health) for all involved in the transport activity</li><li>• staying up to date with best safety practices.</li></ul>

***SAFETY MANANGER: SOPHIA HAWGOOD***



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Managers	<p>Managers are responsible for:</p> <ul style="list-style-type: none"><li>• complying with Hawgood Haulage safety policies, procedures and training requirements</li><li>• ensuring all employees work safely and comply with business policies and procedures</li><li>• ensuring risk management activities are carried out and regularly reviewed</li><li>• bringing accidents and serious incidents to the attention of the Safety Manager and providing resources and information for any subsequent investigation</li><li>• reviewing investigation reports and other reports involving employees to ensure adequate corrective actions have been initiated to prevent recurrence</li><li>• developing and administering reasonable safety goals and objectives</li><li>• reviewing compliance with safety policies and procedures</li><li>• communicating the following in a timely manner to all employees within their area of responsibility: outcomes of incidents and accidents, safety goals and objectives, departmental and organisational safety performance and noteworthy safety-related issues</li><li>• promoting health and wellbeing of their employees</li><li>• developing a high degree of safety awareness among employees—motivating employees to think, act and work safely.</li></ul>

**MANANGER/S:**

**GEOFF HAWGOOD**

**ZANE HAWGOOD**



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Other employees	<p>Other employees are responsible for:</p> <ul style="list-style-type: none"><li>• complying with Hawgood Haulage safety policies, procedures and training requirements</li><li>• reporting all safety events, hazards and near misses</li><li>• making suggestions when a safety practice can be improved</li><li>• participating in safety and risk management activities</li><li>• ceasing work and contacting management if unsure about the safety of any activity</li><li>• ensuring they are 'fit for duty'</li><li>• managing fatigue in line with work and rest options</li></ul>

***DRIVERS; MECHANIC, ADMIN, YARDSMEN, CASUALS***

#### Visitors

Role	Safety Responsibilities
Visitors/Parties in the Chain of Responsibility (CoR)	<p>Visitors and parties in the CoR are responsible for:</p> <ul style="list-style-type: none"><li>• participating in the safety induction process and complying with Hawgood Haulage policies, procedures and training requirements</li><li>• reporting all safety events, hazards and near misses.</li></ul>



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<b>ROLE</b>	<b>PERSONNEL</b>
Executive Officer	Nicoli Hawgood (Director)
Safety Manager Fire Officer First Aid Officer	Sophia Hawgood (Admin)
Managers	Geoff Hawgood (General Manager) Zane Hawgood (Director)
Other Employees	Drivers, Yardsmen
Mechanic First Aid Certified	Carmelo Gaffiero