

APPENDIX 17

Extracts from Site Based Management Plan, including Corporate Policies

CERTIFICATE OF REGISTRATION

J.J Richards and Sons Pty Ltd

3 Grant Street
Cleveland
4163
QLD
Australia

has been assessed and certified as meeting the requirements of:

ISO 9001:2008

Quality Management Systems.

For the following activities:

Specialising in Waste Management Solutions for private and public sector customers encompassing Waste Management (Transport & Associated Services), Resource Recovery and Treatment, Education and Environmental Consultancy, Fleet Repair and Maintenance including business support functions such as Administration, Finance, IT, Sales and Marketing and Systems Management.

Certificate Number: 2014-1710

Certified Date: 17-9-2014

Expiry Date: 13-8-2017

Issue Date: 24-9-2014

This Certificate is valid subject to successful completion of surveillance audits.

Please visit www.sustainablecertification.com.au/verify to verify the validity of this certificate

This is a Multi Site Certification



LIC.2014-1710

JAS-ANZ



www.jas-anz.org/register



Authorised By

A handwritten signature in black ink, appearing to read 'Swami Nathan'.

Swami Nathan
Director
Sustainable Certification Pty Ltd
Level 5, 326 William Street
Melbourne 3000
Australia

CERTIFICATE OF REGISTRATION

J.J Richards and Sons Pty Ltd

3 Grant Street
Cleveland
4163
QLD
Australia

has been assessed and certified as meeting the requirements of:

ISO 14001:2004 Environmental Management Systems.

For the following activities:

Specialising in Waste Management Solutions for private and public sector customers encompassing Waste Management (Transport & Associated Services), Resource Recovery and Treatment, Education and Environmental Consultancy, Fleet Repair and Maintenance including business support functions such as Administration, Finance, IT, Sales and Marketing and Systems Management.

Certificate Number: 2014-1709

Certified Date: 17-9-2014

Expiry Date: 13-8-2017

Issue Date: 24-9-2014

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J.J Richards and Sons Pty Ltd

3 Grant Street
Cleveland
4163
QLD
Australia

has been assessed and certified as meeting the requirements of:

AS/NZS 4801:2001

**Occupational health and safety management systems
- Specification with guidance for use.**

For the following activities:

Specialising in Waste Management Solutions for private and public sector customers encompassing Waste Management (Transport & Associated Services), Resource Recovery and Treatment, Education and Environmental Consultancy, Fleet Repair and Maintenance including business support functions such as Administration, Finance, IT, Sales and Marketing and Systems Management.

Certificate Number: 2014-1708

Certified Date: 17-9-2014

Expiry Date: 13-8-2017

Issue Date: 24-9-2014

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LIC.2014-1708

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Swami Nathan
Director
Sustainable Certification Pty Ltd
Level 5, 326 William Street
Melbourne 3000
Australia

CERTIFICATE OF REGISTRATION

J.J Richards and Sons Pty Ltd

3 Grant Street
Cleveland
4163
QLD
Australia

has been assessed and certified as meeting the requirements of:

**Integrated Management System:
Safety, Quality and Environmental
AS/NZS 4801 / ISO 9001 / ISO 14001**

For the following activities:

Specialising in Waste Management Solutions for private and public sector customers encompassing Waste Management (Transport & Associated Services), Resource Recovery and Treatment, Education and Environmental Consultancy, Fleet Repair and Maintenance including business support functions such as Administration, Finance, IT, Sales and Marketing and Systems Management.

Certificate Number: 2014-1957

Certified Date: 17-9-2014

Expiry Date: 13-8-2017

Issue Date: 24-9-2014

This Certificate is valid subject to successful completion of surveillance audits.

Please visit www.sustainablecertification.com.au/verify to verify the validity of this certificate

This is a Multi Site Certification



LIC.2014-1957

JAS-ANZ



www.jas-anz.org/register



Authorised By

A handwritten signature in black ink, appearing to read 'Swami Nathan'.

Swami Nathan
Director
Sustainable Certification Pty Ltd
Level 5, 326 William Street
Melbourne 3000
Australia



Business Management

J.J. Richards & Sons Pty Ltd and Associated Entities* aim to conduct business in a manner which manages and mitigates identified business risks, to ensure protection of the environment and the health, safety and well being of all who interact with our business, while providing excellence in customer service by embracing the philosophy of continuous improvement throughout our operations.

Business Management Goals

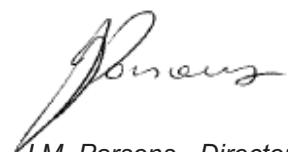
- Provide quality waste management solutions and achieve excellence in customer service.
- Maintain a robust Integrated Management System (IMS) managing quality, safety and environment standards in line with Australian Standards.
- Provide suitable resources for all personnel to fulfil their responsibilities as set forth under this policy and the IMS.
- Provide a safe, fair and equitable work environment.
- Use a risk management approach to determine the risks associated with our business activities and to exercise the appropriate control over those risks.
- Involve and consult with employees and contractors on health, safety, quality and environmental matters, including provision of education and training to enable them to undertake their tasks/business without compromising obligations and standards.
- JJR will foster an awareness of shared responsibility and accountability for our service provision and business goals.



