



HEALTH & SAFETY POLICY STATEMENT

POLICY

TNT is committed to providing safe and secure working environments for all people employed by the company. Implementation of our policies enables us to provide safe and secure services for our customers. We also seek to safeguard visitors, contractors and members of the public who may be affected by our activities.

Our policy is to make available adequate resources that help us maintain best practice in all aspects of health and safety. TNT observes all relevant statutes, regulations and codes of safety practice. Managers throughout the company are responsible for taking appropriate steps to:

- provide and maintain work equipment that is safe and does not create health risks.
- safely handle, store and transport consignments entrusted to our care
- provide sufficient information, instruction, training and supervision that is necessary to ensure the health and safety of employees at work.
- provide and maintain safe and secure places of work
- create safe means of access to and egress from all places of work
- provide and maintain adequate welfare facilities.
- complete and act upon suitable and sufficient assessments of risks to health and safety.

TNT makes every possible effort to eliminate hazards and prevent any incidents that may result in injury, ill health or damage to property.

MANAGEMENT RESPONSIBILITIES

The TNT Express board of directors is responsible for health and safety under the leadership of the group managing director who is ultimately accountable for the health and safety performance of the company. TNT Express firmly believes that health and safety is a vital aspect of management that is at least of equal importance to any other management function.

The company expects all managers and supervisors to consider health and safety as part of their normal duties and responsibilities in order to prevent injury and ill health. Each depot or hub general manager is accountable to his or her appropriate senior manager and ultimately the group managing director for implementing the TNT Express health and safety policy at his or her location.

The health and safety performance of all staff with management or supervisory responsibilities will be monitored and taken into account in regular overall performance appraisals. Details of the duties and responsibilities of management and supervisory staff are contained in the TNT Express health and safety management system.

EMPLOYEE RESPONSIBILITIES

TNT requires all employees to co-operate with management to ensure we achieve not only complete legal compliance but also reach our own health and safety standards.

Employees are reminded to identify immediately any unsafe conditions to their supervisors and not to take risks that could affect their own or other persons' health and safety. Any breaches of the company health and safety policy or rules may result in disciplinary action. All employees must receive copies of their health and safety duties and responsibilities. Individual health and safety performance objectives are set for everyone and reviewed as part of the performance appraisal process.

TRAINING

TNT provides health and safety training to ensure employees are competent to undertake their tasks and responsibilities without risk to themselves and others. Such training is provided at induction and periodically during the course of employment.

HEALTH AND SAFETY RESOURCES

The prime function of the health and safety director is to assist the company in meeting its health and safety objectives. The health and safety director is responsible to the group managing director for the provision of a professional and comprehensive health and safety service that includes the development, implementation, monitoring, auditing and continuous review of the TNT Express health and safety management system. Specialist health and safety directors and managers are employed throughout the organisation to assist local general managers implement the TNT Express health and safety management system.

CONSULTATION

Our health and safety policy requires the active involvement of all people employed by the company. We ensure effective consultation, communication and co-operation takes place throughout the organisation in relation to health and safety issues. In doing so we seek to create a positive culture that ensures commitment by everyone to health and safety best practices.

A safety improvement group must exist at each TNT location and the role of these bodies is outlined in our health and safety management system. Safety representatives must also be appointed at each TNT location to participate in the work of the safety improvement groups.

CONTROL OF RISKS

An ongoing TNT programme of risk assessments identifies measures that ensure the health and safety of employees and other persons affected by our activities. The measures include technical, procedural and behavioural actions that are reflected within the TNT Express health & safety management system and supporting processes. We conduct periodic inspections and audits to evaluate the effectiveness of our risk control measures.

ACCIDENT MANAGEMENT

Depot and hub general managers are responsible for investigating and reporting the circumstances and causes of all incidents that result in personal injury, ill health, property damage or near misses. At all times our general managers will be fully assisted by the TNT specialist health and safety directors and managers.

In the event of a workplace accident the TNT accident reporting procedures must be followed and these include notifying senior managers of any serious health and safety failures. All relevant documentation must be forwarded to the health and safety department in Hoofddorp.

In the event of a road traffic accident the TNT Express motor collision reporting procedures must be followed and all relevant reports forwarded to the country insurance department.

In certain circumstances the relevant Enforcing Authorities must be advised and local general managers are responsible for complying with these rules.

POLICY CONTROL AND REVIEW

Copies of this policy will be made available to every employee and displayed at all TNT locations. The policy must also be brought to the attention of contractors, customers and visitors as required and be made available to any other interested parties.

The TNT Express health and safety management system will be regularly reviewed and revised in the light of any new legislation or the changing needs of the company. Policyholders will be advised of any changes and these will be approved by the TNT Express board of directors.