



## Wine Hop and Coastal Tours Safety Policy & Objectives

**Effective Date:** 16/04/2025

**Review Date:** 15/04/2026

**Version:**1

Wine Hop and Coastal Tours are committed to ensuring the safety and well-being of our passengers, drivers, staff, and the public.

We recognize that providing a safe and enjoyable travel experience is a critical part of our service. This Safety Policy aligns with the Safety Management Guidelines set by Transport for New South Wales (TfNSW) and is designed to meet safety standards in bus operations.

Wine Hop and Coastal Tours will commit to safety by adhering to all regulations outlined by TfNSW, including the Heavy Vehicle National Law (HVNL) and Work Health and Safety (WHS) requirements.

Our management, drivers and all employees are responsible for fostering a culture of safety and continuously improving safety practices.

Wine Hop and Coastal Tours will strive to continually improve safety levels by:

1. **Managers** – Managers will be committed to and actively involved in
2. **Collaboration** - Consultation and communication with employees on safety issues
3. Identifying and assessing safety risks
4. **Safety review** – Ongoing identification and control of hazards and regular review of implemented mitigations
5. **Regular Assessments** - Recording and review of employee fitness for duty.
6. **Training** – providing the necessary training and information in relation to safety and our policies and legal requirements
7. **Emergency** – Provision of emergency procedures and reporting, in line with Transport regulations
8. **Incident Reporting** - Investigation and reporting of all accidents and dangerous incidents
9. **Regular audit and monitoring** - Yearly review against this safety policy and compliance with the MIS and MMS and SMS

Wine Hop and Coastal Tours has identified key **Safety Objectives** to monitor the performance of this organisation including:

- All safety incidents or near-misses will be reported and investigated. Corrective actions will be taken to prevent recurrence, and improvements will be made where necessary.
- Any safety defects found during the pre-trip inspection or maintenance checks must be reported to management. The vehicle will not be permitted to depart unless the defect has been properly addressed.
- Customer complaints will be logged and monitored with investigations to be made regarding any safety issues.
- Employees, drivers, and passengers will be provided a copy of this safety policy during induction and the opportunity to discuss and ask questions will be provided.



- We are committed to continuously improving our safety performance through training and the implementation of best practices.
- A copy of this safety policy is available on our website for the public to view.
- This policy will be reviewed annually, and any changes to TfNSW safety regulations or internal processes will be incorporated.

Wine Hop and Coastal Tours has identified the below responsibilities in relation to safety within our organisation:

**Operations Managers/Owner** are responsible for ensuring safety policies and procedures are developed and effectively implemented in their areas of control, and to manage staff and hold them accountable for their specific responsibilities.

**Employees** including drivers and customer service staff are responsible for operating and maintaining buses and tour runs in a manner that ensures the safety of staff, passengers and pedestrians, which abides with the legislative requirements of WorkCover NSW, Roads and Maritime, TfNSW; and the organisation's SMS requirements.

**Distribution** Upon making any changes to this policy the following distribution will occur:

- New version emailed to all employees
- New version added to the website
- New version printed and placed in each bus
- New version replaced in the employee handbook

Wine Hop and Coastal Tours is dedicated to ensuring the safety of everyone involved in our bus tours. By adhering to this Safety Policy, we strive to provide a safe, reliable, and enjoyable service. This SMS will be evaluated regularly via audits and other mechanisms to ensure it is relevant and effective. As part of this process this SMS Policy will be reviewed when required if there are changes in legislation, regulations or operations, and at least annually

Director – Mat Barnsley

Signed

A handwritten signature in blue ink, appearing to be 'Mat Barnsley', is written over a light blue horizontal line.

Date 16/04/2025