J.J. Richards - Director



P.B. Richards - Director



J.M. Parsons - Director

*Associated Entities: J.J. Richards & Sons NZ Pty Ltd, J.J. Richards Engineering Pty Ltd, Regwaste Australia, EnviroCom Australia and J.J. Richards Northend Pty Ltd



J.J. Richards
& Sons Pty Ltd



Environment

J.J. Richards & Sons Pty Ltd and Associated Entities* acknowledge that our operations impact on the environment and we are committed to minimising our 'environmental footprint'. The Company is focused on sustainable work practices and aims to improve environmental performance by achieving the following goals:

Environmental Goals

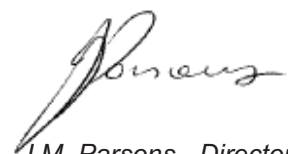
- o Maintain an effective Environmental Management System (EMS) integrated with safety and quality systems to promote the application of consistent environmental standards, continuous improvement and pollution prevention.
- o Strive to continually improve environmental performance both within our Company and for our Customer by identifying and implementing opportunities to improve efficiencies in energy use, water use, waste reuse and recycling, and the application and promotion of the waste management hierarchy.
- o Identify environmental aspects of our operations, assess their impact on the environment and implement appropriate control measures.
- o Conduct regular audits to ensure compliance with legislative requirements and the EMS.
- o Provide environmental training to ensure employees are aware of their environmental responsibilities.
- o Provide formal lines of communication between management and employees to promote ownership and accountability for identifying, reporting and addressing environmental hazards and incidents.



J.J. Richards - Director



P.B. Richards - Director



J.M. Parsons - Director

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Employment Relations (HR & IR)

J.J. Richards & Sons Pty Ltd and Associated Entities* believe that our staff are our most important asset. We support a policy that is based on flexibility, communication and workplace participation.

Human Resource Goals

- Provide a work environment to promote personal growth and staff development through quality training programs, involvement in consultative change processes and opportunities for promotion.
- Build loyalty by implementing a strong consultative approach toward continuous improvement, valuing the unique capabilities and expertise of each individual.
- Promote equal employment opportunities for all employees in terms of recruitment, promotion, transfer, training and conditions of service.
- Promote a culture of workplace harmony, mutual respect and professionalism by clearly defining the Company's work ethics and standards.
- Ensure the protection of employee and customer information.

Industrial Relations Goals

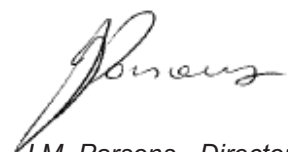
- Ensure that all employees are treated considerately and fairly.
- Ensure that the Company and employees comply with laws, occupational health and safety regulations and codes of practice.
- Provide formal lines of communication between management and employees to promote constructive feedback and two-way communication.
- Ensure an 'open door' policy between management and their staff to ensure that any issues affecting employee well-being and performance (whether a work or private matter) are addressed in a timely and mutually beneficial manner.
- Ensure that grievances are managed in a timely, sensitive and satisfactory manner.
- Ensure compliance with awards and or Industrial Agreements.



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P.B. Richards - Director



J.M. Parsons - Director

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Safety and Rehabilitation

J.J. Richards & Sons Pty Ltd and Associated Entities* continually assess and review our operations to ensure appropriate control measures are in place to protect the health, safety and well-being of our employees, customers and the general public.

Health, Safety and Rehabilitation Goals

- o Maintain an effective occupational health and safety (OH&S) system to promote consistent health and safety standards and continuous improvement.
- o Provide and maintain safe workplaces by regularly assessing the health and safety risks of our operations and implementing appropriate control measures.
- o Conduct regular audits to ensure compliance with legislative requirements and the OH&S system.
- o Maintain health and safety statistics to monitor and evaluate health and safety performance as part of the Company's continuous improvement program.
- o Provide formal lines of communication between management and employees to promote ownership and accountability for identifying, reporting and addressing health and safety hazards.
- o Conduct training to ensure employees are aware of their health and safety responsibilities.
- o Support a compulsory immunisation program to protect 'at risk' employees from potentially contracting infectious diseases from work activities.
- o Support rehabilitation principles and practices and maintain a commitment to support and manage employees with work related injuries back into the workplace.

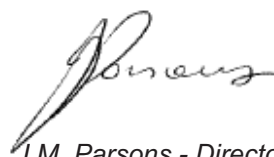
Maintain an effective fitness for work program aimed at: identifying employee/subcontractor use/misuse of alcohol and drugs, fatigue, stress or other emotional conditions.



J.J. Richards - Director



P.B. Richards - Director



J.M. Parsons - Director

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& Sons Pty Ltd





Company Values – J.J. Richards

J.J. Richards & Sons Pty Ltd was established in 1932 and is owned and managed by the family of the founder, Joseph (Joe) John Richards. Joe intuitively knew that good business simply meant doing the right thing. Today, this approach is passionately preserved by the family and has been documented as the J.J. Richards and Sons Company Values.

These values define the way we do things and the way we treat others both inside and outside the company. Maintaining these values requires constant and determined effort which will be to the benefit of all.

Honesty – In all our dealings we will be honest. We will tell the truth whether it means giving good or bad news.

Integrity – We will adhere to sound moral and ethical principles in all our dealings.

Respect – All staff, customers, suppliers and other external parties will always be treated with respect. Sometimes we have to deal with difficult issues but this will not lead to personal attack.

Humility – We value everyone's opinion. No one inside our organisation is better than anyone else. All staff at all levels will conduct themselves with appropriate humility in all circumstances. This will not prevent us from needing reasonable outcomes.

Compassion – We accept things go wrong and the unexpected occurs. When this happens and it is communicated to us honestly, we will resolve the matter with compassion and support.

Reliability – We will keep our promises. If the unexpected happens, we will immediately communicate this and reach an agreed outcome. In particular, we thrive on our ability to provide reliable service to our customers.

Quality Service – We are committed to providing a high quality service. People are the key and they have to want to do it right. People solve problems and improve systems. Equipment and procedures are just tools.

Safety and Environment – Our staff can confidently comply with company procedures and all legislation. They will not be set unreasonable deadlines nor pressured to cut corners. This will minimise the risk to their safety, the safety of the general community, and the environment.

Innovation – We are committed to creating innovative solutions that improve our business and the outcome for our customers and others we deal with. We will approach all aspects of our business with an open mind. If a solution does not exist, we will create one or find an alternative.

