

Health and Safety Plan

Version 4

Envirocorp Group Pty Ltd
Trading as Enviropoles Australia
47 Rodeo Drive,
Dandenong South, VIC 3175
Last Update: 11/1/2016

HEALTH AND SAFETY POLICY STATEMENT

Enviropoles are committed to operating incident and injury free wherever we have presence and complying with all relevant health and safety legislation. We believe in the values, and demand the behaviours, that underpin this commitment:

Putting safety first and never compromising it

- Safety is our highest priority and first in all our business reviews and decisions.
- We do not compromise on safety, irrespective of the market or business opportunity.
- We set clear targets and milestones to continuously improve safety performance

Being accountable by exercising integrity in moments of truth

- Be accountable for safe outcomes and for helping others achieve safe outcomes
- Role model safety leadership
- Follow up and follow up through

Believe that every incident is preventable

- We demand and develop safety skills, behaviours and attitudes in everyone we work with
- We will invest appropriately in safety
- Understand and follow clearly communicated minimum standards

Enviropoles is committed to ongoing improvement in relation to health and safety performance and will continually monitor, analyse and learn from our performance.

This policy will be reviewed annually to ensure alignment with our best practice objectives.

Enviropoles management is committed to and responsible for compliance with this policy across all national operations.



Cameron Fox
General Manager
Enviropoles Australia

1. PREAMBLE

EnviroPoles P/L has from commencement, maintained a stringent commitment to Occupational Health, Safety and Welfare (OHS&W) within the workplace. This commitment is applied and maintained on all EnviroPoles Manufacturing, head office sites and client sites serviced by EnviroPoles Australia.

In order to ensure compliance with the *Occupational Health and Safety Act 2004*, its regulations and other OHS&W codes of practice, EnviroPoles has employed a dedicated Emergency response and Risk Management plan consisting of “Emergency Response Personnel” (ERP), risk management practices and procedures and continuous training for both personnel and management.

In addition to OHS&W, EnviroPoles is also committed to the assessment, minimization and ultimately, avoidance of workplace risk. Accordingly, EnviroPoles has developed a comprehensive Risk Management protocol involving the strategic planning of responses to emergency situations. This includes a methodical assessment, reporting and contingency response plan for all sites serviced by EnviroPoles.

2. POLICY AND PROCEDURES

- To achieve safe and responsible cleaning service practices for our employees and people around us
- To ensure manual handling of EnviroPoles and accessories are carried out safely and responsibly by our employees and contractors to reduce the incidence of any injuries, illness or disease associated with tasks involving manual handling and cleaning.
- To at all times have regard to and undertake our duties and responsibilities in accordance with relevant occupational health and safety legislative requirements.

3. EMERGENCY RESPONSE AND RISK MANAGEMENT CONTACT LIST

OH&S		
Senior Management	Coordinator OHS&W	Cameron Fox – General Manager
	Deputy Coordinator OHS&W	Chris Holwell – Operations Manager
Staff Manager	Assistant Deputy Coordinator OHS&W	Shelley Coonan – Finance
Risk Management		
Senior Management	Coordinator Risk Management	Cameron Fox – General Manager
	Deputy Coordinator Risk Management	Chris Holwell – Operations Manager
Staff Manager	Assistant Coordinator Risk Management	Shelley Coonan – Finance

