



COMPANY PROPERTY POLICY

BLUE TRANSPORT SOLUTIONS 2019

POLICY STATEMENT

The company requires all personnel engaged by the company to ensure that they conduct themselves and carry out their duties in a manner that will not endanger the health, safety, or well-being of themselves, others, property or the environment, protect company property from loss or damage, and report any risks which cannot be immediately controlled or managed.

AIMS AND OBJECTIVES

All work is to be carried out in a manner which reduces to the lowest practicable level, risks to property from fire, explosion, accidental damage, undue deterioration and wear and tear due to misuse or improper operation.

All practicable steps should be taken to ensure that all property is protected from theft, malicious damage or unauthorised use when property is left unattended for any period. Worksites where members of the public may be put at risk if they enter must be protected with appropriate guarding, barricading or fencing, dependant on the class and numbers of persons who may access the site. Where unauthorised entry may place a person at immediate risk to life, health or safety, the site must be made as secure as possible at all times when unattended, and measures taken to prevent unauthorised entry at all other times.

Persons operating plant, vehicles or equipment must be authorised to do so, and must have received appropriate instruction and training necessary before doing so. Where it is necessary, the appropriate certificate or licence must be held by the person who will be operating the plant vehicle or equipment.


Unauthorised use of company property may result in disciplinary action. Unauthorised removal of company property from a workplace for private use may result in counselling and appropriate disciplinary action being taken. Damage to company property due to negligence will result in counselling and, if necessary, disciplinary action. Malicious, willful or deliberate damage to or theft of company property may result in dismissal.

RESPONSIBILITIES

Management and supervisors must ensure that company property is used correctly, and is not misused or exposed to risk of undue loss or damage. All workers are required to care for company property, and to report any loss or damage immediately.

Employees are to ensure that any property of the company entrusted to them as part of their work is properly cared for and protected from loss or damage as much as is practicable. This will include ensuring property is secured or locked when a site is unattended, and protecting susceptible items and material from loss or damage due to weather or climate.

AUTHORISED BY

Signed:  Position: Manager Date: 1 / 1 / 20