

POLICY STATEMENT

Independent Traffic Control Limited is committed to providing a healthy and safe workplace for employees, contractors, subcontractors, PCBUs, and visitors to company offices, sites, and premises. In doing so, we will comply with all relevant legislations, codes of practice, and regulations to continually improve our performance striving for excellence in health and safety.

HEALTH AND SAFETY POLICY

- An effective programme is in place and maintained to ensure that all workplace risks and hazards are identified, and appropriate measures taken to control these risks and hazards
- The programme is reviewed and monitored to take account of changing conditions and circumstances in the workplace. Records are kept of the risk and hazard management programme
- Employees have the opportunity to participate in the development of health and safety practices and in becoming health and safety representatives
- Relevant documentation relating to occupational health and safety issues are made available to employees, contractors, subcontractors and PCBUs
- All employees, contractors, subcontractors and PCBUs are inducted, trained, supervised and provided with information to undertake their duties safely
- An annual review of health and safety objectives and managers performance against KPI's is undertaken
- All accidents and incidents are reported to the supervisor and/or manager. They will be accurately recorded and investigated with the appropriate action taken to prevent recurrence
- The Senior Management Team supports the safe and early return of injured employees to work
- The Senior Management Team will ensure that Independent Traffic Control Limited complies with the Health and Safety at Work Act 2015, ISO 45001 and all relevant Acts and Regulations

RESPONSIBILITIES OF MANAGEMENT

- Management will consult with employees and their representatives on health and safety matters that affect them
- All plant, equipment, substances and work systems used are suitable for their intended purposes and meet safety requirements
- Adequate training, information and supervision is in place for all employees, contractors, subcontractors and PCBUs engaged to undertake activities
- Employees, contractors, subcontractors, PCBUs and visitors are made aware of their responsibilities and safety procedures
- Management will respond promptly to any health or safety issues brought to their attention and provide feedback on the outcome
- To understand, assess and eliminate or minimise risks and hazards associated with any work or activity they carry out

**RESPONSIBILITIES OF EMPLOYEES, CONTRACTORS, SUBCONTRACTORS AND PCBUS**

- To carry out work in a way that does not adversely affect their own health and safety and that of other workers or persons in the vicinity
- To learn and understand all health and safety rules and follow them
- To be certain they:
 - Completely understand instructions before starting work
 - Use safe working procedures
 - To use correctly any information, training and personal protective equipment and safety devices provided
- If in doubt about the safety of a task, to stop and get instructions from the supervisor or manager before continuing
- To make sure they understand exactly their responsibilities in an emergency situation and to follow emergency procedures
- To report all risks and hazards, accidents, incidents, near miss events and unsafe conditions to the supervisor or health and safety representative

POLICY APPROVED BY	Rau Tangiiti
SIGNATURE	
EFFECTIVE DATE	8 February 2022
DATE OF NEXT POLICY REVIEW	8 February 2023
VERSION NUMBER	1.2