Life/Work Balance – We value our staff, want them to succeed over the long term, and therefore promote a life/work balance.

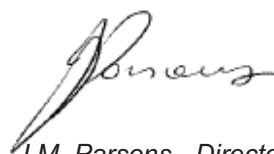
Long Term Success – We are committed to ensuring we succeed as a business now and in the future. We will work within the spirit of commercial arrangements to ensure a successful outcome for all.



J.J. Richards - Director



P.B. Richards - Director



J.M. Parsons - Director

**Associated Entities: J.J. Richards & Sons NZ Pty Ltd, J.J. Richards Engineering Pty Ltd, Regwaste Australia, EnviroCom Australia and J.J. Richards Northend Pty Ltd*

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& Sons Pty Ltd



The Company

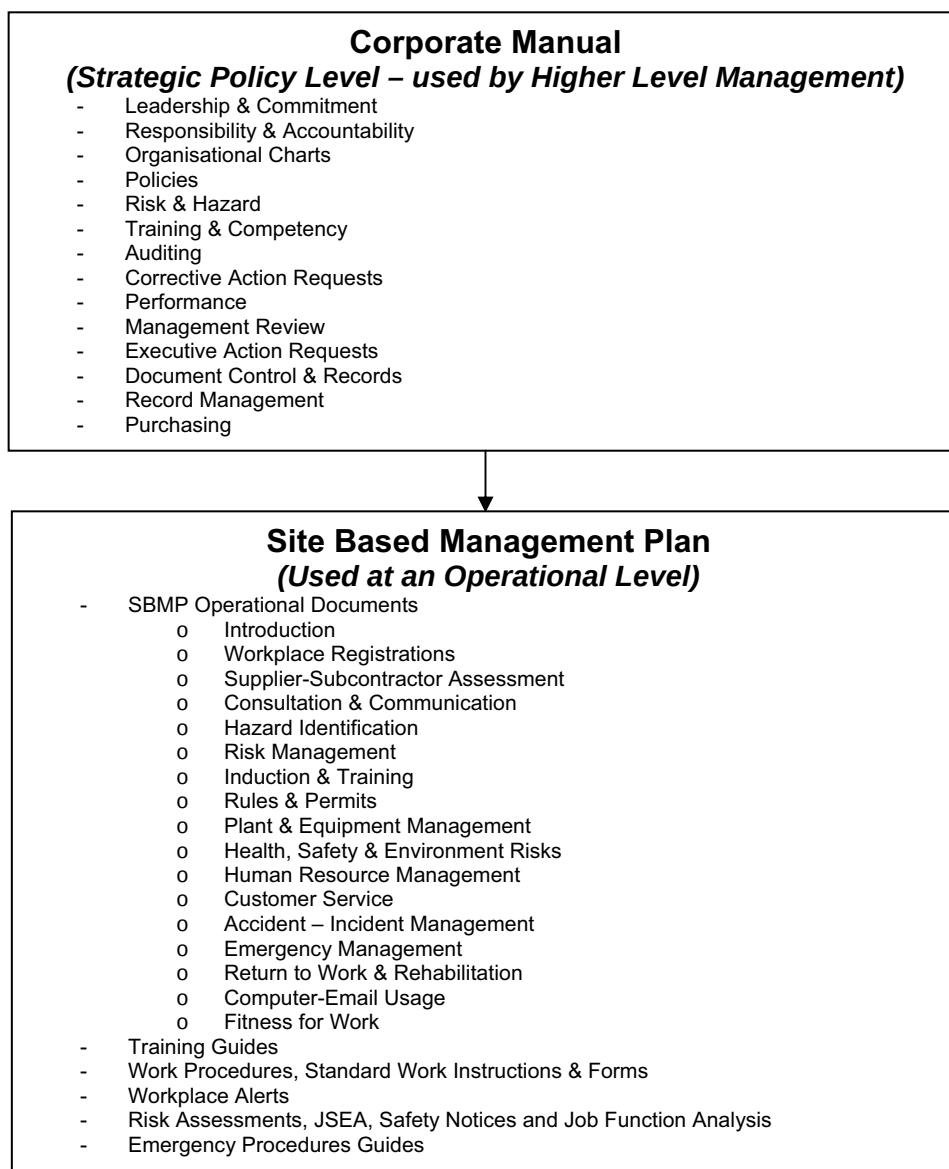
J.J. Richards & Sons Pty Ltd (J.J. Richards) is one of Australia's largest privately owned waste management companies with depots throughout Australia and New Zealand. Established in 1932, we are a family owned and operated organisation and attribute our success to our philosophy of safety, reliability and excellence in customer service.

Integrated Management System

J.J. Richards operates an Integrated Management System (IMS) which links all aspects of the Company's operations including quality, health, safety, risk management, emergency response and environmental management. The system is externally certified as meeting the requirements of ISO9001 (Quality), ISO14001 (Environment) and AS4801 (OH&S) The inextricable links between these issues and the need to establish a base for the consistent application of standards to meet operational and legislative requirements, have made this an important step towards maintaining 'due diligence' throughout the organisation.

The IMS is managed at two levels:

- Corporate Manual - Strategic Policy Level
- Site Based Management Plan (SBMP) - Day to Day Management



The IMS is intranet based, practical to apply, minimises duplication and improves functionality and effectiveness at an operational level.

Quality Principles

The wide acceptance and incorporation of our Integrated Management System illustrates a commitment to the quality management principles advocated by the International Standard ISO 9001:2008. The following is a brief summary of how our system addresses those principles.

1. Customer focus

We rely on our customers' satisfaction for our business survival and success. We are aware of the need to learn about their needs and expectations, so that we can deliver products/services that meet or exceed their expectations.

