


T&R MURRAY BRIDGE PTY. LTD.
"The Australian brand that stands for Total Reliability"

ABN 34 085 672 457

Administration

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Export Department

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 Lagoon Road
 Murray Bridge
 South Australia 5253

Postal Address
 Box 496
 Murray Bridge
 South Australia 5253

12 February 2009

 David Smith
 D&S Smith Haulage
 PO Box 13
 Tumby Bay SA 5605

Dear David

Re: Stock Transport Driver Contractor Policy

We have recently received Improvement Notices from SafeWork SA Inspectors in relation to the manner in which we approach the unloading of livestock at our Murray Bridge and Lobethal Plants.

The notices require "T&R" to "ensure that all drivers who deliver livestock to any of our plants are inducted and trained to identify risks to health so as to eliminate or minimize those risks with particular emphasis on the use of personal protective equipment and falls from heights protection".

You may or may not be aware that there has been a decided case in the Industrial Court interstate involving a stock transport driver when he fell from a stock crate while delivering livestock. In that case, not only was the employer of the driver prosecuted, but so was the owner of the premises to which livestock was being delivered. The driver was not wearing nor was he ever provided with falls from heights protection.

Both the employer and the owner of the premises were convicted (criminal offence) and fined.

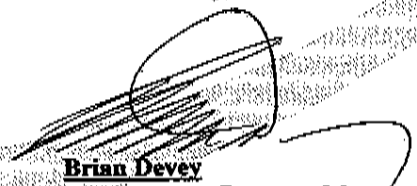
In order to protect T&R's interests, we have developed a "Stock Transport Driver Contractor Policy & Procedure". A copy is appended for your perusal and retention. Would you kindly complete and sign the relevant parts of the policy and procedure and return it to me with 14 days.

We also require that you or your delegated nominee attend T&R at Murray Bridge (TAFE Training Room) on Thursday 12 March 2009 for the purpose of undergoing an induction training program of approximately one hour's duration that is related to the subject of this advice.

In this regard, there are two times available – 10.30am or 2.00pm. Please telephone the Human Resource Office on 08 85329212 to signify the name of your organisation and the time you will be attending.

Regrettably, your failure to cooperate as detailed above will result in the immediate reconsideration of our business relationship with you.

Yours sincerely


Brian Devey
 Group Human Resource Manager
 T&R Group of Companies

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EXTERNAL STOCK TRANSPORT DRIVER

CONTRACTORS POLICY

1. PURPOSE:

The purpose of this policy is to ensure that all external stock transport driver contractors that come onto any T&R site acknowledge and accept this policy as well as the Company's Occupational Health and Safety policies and any other procedures or requirements as specified by this policy.

2. SCOPE:

This policy applies to all External Stock Transport Driver Contractors visiting T&R Sites. This policy defines External Stock Transport Driver Contractors as non-employees of the Company including their sub contractors, any agents and/or consultants.

2.1. RESPONSIBILITY:

It is the responsibility of all service providers to monitor their External Stock Transport Driver Contractors for compliance with the policy. Human Resources will handle any action warranted due to violations of this Policy.

3. POLICY:

Acceptance of a service contract with T&R or its customers/suppliers indicates that all external Stock Transport Driver Contractors entering and working at the premises will abide by the following requirements of this policy, which is indicated by reading and reaching the standards outlined and signing the final page.

3.1. POLICY REQUIREMENTS:

- a) The Stock Transport Driver Contractor is required to read and agree to the conditions of this policy before T&R agrees to any service contract.
- b) Contractors, sub - contractors and their employees who commence work without authorization or fail to comply at any time with this Policy document may be removed from T&R's Stock Transport Driver Contractors List.
- c) The Contractor is required to provide all documentation specified by Appendix 1 (Stock Transport Driver Contractor's Insurance/License Checklist) of this policy.
- d) Contractors shall not be permitted to undertake any works at a T&R site until they have completed the site external Stock Transport Driver Contractor Induction Checklist (Appendix 2) with their T&R

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Representative. Contractors are responsible for inducting their employees and sub-contractors and making sure that they understand and abide by all of T&R's Policies and Procedures.

3.2. CONTRACTOR REQUIREMENTS:

- a) If at any stage of the contract, T&R is notified that Organisational, Legislative, Occupational Health and Safety or Performance requirements are not being complied with, then the Company may stop the works without any financial or contract time penalties to T&R, until the Stock Transport Driver Contractor has rectified the situation.
- b) The Stock Transport Driver Contractor is responsible for ensuring that any damage or modifications to buildings, equipment, or the external environment caused by the works that are not included in the service contract are to be repaired at no cost to T&R, by the Stock Transport Driver Contractor to their original condition and T&R's approval.
- c) The Stock Transport Driver Contractor is responsible for ensuring that they adequately supervise their employees or sub-contractors and that staff have been appropriately trained.
- d) The Stock Transport Driver Contractor is responsible for ensuring its employees and sub-contractors will comply with all Occupational Health and Safety Regulations, Australian Standards, Codes of Practice, Building codes of Australia or any other relevant Legislation.

3.3. SECURITY:

- a) All Stock Transport Driver Contractors upon request by a representative or agent of T&R must open and disclose the contents of any bag, package, toolbox, parcel or vehicle upon entering or leaving or whilst on the Company premises.

