



**Apple City Tours**  
 Tour & Charter Specialists  
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 Jemalit Pty Ltd – ACN 001 649 261 – ABN 82 001 649 21

# Safety Policy

| Commitment  | Objectives   | Elements  | Procedures   |
|---|--|---|--|
| <p>Apple City Tours is committed to the safety of passengers, the general public and its employees as its highest priority.</p> <p>Apple City Tours is committed to complying with the NSW public Transport Act 1990 by implementing its regulations, and, in particular, the Safety Management System.</p> | <p>To actively involve all employees in consultation and implementation of policies and procedures concerning safety of passengers, the public and other employees.</p> <p>To involve all employees in regular training, information and supervision in matters regarding safety.</p> <p>To regularly monitor, identify, and manage hazards that are an integral part of the business of Apple City Tours.</p> <p>To regularly monitor the fitness of all employees to adequately carry out their responsibilities in a safe and efficient manner.</p> <p>To investigate all matters resulting in actual or potential injury or danger to passengers, the public or employees.</p> <p>To provide emergency procedures.</p> | <p>Safety is seen as the responsibility of all employees. However, each level of the organization has its own duties to perform in relation to this policy.</p> <p><b>Operations Manager:</b><br/>         The Operations Manager has overall responsibility for the implementation of the Safety Management System. .</p> <p><b>Employees:</b><br/>         Employees including drivers and mechanics are responsible for operating and maintaining buses in a manner that ensures the safety of staff, passengers and pedestrians, which abides with the legislative requirements of WorkCover, the Ministry of Transport, and RTA; and the organisation’s SMS requirements.</p> <p><b>Review :</b><br/>         The organisation’s SMS will be evaluated regularly via audits and other mechanisms to ensure it remains relevant and effective. As part of this process this SMS Policy will be reviewed when required by changes in legislation (or operations) and at least annually</p> | <p>Each employee will sign off on the Safety Policy.</p> <p>Whilst the Safety Policy is a general document committing the organization to safety in all areas of its operation, specific safety procedures will serve as an adjunct to this policy and must be adhered to by all employees. These will form a part of the Employees Handbook.</p> <p>Employees are expected to attend all regular training sessions as arranged by the Operations Manager as a condition of employment.</p> <p>All employees are expected to report any incident or potential incident that presents as a safety risk to the Operations Manager.</p> |

NSW Public Transport Act 1990: As implemented as a condition of Compliance by the Director-General