2. Leadership

Our policies are prominently displayed at each of our sites and on the intranet for all personnel to see. At management review and business planning sessions, top management establish measurable objectives for various aspects of the business.

3. Involvement of people

We aim to ensure that people are motivated, committed to, and actively participating in achieving the Company's objectives. Various mechanisms are in place so that information on quality, health, safety and the environment are regularly communicated.

4. Continual improvement

We advocate continuous improvement of our methods, performance and outcomes. Suitable mechanisms are provided for employees to detect and report actual or potential problems or ideas for improvement. On a structured basis, processes are audited, and documents are reviewed regularly. On an informal basis, any employee may report a problem or communicate their ideas to their supervisor or manager. Formally these are implemented as a 'Corrective Action Request (CAR)' or 'Suggestion for Improvement (SFI)', which may then be systematically considered, assigned for action, and monitored corporately.

5. Factual approach to decision making

Strategic business directions and decisions are discussed, planned and implemented at a Board level. Operational decisions are made by the various levels of the Organisation's management structure dependant on the scope of the decision and the requirements of the business.

6. Mutually beneficial supplier relationships

We aim to give our suppliers a clear understanding of our needs and expectations. We are aware of the need to seek a balance between short-term gains and developing long-term relationships with key suppliers. Regular assessments of key suppliers and communications with them are evidence of our efforts in this regard.

National Privacy Principles

J.J Richards Pty Ltd and the staff that work for this company are committed to treating all information obtained as part of the normal business operations as Private and Confidential. The company promotes and adheres to the 10 National Privacy Principles. The Principles are:

1. Collection;
2. Use and Disclosure;
3. A) Data Quality and Collection B) Data Quality on Use and disclosure;
4. Data Security;
5. Privacy Policies and Openness;
6. Access and Correction;
7. Commonwealth Government Identifiers;
8. Anonymity;
9. Transborder Data Flow; and
10. Collection of Sensitive Information.

Scope

The IMS is utilised throughout J.J. Richards and its subsidiaries, covering but not limited to the areas of:

- Administration
- Finance/Payroll
- Information Technology
- Sales & Marketing
- Education & Environmental Consultancy
- Waste Management (Transport & Associated Services)
 - o Domestic waste collections
 - o Industrial and Commercial waste collections
 - o Liquid waste collection
 - o Industrial services
- Engineering and Fleet
 - o Engineering Practices
 - o Mechanics
 - o Repair and Maintenance Divisions
- Resource Recovery, Treatment and Disposal
- Systems Management
 - o Safety
 - o Environment
 - o Quality
 - o HR
 - o Training

Certification*

Certification of all sites, listed and subordinate is undertaken through an internal and external audit regime in line with ISO 9001, ISO14001 and AS/NZS 4801. Listed sites are major centres for J.J. Richards' operations and coordinate activities at smaller subordinate sites:

- o Cleveland - Qld
- o Dandenong - Vic
- o Glendenning - NSW
- o Gladstone - Qld
- o Mackay - Qld
- o Molendinar - Qld
- o Toowoomba - Qld
- o Townsville - Qld
- o Underwood - Qld

*Exclusions

Although the IMS is operational throughout the Company, there are certain operations that are excluded from National and International Standards certification at this stage.

These include:

- Landfill operations;
- Transfer station operations;
- J.J. Richards Engineering Pty Ltd;
- Envirocom; and
- Joint venture operations.

SITE BASED MANAGEMENT PLAN

Form

J.J.Richards
& Sons Pty Ltd

SBMP No. 1.1-2

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1.0 SBMP Introduction	11.8 Leave
1.1 Systems Overview	11.9 Payroll Forms
1.2 SBMP Key Personnel	11.10 Position Descriptions
1.3 Roles and Responsibilities	11.11 Performance Appraisal
1.4 Policies	11.12 Business Trainee
1.5 Document Control	11.13 Employment of Relatives
1.6 Records	11.14 Driver Bonus Scheme
1.7 Annual Planner	11.16 Workshop Leadership Development Program
2.0 Workplace Registration	11.17 Social Club Policy
2.1 Workplace Registration	11.19 Flexible Work Arrangements
3.0 Supplier- Subcontractor Assessment	11.20 Parental Leave and Related Entitlements
3.1 Supplier/Subcontractor Approval Process	11.21 Uniform and Appearance Policy
4.0 Consultation and Communication	12.0 Customer Service
4.1 Safety Groups	12.1 Compliments, Complaints, Requests, Enquiries
4.2 Team Briefs	12.2 Statutory Declaration Completion
4.3 Workplace Alerts	13.0 Accidents-Incidents Management
4.4 General Meeting Minutes	13.0 Incident Management Overview
4.5 External Parties	13.1 Accident and Incident Reporting
5.0 Hazard Identification	13.2 Investigating Incidents
5.1 General Hazard Inspection	14.0 Emergency Management
5.2 Hazard Reporting System	14.1 Emergency Planning
6.0 Risk Management	14.3 Bushfire Management
6.1 Risk Management	14.4 Landfill and Transfer Station Fire Management
7.0 Induction and Training	14.5 Business Continuity Plan
7.1 Inductions	14.6 ISS Emergency Response Plan
7.2 Training	15.0 Return to Work and Rehabilitation
7.3 Statutory Qualifications	15.1 Rehabilitation
8.0 Rules and Permits	15.2 Suitable Duties
8.1 Rules	15.3 Rehabilitation Record Keeping and Communication
8.2 Permits	15.4 Important Return to Work Information - VIC
9.0 Plant and Equipment Management	16.0 Computer-Email Usage
9.1 Specific HSE Systems	16.0 IT Policy Acknowledgements
9.2 Plant Maintenance and Repair	16.1 Portable Computer Usage Policy
10.0 Health, Safety and Environmental Risks	16.2 Internet Usage Policy
Environment	16.3 Email Policy
10.1 Chemical Management	16.4 IT File and Data Backup Policy
10.2 Noise Management	16.5 Mobile Phone Policy
10.3 Waste Management	16.7 Social Media Usage Policy
10.4 Air Management	17.0 Fitness for Work
10.5 Spill Management	17.1 Fitness for Work Policy
10.7 Spray Painting	17.6 Guidelines on Refusal to Submit
10.8 Environmental Monitoring	17.7 Reasonable Suspicion Guidelines
10.9 Waste Transport	17.8 Fleet Fatigue Management
10.10 Water Management	17.10 Fatigue Monitoring System
10.11 Energy Management	17.11 National Heavy Vehicle Work Diary
10.12 Underground Petroleum Storage in Tanks	17.12 Standard Hours Driver Work and Rest Schedule
10.13 Aboveground Petroleum Storage in Tanks	17.13 Basic Fatigue Schedule Guide
10.21 Asbestos in Workplace	17.15 Fatigue Management Identification Training
10.23 Vegetation and Pest Management	Area Specific Work Procedures, SWI's & Forms
Occupational Health and Safety	0-99 IMS
10.6 Personal Protective Equipment	100 Operations
10.14 Immunisation	200 Fleet
10.15 Hearing and Eyesight Tests	300 Regwaste Australia
10.17 Manual Handling	400 Administration
10.19 Working at Heights	500 Sales
10.20 Electrical Safety	600 IT
10.22 Health Monitoring and Surveillance	700 EnviroCom
11.0 Human Resource Management	800 Material Recovery Facility
11.1 Recruitment and Selection	900 Landfills and Transfer Stations
11.2 Apprentice Recruitment	1000 Tendering
11.3 Conduct and Discipline	1200 Fixed Plant and Equipment
11.4 Grievance Process	1300 Liquid Aggregation and Treatment
11.5 Employment Agreements	1400 Industrial Services
11.6 Staff Departure	1500 Composting

