



# AAA SAFETY POLICY

## **SCOPE**

AAA is committed to providing a safe and healthy environment for all *its* Associates and the surrounding community.

This process involves the development of safety systems and procedures, and encouraging Associates to adopt a healthy lifestyle.

To ensure the safest practicable working environment, AAA shall comply with all relevant Occupational, Health and Safety statutory requirements and current knowledge, and actively encourage Associate involvement in improvement strategies beyond those requirements.

## **GENERAL**

In the Victorian Occupational Health and Safety Act 2004, the responsibilities of the Company, Associates, Contractors and Suppliers are formally documented.

Consistent with these obligations, AAA is committed to continuously improving the occupational health and safety of its workplace. Measurable targets and objectives are set annually against which performance levels of responsible personnel are assessed. The overall aim is to create an injury free workplace, by incorporating a broad range of best practise initiatives including a comprehensive Safety System (AS 4801), proactive health strategies (on site physio, Associate Assistance Program) and internal reporting (incident notification and safety patrols).

Responsibility within AAA for ensuring safety related processes and procedures are in place to give effect to these obligations shall be vested in the Human Resources Department. Input to annual OH&S objectives are established with input from the Occupational Health and Safety Committee. Additionally, scheduled reviews of safety documentation are conducted through the internal audit system to ensure the AAA OH&S system remains strong, relevant and developing for enhanced safety performance in all elements of the business.

Ultimate responsibility for safety rests with the Managing Director, who ensures commitment to safety initiatives, plans, activities and performance. The HR Department Manager is the responsible Department Manager for Occupational Health and Safety.