

Safety Policy

The excerpt from the BSR is as follows:

BSR Sch 3.1

A safety policy that—

- (a) is set out in writing and endorsed and signed by the responsible person; and
- (b) includes an express commitment to safety and to continuous improvement in all aspects of bus safety management.

BSR Sch 3.5 Communication of safety information and issues

3.5.1 Processes to ensure safety information is communicated to bus safety workers who are employed or engaged by the bus operator and that the communication to the workers is documented.

3.5.2 Processes and procedures to ensure that bus safety workers who are employed or engaged by the bus operator advise the bus operator of safety risks and issues.

What does this mean – what do you need to do?

This document relates to how the business looks, reacts to, and mitigates safety risks for all staff. The safety policy should talk about the safety procedures that are in place, how it is communicated to staff and how staff can communicate any new safety issues to you and must contain an express commitment to safety and continuous improvement. The safety policy should be relevant and appropriate to your organisation.

The safety policy needs to be in writing and needs to be signed by the Responsible Person.

An example of items that may belong in a safety policy is overleaf:

(This Organisation) is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors, and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. This organisation is also committed to a culture of continuous improvement where systems and process reflect the appropriate level of risk at any given time.

Management will:

- *Ensure the business complies with all legislation relating to health and safety*
- *Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable*
- *Provide information, instruction, and training to enable all workers to work safely*
- *Supervise workers to ensure work activities are performed safely*
- *Consult with and involve workers on matters relating to health, safety, and wellbeing*
- *Provide appropriate safety equipment and personal protective equipment*
- *Provide a suitable injury management and return to work program*

Workers will:

- *Take reasonable care for their own health and safety*
- *Follow safe work procedures, instructions, and rules*
- *Participate in safety training*
- *Report health and safety hazards*
- *Report all injuries and incidents*
- *Use safety equipment and personal protective equipment as instructed*

INSERT CONTROL DOCUMENT Name/Number and date of issue (all documents, comment not repeated)