The IMS also includes: Risk Assessments, Job Function Analysis, Forms & Checklists, Workplace Alerts, Safety Notices, Emergency Procedure Guides, Licences / Approvals.

SITE BASED MANAGEMENT PLAN

Forms

SBMP 6.1-2

Risk Assessment Form

PLANT/ACTIVITY BEING ASSESSED: _____

DATE: _____

HAZARD CODES TABLE

Highlight/circle relevant Hazard Codes for the plant/activity being assessed. Identified items are transferred to the Risk Assessment Form for assessment.

Workplace (W)	Vehicle (V)	Plant (P)	Process & Tasks (T)	People & HR (H)	Manual Handling (M)	Environment (E)	Materials & Dangerous Goods (D)
W01 Access & egress	V01 Access & egress	P01 Elect equip	T01 Cleaning	H01 Behaviour	M01 Awkward posture	E01 Air pollution	D01 DG & Haz Subs
W02 Air quality	V02 Blockage	P02 Condition of Plant	T02 Compressed air	H02 Certification	M02 Bench Design	E02 Animals	D02 MSDS/Register
W03 Building structure	V03 Brakes / Tyres	P03 Controls on Plant	T03 Cutting	H03 Clothing	M03 Bending / twisting	E03 Ground condition	D03 Delivery / Transport
W04 Confined spaces	V04 Breakdown	P04 Damaged Plant	T04 Vibration	H04 Training	M04 Carrying, dragging	E04 Humidity	D04 Disposal process
W05 Electrical safety	V05 Cabin/Seat	P05 Electrical energy	T05 Stored energy	H05 Skills & competency	M05 Gripping	E05 Insects	D05 Elect accessories
W06 Emergency proc/equip.	V06 Motor & Transmission	P06 Structure/Body	T06 Excavation	H06 Communication	M06 Lifting & lowering	E06 Noise pollution	D06 Waste
W07 First Aid services	V07 Drugs & Alcohol	P07 Heat/Cold	T07 Falling objects	H07 Hair & jewellery	M07 Moving objects	E07 Plants / Flora	D07 Fire risk (flammables)
W08 Floor conditions	V08 Fatigue Management	P08 Lock-out provision	T08 Handling hot / cold	H08 Instruction	M08 Picking up, putting down	E08 Weather conditions	D08 Individual allergies
W09 Housekeeping	V09 Hydraulics	P09 Maintenance Program	T09 Hot work/Welding	H09 PPE Provision	M09 Pulling, pushing	E09 Storm water	D09 Instructions
W10 Lighting	V10 Kinetic Energy	P10 Mobile equipment	T10 Lack of instructions	H10 Ergonomics	M10 Reaching & stretching	E10 Sun exposure	D10 Packaging
W11 Signage / Site Rules	V11 Lights – All	P11 Moving parts/Nip point	T11 Obstruction/protrusion	H11 Storing, putting away	M11 Repetition	E11 Thermal conditions	D11 Spills containment
W12 Thermal comfort	V12 Mass Management	P12 Noise	T12 Pressure / vacuum	H12 Work layout	M12 Work Layout	E12 Waste control	D12 Storage facilities
W13 Traffic mgt	V13 Vehicle Accident	P13 Overhead elect lines	T13 Slips, trips & falls	H13 Infection/Disease	M13 Standing or seated		D13 Damaged Product
W14 Visibility	V14 Overhead elect lines	P14 Scaffolding	T14 Spills		M14 Stooping		
W15 Work at heights	V15 Registration & Plates				M15 Too – close, far, high, low		
W16 Work area/platform	V16 Emissions				M16 Weight, size, shape		