EnviroPoles 24 Hour Emergency telephone number: 0425 205 018

Scope	The purpose of this plan is to identify the Health and safety methods being applied to the Contract between The Company (Enviropoles P/L) and its Clients in delivering a serviced cigarette litter collection receptacle.
Inclusions	The Health and Safety plan applies to the operations supply, installation and cleaning services of Enviropoles cigarette litter collection receptacles.
Objectives	<ul style="list-style-type: none"> To achieve safe and responsible cleaning service practices for all employees Have zero incidents and near miss incidents for all staff, contractors, visitors and customers. To ensure manual handling of EnviroPoles and accessories are carried out safely and responsibly by our employees and to reduce the incidence of any injuries, illness or disease associated with tasks involving manual handling and cleaning. To at all times have regard to and undertake our duties and responsibilities in accordance with relevant occupational health and safety legislative requirements to protect employees and others
Responsibilities	<p>Coordinator OHS&W – Construct, manage and implement all Occupational health and safety + welfare policies, procedures and systems. Training and toolbox talks with staff and contractors on best practices. 1st point of contact for any incidents or near miss incidents.</p> <p>Deputy Coordinator OHS&W – Education, auditing and reporting. Follow up and investigate any incidents and near miss incidents. Liaise with staff, contractors and customers on all OH&S + welfare matters.</p> <p>Assistant Deputy Coordinator OHS&W – Human resources manager. Liaise with staff on topics and follow up reporting and closing off incident and near miss reports. Ensure all reports have been appropriately actioned.</p> <p>Coordinator Risk Management- Construct and manage all Risk management policies, procedures and systems. Training and tool box talks on risk related matters.</p> <p>Deputy Coordinator Risk Management- Education, auditing and reporting. Follow up and investigate any incidents and near miss incidents. Liaise with staff, contractors and customers on all Risk management policies and procedures.</p> <p>Assistant coordinator Risk Management- Human resources manager. Liaise with staff on topics and follow up reporting on risk related matters. Ensure all reports have been appropriately actioned.</p>
Training and competency	<p>All staff and contractors are inducted and undergo rigorous training which includes Occupational, health, safety and welfare policies and procedures.</p> <p>Ongoing training and tool box talks are conducted regularly raising OH&S+ W topics, discussing risks and near miss incidents. All records are kept at Enviropoles Head office.</p>
Consultation, communication and reporting	<p>Enviropoles health and safety policies procedures, incidents, near misses and risks are discussed regularly with clients, staff and contractors at monthly meetings.</p> <p>All staff and contractors have access to 24 hours support and able to report via our web site any issues, risks, incidents or near misses. All reports are actioned immediately within 24hours.</p>

Records	<p>The project file and associated records and reports are to be retained 3 years post contract expiry.</p> <p>In accordance with the company policy, the client may view any contract related records at any reasonable time.</p> <p>Records to be included:</p> <ul style="list-style-type: none"> • Hazard identification, risk assessment and control/OH&S general issues • Job site Environment analysis (JSEA) • Client Occupational health, safety and welfare procedural guide • EnviroPoles incident / injury / hazard and near miss report • Responses to Enviropoles incident / injury / hazard report • On site post Incident report by Enviropoles management • Vehicle accident/ incident report 		
Resources	<ul style="list-style-type: none"> • Enviropoles Occupational Health & Safety and Welfare manual. 		
Customer communications	<p>Any queries with the specifications are to be raised with the client through the Project manager at project meetings.</p> <p>Communications from the customer (queries, complaints, compliments) should be routed through the project manager.</p>		
Hazard identification, hazard and risk assessment and control of risks	<p>Enviropoles have a health and safety risk assessment control plan and safe work plan table detailing the process and reporting of hazard identification, risk assessment and control of risks. These are regularly discussed in monthly meetings and include our standard operating procedures, completed Job site analysis, risk assessment forms and MSDS for any chemicals used. Copies of these reports and forms are kept on file at Enviropoles head office.</p>		
Monitoring and Measurement	<p>The project progress will undergo ongoing monitoring; site inspections Job site analysis and risk assessment are carried out at the commencement of the contract and at regular intervals throughout the project. Random management audits are conducted to ensure all staff are operating with health and safety at the forefront of mind. All reports and audits are completed as forms these forms are kept as records at Enviropoles Head office.</p> <p>A report will be presented monthly and discussed in Project progress meetings with the client monthly.</p> <p>Records will be kept by the client and company for any reported issues.</p>		
Internal Audit	<p>An audit of the implementation and effectiveness of the health and safety plan shall take place at intervals throughout the contract. Internal audits are carried out randomly by management and observe the operations of the staff to ensure all Health and safety procedures and policies are being taken into consideration with daily operations.</p>		
Project Manager:	Cameron Fox	Date	01/11/2016
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Review date	1/11/2017 (12 months)		