STAFF NEWSLETTER JANUARY 2025

Workplace Behaviour

Riverina Traffic Services Pty. Ltd Code of Conduct states that we are always to conduct ourselves in a professional and courteous manner when representing Riverina Traffic Services Pty. Ltd, thus ensuring that our position or the position of our client or supplier is not compromised or disadvantaged by any of our actions.

Work behavior is a crucial part of how we interact at work. It involves both verbal and non-verbal communication. For example, trust can be shown through words and actions. Good work behavior leads to better performance and productivity, making it essential for RTS to focus on.

Positive behaviours like respect, cooperation, and clear communication create a supportive and productive work environment. This fosters a positive work culture and ensures employees feel valued and motivated. When team members act respectfully and collaborate effectively, it can lead to increased job satisfaction and better team dynamics.

On the other hand, **negative behaviours** such as conflicts, poor communication, and a lack of cooperation can create a toxic work environment. This can hamper productivity, lead to high employee turnover, and affect the overall health of the workplace. Negative behavior can also cause stress and reduce morale among employees.

Building a culture of **positive workplace behavior** is crucial for the success of RTS. It requires continuous effort from both employees and management. We promote positive behavior through training, clear policies, and by setting examples at the leadership level. By doing so, they we will create a thriving, resilient, and successful workplace where everyone feels respected and valued.

Please refer to our **Code of Conduct Policy** which can be found in our employee resources

Positive Duty Training

Positive Duty Training has now been added to our Employee Resources. We are taking a proactive approach to preventing workplace sexual harassment and discrimination. It's designed to equip employees with the knowledge and tools they need to create a safe and respectful work environment. This training aligns with the Australian Human Rights Commission's (AHRC) guidelines and focuses on seven key standards: Leadership, Culture, Knowledge, Risk Management, Support, Reporting & Response, and Monitoring, Evaluation & Transparency.

By undertaking this training, organizations and employees take proactive steps to ensure a harmonious, respectful, and legally compliant workplace.

SAFETY IS PARAMOUNT

ONE TEAM – 3 BRANCHES

Toolbox Talks

Legal and Importance of Conducting a Toolbox Talk Regarding Traffic Control Before a Shift

Legal Requirements:

1. **Work Health and Safety (WHS) Legislation**: In Australia, WHS laws, particularly the Work Health and Safety Act 2011, place a duty of care on employers to ensure a safe working environment. This includes providing workers with the necessary information and training. Toolbox talks act as an important medium to fulfill this duty by communicating hazards and safe work practices.
2. **Code of Practice for Traffic Management**: Safe Work Australia's *Traffic Management* guidelines highlight the need for consistent communication about risks and safety protocols, which can be addressed through regular Toolbox Talks.
3. **Risk Management**: As part of the risk management process outlined by the WHS regulations, conducting a Toolbox Talk is a proactive measure to identify, assess, and control risks related to traffic control operations.
4. **Legal Liability**: Failing to provide adequate training, including Toolbox Talks, could expose employers to legal liability if an accident occurs, as this could be seen as negligence in ensuring employee safety.

Importance:

1. **Reinforces Safety Protocols**: Toolbox Talks before a shift provide an opportunity to reinforce site-specific safety protocols and traffic control plans, ensuring that all workers, especially those new to the site, are aware of the procedures.
2. **Hazard Identification**: By discussing site conditions, weather, changes in traffic patterns, or hazards for the day, Toolbox Talks help identify and mitigate risks that may not be immediately apparent.
3. **Compliance**: Regular pre-shift Toolbox Talks help ensure compliance with internal company policies and external regulatory requirements. Documenting these talks can also serve as evidence of compliance during audits or legal inquiries.
4. **Communication and Teamwork**: These discussions enhance communication and teamwork, fostering a culture where workers are encouraged to speak up about potential risks or concerns they've noticed.
5. **Updates on Incidents and Lessons Learned**: Toolbox Talks allow supervisors to brief workers on any recent incidents or near-misses, share lessons learned, and adjust safety protocols, accordingly, ensuring continuous improvement in safety practices.
6. **Boosts Morale and Accountability**: A pre-shift talk demonstrates the employer's commitment to worker safety, boosting morale. It also encourages personal accountability as workers are made aware of their role in maintaining a safe environment.

By making Toolbox Talks a standard part of traffic control operations, RTS not only comply with legal requirements but also significantly reduce the likelihood of accidents, protecting RTS employees, clients employees and the public.

EMPLOYEE RESOURCES!!!!

Ensure you stay up to date with Company Policies. For ease of access these are all on our website and are updated frequently. ON OUR WEBSITE,

- **CLICK EMPLOYEE RESOURCES**
- **PASSWORD Stop2024!**

NEW POLICIES AVAILABLE FOR ACCESS NOW!