RISK CODES TABLE

List risk codes for each identified hazard on the Risk Assessment Form

A1 Heart Attack	A14 Burns	A27 Other diseases of the skin	B5 Spill / Leachate
A2 Seizure	A15 Injuries to nerves/spinal cord	A28 Hernia	B6 Noise
A3 Suffocation	A16 Poisoning & toxic effects	A29 Digestive system disease	B7 Contaminated load
A4 Fractures	A17 Effects of weather/exposure	A30 Infectious and parasitic disease	B8 Fire
A5 Dislocations	A18 Multiple injuries	A31 Respiratory system disease	B9 Explosion
A6 Sprains / Strains	A19 Damage to artificial aids	A32 Circulatory system disease	B10 Litter
A7 Head Injury / Concussion	A20 Skin irritation	A33 Cancers and chronic illness	B11 Overflow / run off
A8 Internal injury of chest, abdomen, pelvis	A21 Hearing Loss / Deafness	A34 Mental disorders	B12 Environment: Other
A9 Amputation	A22 Eye disorder / Blindness	A35 OHS: Other	C1 Vehicle/Plant/Structure damage
A10 Open wound	A23 Nervous system and sensory organs	B1 Dust	C2 3 rd party damage
A11 Superficial (cut, scratch, abrasion)	A24 Disorder of muscles, tendons, tissues	B2 Odour	C3 Stock/productivity loss
A12 Crush	A25 Disorder of musculoskeletal	B3 Emissions / Fumes	C4 Regulatory Fine/Prosecution
A13 Foreign body in eye/ear	A26 Dermatitis & Eczema	B4 Waste	C5 Business: Other

SITE BASED MANAGEMENT PLAN

Forms

SBMP 6.1-2

Risk Assessment Form

RISK ASSESSMENT TABLE

Risk Assessment Steps:

1. Establish context (plant or activity) → 2. Identify hazards → 3. Identify risks → 4. List actions already in place → 5. Assess risk → 6. Are additional controls required → 7. Implement additional controls → Reassess risk → 9. Monitor and review.

CONSEQUENCES (C)		INJURY	ENVIRONMENT	BUSINESS & REPUTATION				COMPLIANCE		
5	Catastrophic	- Fatality or impairment - Permanent disability	- Remediation / Long term effects. - Possible conviction	- Risk of site closure. - National or international media coverage				- Possible major fines, - Prosecutions or conviction		
4	Major	- Requires medical or repeat treatment - Results in a full shift or more of lost time off work	- Offsite release - No long term effects. - Breach of Licence. - Possibility of fine	- Loss of production for greater than one day. - Likely media attention local and state				- Breach of regulation, - Risk of fines & prosecution		
3	Moderate	- Requires medical treatment including return to work plan & restricted duties. - Less than full shift lost time off work	- Breach of Environmental Procedures. - Release contained to JJ Richards site.	- Loss of production for less than one day. - External complaints. Some risk of media coverage				- Moderate breach of regulation; - Risk of fines		
2	Minor	- Requires medical treatment but returns to work on full duties within 24 hours - First aid treatment	- Minimal Environmental impact / Minor breach. - Small release contained and managed.	- Loss of production for less than ½ a day. - Possibly of complaints, low risk of adverse publicity				- Minor breach of regulation, - Low risk of fine		
1	Insignificant	- Self-treatment of injury - No injury	No or minimal Environmental impact	- No impact to business. - Community will tolerate without complaints				No or minimal breaches to regulations		
LIKELIHOOD (L)		Likelihood Description	Frequency	RISK TABLE	R = C x L	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A	Almost Certain	Expected to occur in most circumstances	Up to once a month		A Almost certain	M11	H16	H20	E23	E25
B	Likely	Will probably occur in most circumstances	>Once a month <Once in 6 month		B Likely	M7	M12	H17	H21	E24
C	Possible	Might occur at some time	>Once in 6 months <Once a year		C Possible	L4	M8	M13	H18	H22
D	Unlikely	Could occur at some time	>Once a year <Once in 5 years		D Unlikely	L2	L5	M9	M14	H19
E	Rare	May occur only in exceptional circumstance	>Once in 5 yrs <Once in 10 yrs		E Rare	L1	L3	L6	M10	M15

Controls

When determining hazard controls, use the **hierarchy of controls** to determine appropriate action.

1. Eliminate 2. Substitute 3. Engineer out 4.* Administrative controls 5.* Personal protective equipment.

*Administrative and PPE controls should be considered as a last resort.

SITE BASED MANAGEMENT PLAN

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SBMP 6.1-5 Job Safety & Environmental Analysis

Company/Depot Name		Date		JSEA #				
Customer/Site Name					Contractor/s			
Permits Required?	☐	Yes	☐	No	☐	N/A	If YES, which permit has been completed?	
Activity								
PPE						Written By		
Training						Approved By		

(signature)

Personnel completing the activity associated with this JSEA are responsible for ensuring they understand the tasks and hazards/risks for this activity and that control measures required for each task are undertaken as listed.

Personnel must sign the "Acknowledgement" section at the end of this JSEA before commencing the activity.

Activity List the tasks required to complete the activity in the sequence they are performed	Hazards / Risks What are the potential hazards that can arise from performing these tasks?	Controlling the Risk List the control measures that will be used to eliminate or reduce the risk (as low as reasonably possible)

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SBMP 6.1-5 Job Safety & Environmental Analysis

Activity List the tasks required to complete the activity in the sequence they are performed	Hazards / Risks What are the potential hazards that can arise from performing these tasks?	Controlling the Risk List the control measures that will be used to eliminate or reduce the risk (as low as reasonably possible)

Remember: Safety is everyone's responsibility. Ensure this JSEA is done in conjunction with Contractor/s and JJR Staff.

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SBMP 6.1-5 Job Safety & Environmental Analysis

ACKNOWLEDGEMENT: *The following personnel have read and understood the content of this JSEA*

Name	Signature	Date

Name	Signature	Date

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SECTION 10.1 Chemical Management

Introduction

This Section of the *Site Based Management Plan (SBMP)* addresses the storage and handling of chemicals, hazardous substances and dangerous goods in the workplace.