3.4. OCCUPATIONAL HEALTH AND SAFETY:

- a) The Stock Transport Driver Contractor shall provide all necessary personal protective equipment for its employees or sub-contractors whilst working on the premises. This equipment must be worn if the work being undertaken requires it. This particularly relates to equipment designed to eliminate or reduce falls from heights from stock crates including harnesses, wires and climbing hook harnesses.
- b) The Stock Transport Driver Contractors and its employees and/or sub-contractors must report any accidents, hazards or near misses to their T&R Representative and complete a Corrective Action and /or Incident Report.

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3.5. EMERGENCY EVACUATION:

- a) The Company Representative will explain emergency procedures and the site evacuation procedure to all Stock Transport Driver Contractors. In an EMERGENCY, please leave the area and go to the evacuation points allocated.

3.6. ELECTRICAL APPLIANCES/TOOLS:

- a) Any electrical appliances used by the Stock Transport Driver Contractor must be Residual Current Device (RCD) protected and tested and tagged in accordance with the Occupational Health and Safety Regulations.

3.7. SMOKING AND DRUG & ALCOHOL POLICIES:

- a) The Stock Transport Driver Contractors and its employees and/or sub-contractors must abide by T&R's Policies in relation to Smoking and Drugs and Alcohol.

3.8. AQIS COMPLIANCE

- a) At all times when on any T&R site, the Stock Transport Driver Contractor must comply with all AQIS regulations, Policies and Procedures.

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I, hereby acknowledge that I have received a copy of the T&R External Stock Transport Driver Contractors Policy and will agree to abide by its regulations. I understand that T&R may, at its discretion, modify, eliminate, revise or deviate from this policy as circumstances warrant. I also understand and agree that this policy forms part of the terms and conditions of any service contract.

I acknowledge and agree that my entry into or upon any T&R premise shall be entirely at my own risk against my personal injury or loss or damage to property howsoever occurring which I or any person employed by my organization, may sustain, suffer or incur in or upon the premises.

I, together with any representative, administrator or any other member/employee of my organization hereby agree at all times to indemnify and keep indemnified T&R and its employees and its agents from any actions, claims and demands of costs which may be brought, made or recovered against T&R in respect to any personal injury or loss or damage to property howsoever occurring which I or any person employed by me may sustain, suffer or incur in or upon the premises.

I/we further acknowledge and agree that if I or anyone employed by my organisation may sustain an injury or disability in or upon the premises then any claim for compensation shall be made pursuant to our WorkCover Registration and/or Sickness and Accident Cover.

Stock Transport Driver
Contractor's Responsible Representative:
Please Print Name

Stock Transport Driver
Contractor's Responsible Representative:
Signed

Date

T&R Representative:
Please Print Name

T&R Representative:
Signed

Date

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**Appendix 1 – Stock Transport Driver Contractor
Insurance/License Checklist**

To work for the Company it is mandatory that Stock Transport Driver Contractors or sub-contractors provide evidence of suitable insurance policies, licenses and safety documents.

Contractors Details

Legal Trading Name _____
 Address _____
 Phone Number _____ ABN _____
 Principal function or service _____

 Brief Description of the Contract _____

As you view the Contractor's Insurance Papers, check that they are current and comply with the below stated criteria, then mark the due date of renewal.

Minimum Requirements	Tick
Current Workers compensation Registration and/or Personal Accident Insurance for all employees engaged by the contractor.	<input type="checkbox"/>
Public Liability Insurance for a minimum of \$20,000,000.	<input type="checkbox"/>
Copy of all required licenses, as per Legislation or Regulations for any equipment, machinery or vehicles that may be needed to complete the contract.	<input type="checkbox"/>
A sample copy of the Stock Transport Driver Contractors incident and investigation form	<input type="checkbox"/>
A sample copy of the Stock Transport Driver Contractors risk assessment form	<input type="checkbox"/>

Please note that all of the Minimum Requirements specified above must be met before a Stock Transport Driver Contractor can commence work.

Authorization

Checked by _____ T&R REPRESENTATIVE
 Position _____
 Signature _____ Date _____

Insurances and Licenses must be checked prior to the commencement of any service contract and annually thereafter.

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**Appendix 2 – Stock Transport Driver
Contractor Site Induction Checklist**

To enter into any service contract with the Company it is mandatory that Stock Transport Driver Contractors complete a site-specific induction and that they induct and train their employees and/or sub contractors appropriately.

Contractors Details

Legal Trading Name _____
 Address _____
 Phone Number _____ ABN _____
 Inducted By: _____ Position _____
 Date: _____

Site Specific Induction Topics	Tick
Explanation of site layout e.g. Toilets, Lunch Room, etc	
Emergency Evacuation Procedure including designated assembly areas	
Location of Health Centre/First Aid Facilities	
Telephones and Emergency Contact Numbers	
Use of Personal Protective Equipment/Fall Restraints for working at heights i.e. stock crates	
Site Specific Hazards i.e. Stock Ramps, Walkways etc	
Incident Reporting and Investigation	
Parking Facilities and Speed Limits	
Security Policies	
Non Smoking Policy	
Drug and Alcohol Policy	
Restricted Areas i.e AQIS Regulations etc	

I, hereby acknowledge that I have received a site-specific Stock Transport Driver Contractor induction and will abide by the requirements set out by my T&R Representative. I acknowledge that I am responsible for inducting employees and/or sub-contractors working for my organization and for making sure that they understand and abide by all of T&R's Policies and Procedures relating to Stock Transport Drivers.

Stock Transport Driver
 Contractors Responsible Representative:.....
Please Print Name

Stock Transport Driver
 Contractors Responsible Representative:.....
Signed

Date