Instruction 1	Identify Chemical Sites and Storage Locations Initially the IMS Team will help you set up Chemical Sites and Storage Locations in the Chemwatch Program. To do this send details of storage locations (e.g. workshop, admin area) to the IMS Team. For any changes or alterations to storage locations please contact the IMS Team. Create MSDS Register Once all chemicals on site have been saved into Chemwatch create an MSDS register. This can be done by following WP-GEN-151 Chemwatch Operation. It is recommended that in larger depots each location in the depot has a separate MSDS register with the Chemicals relevant to each area. This can be done in the Chemwatch program by going to the Manifest and selecting the area of interest within the main storage location i.e. 'Garage at Cleveland'. Once the area is selected the chemicals for that area will appear. By pressing the blue print button in the top left corner a printed register of these chemicals can be created. Following this, by hovering over the Report button on the right hand side of the screen, and then selecting Mini MSDS, MSDS sheets can be printed for all chemicals in that location. Place MSDS register in conspicuous place in workplace and alert employees to its location and purpose (include in site specific induction or team brief).
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Instruction 2	Maintain MSDS Register through Purchasing Controls ▪ Establish/authorise which chemicals you need and prevent further entry of unauthorised chemicals via stores purchasing/receipt system. ▪ Ensure persons authorising chemical purchases do not permit chemicals on site without an MSDS and review of risks before purchase.
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Instruction 3	Identify the Hazards associated with the Chemical ▪ Identify chemicals that are: - classified as Hazardous Substances by Worksafe Australia or NOHSC (affect health); and/or - classified as a Dangerous Good (Class 2 – 9) see <i>SBMP 10.1-3 ADG Class Labels</i> - classified as a Dangerous Good with a Packaging Group I, II or III (<i>this determines the volatility of the chemical: I = great danger, II = medium danger, III = minor danger</i>) and/or - classified as a poison (<i>Schedule 5 (S5) poisons should be considered toxic, Schedule 6 (S6) poisons very toxic and Schedule 7 (S7) poisons extremely toxic</i>). ▪ Search for alternative product/s that minimise or eliminate the risky nature of these chemicals. NOTE: 1. If you have a chemical that is classed as a dangerous good packaging group I or S7 Poison, cease use immediately and notify Manager Safety. 2. Combustible liquids are not Dangerous Goods. Combustibles are divided into two categories (AS1940: 2004): a. Class C1 = has a flash point of 150°C or less e.g. diesel b. Class C2 = has a flash point of greater than 150°C e.g. engine oil
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SITE BASED MANAGEMENT PLAN

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SECTION 10.1 Chemical Management

Instruction 4	Perform Risk Assessments Risk assessments must be completed on hazardous chemicals as defined by Worksafe Australia. This can be done by using the Chemwatch program, please refer to WP-GEN-151 Chemwatch Operation. Risk assessments must be reviewed at least five yearly.
↓	
Instruction 5	Identify Storage Category - Determine total quantities of each dangerous good class and combustible liquids and refer to <i>Table 1 Storage Category</i> to determine whether your depot falls within: - Minor Storage Quantity - Placard Quantity or - Manifest Quantity (Reference: NOHSC: Storage and Handling of Workplace Dangerous Goods 2001). - Storage areas must be signed "No naked lights or flames"
↓	
Instruction 6	Minor Storage Quantity Requirements: - Maintain a current MSDS register – this can be done directly from Chemwatch - Assess risks and formulate controls – this can be done directly from Chemwatch - Assess specialty PPE and spill training - Assess Compatibility – this can be done directly from Chemwatch. A compatibility chart must be posted at each storage location and staff trained. - Ensure that there is appropriate signage on storage facilities (ie. displaying types of dangerous goods stored) to assist fire services should an incident occur (Refer to table 3) - Prevent access by unauthorised persons - Ensure packages are clearly labelled – this can be done directly from Chemwatch. - Eliminate ignition sources
↓	
Instruction 7	Placard Quantity In addition to minor storage location requirements, placard quantity requires: <i>Outer Warning</i> Placard stating "HAZCHEM" displayed at the entrance of the depot. No class diamonds are required on the outside of the depot. <i>Tank containing Combustible Liquids</i> Requires a placard with the words "Combustible Liquid", either adjacent to the tank or on the tank. <i>Tank containing Dangerous Goods</i> Requires an emergency information panel either adjacent to the tank or on the tank. <i>Packaged Dangerous Goods</i> Display relevant class diamonds on the storage facility - clearly seen from normal approaches. Diamonds should be grouped together on a shared sign. Refer to <i>Table 3 Placarding</i> for details on dimensions, colour requirements.
↓	

SITE BASED MANAGEMENT PLAN

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SECTION 10.1 Chemical Management

Instruction 8	Manifest Quantity A Manifest must be provided if the quantity of dangerous goods at your depot exceeds these thresholds. A Manifest is a document that clearly details the quantity, type and location of dangerous goods on the premises. This information helps Emergency Services respond appropriately to an incident. A Manifest for your site can be printed directly from Chemwatch. See WP-GEN-151 Chemwatch Operation. A Manifest must be located in a receptacle that is: 1. at the main entrance easily accessible to emergency services; 2. weather proof if outdoors; 3. located near the outer warning label (HAZCHEM) at the front of the premises. A Manifest Quantity location must also have a clear, concise Site Plan that identifies: 1. major buildings on site and where the dangerous goods are located; and where relevant information such as: 2. location of fire mains, hydrants, automatic sprinkler systems, hose reels, fire extinguishers, stormwater drains and so on; 3. evacuation routes 4. access routes (fences, gates); 5. surrounding land use bordering the site; 6. any other useful information.
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Instruction 9	Licences and Permits <i>State Authorities</i> Any site that equals or exceeds the Manifest Quantity MUST notify the IMS Team who will register notification with: ▪ NSW – Workcover NSW ▪ VIC - Worksafe Victoria ▪ Qld – Department of Emergency Services, CHEM Unit The Environmental Protection Agency/Authority may also require chemical storage licenses based on various quantities. Refer to SBMP2.1 Should you require a licence contact the IMS Team to make application. <i>Local Authorities – Queensland ONLY</i> In Queensland if you store flammable and combustible liquids on site you will require a <i>Flammable and Combustible Liquids</i> licence from your local authority. Contact the IMS Team to make application.
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Instruction 10	Bunding ▪ All chemicals are to be stored within a bund or banded area (area of containment, impermeable to the chemical), roofed where possible to prevent release to land, stormwater or waters. ▪ A bund must be able to contain 110% of the volume of a tank; or 25% of the total volume of containers/drums (or volume of largest container whichever is the greatest).
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SITE BASED MANAGEMENT PLAN

Instructions for Completion

SECTION 10.1 Chemical Management

Instruction 11	Training - Conduct general Induction/information session for employees on the hazards and controls for use and storage of chemicals. See <i>SBMP Section 7.2 Training</i>. - Ensure employees are trained in the correct use of fire extinguishers and spill management and understand the chemical compatibility chart.
↓	
Instruction 12	Waste Disposal - Chemical waste will require transport by an EPA licensed transporter to an EPA licensed treatment facility. - Waste tracking documentation will also be required. Refer to <i>SBMP Section 10.9 Waste Transport</i>. <i>Contact IMS Team for advice where required.</i>
↓	
Instruction 13	Emergency Management - Check with fire extinguisher service provider that the appropriate fire extinguishers are available near chemical storage and areas of use. - Ensure chemical spill equipment is available for immediate clean up. - Ensure specialty PPE is adequately stocked. - Review and revise emergency procedures for chemicals. - Conduct emergency drills. Refer to <i>SBMP Section 14</i>.

SITE BASED MANAGEMENT PLAN

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SECTION 10.1 Chemical Management

TABLE 1 DANGEROUS GOODS & COMBUSTIBLES STORAGE CATEGORIES

Table

Group	Description of dangerous goods	Packing Group	Placarding quantity	Manifest quantity
1	Class 2			
	Class 2.1	Not Applicable	500 L	5,000 L
	Class 2.2, Subsidiary Risk 5.1	Not Applicable	2,000 L	10,000 L
	Other Class 2.2	Not Applicable	5,000 L	10,000 L
	Class 2.3	Not Applicable	50 L	500 L
	Aerosols	Not Applicable	5,000 L	10,000 L
	Cryogenic fluids	Not Applicable	1,000 L	10,000 L
2	Class 3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1 or 8	I	50 kg or L	500 kg or L
		II	250 kg or L	2,500 kg or L
		III	1,000 kg or L	10,000 kg or L
		Mixed Packing Groups in a single Class with the quantity of each Packing Group below the specified quantity for the Packing Group.	1,000 kg or L	10,000 kg or L
3	Class 9	II	1,000 kg or L	10,000 kg or L
		III	5,000 kg or L	10,000 kg or L
		Mixed Packing Groups in Class 9 with the quantity of each Packing Group below the specified quantity for the Packing Group.	5,000 kg or L	10,000 kg or L
4	Mixed Classes of dangerous goods where none of the Classes, types or Packing Groups (if any) present exceeds the quantities specified for the relevant quantity in Item 1, 2 or 3 of this Table.	Not Applicable	5,000 kg or L – The quantity applies only if the placarding quantity for an individual Class that is present is 5,000 kg or L. 2,000 kg or L – The quantity applies only if the placarding quantity for all of the Classes present is 2,000 kg or L or less.	10,000 kg or L

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SECTION 10.1 Chemical Management

5	C1 combustible liquids stored or handled with fire risk dangerous goods where none of the Classes, types or Packing Groups (if any) present exceeds the quantities in Items 1, 2 or 3 of this Table.	Not Applicable	1,000 kg or L	10,000 kg or L
6	Goods too dangerous to be transported that are not kept in a laboratory.	Not Applicable	Any quantity	Any quantity
7	C1 combustible liquids in bulk stored and handled separately from other dangerous goods.	Not Applicable	10,000 L	100,000 L
	C1 combustible liquids stored and handled in packages separately from other dangerous goods.	Not Applicable	50,000 L	100,000 L
	C1 combustible liquids in bulk and in packages stored and handled separately from other dangerous goods provided the quantity in bulk is 10,000 L or less.	Not Applicable	50,000 L	100,000 L

Note. For the purposes of item 3 in the Table, where Class 9 dangerous goods do not have a Packing Group assigned to them, they are deemed to be assigned to Packing Group III.

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SECTION 10.1 Chemical Management

**TABLE 2 COMPATIBILITY GUIDE FOR STORAGE OF DANGEROUS GOODS
(TAKEN FROM ADG CODE)**

CLASS	1	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1 (5)	5.2 (5)	6	7 (6)	8	9	Food and Food Empties	Fire Risk Sub- stances
1 (Explosives)	(1)	N	N	N	N	N	N	N	N	N	N	N	N	N	(1)	(1)
2.1 (Flammable Gas)	N	0	0	0	0 ⁽²⁾	N	N	N	N	N	0	N	0	0	0	0
2.2 (Non-flammable Non-toxic gas)	N	0	0	0	0	0	N	0	0	N	0	0	0	0	0	0
2.3 (Toxic Gas)	N	0	0	0	N	0	N	0	N	N	0	0	0	0	N	0
3 (Flammable Liquid)	N	0 ⁽²⁾	0	N	0	0	N	0	N	N	0 ⁽⁵⁾	N	0	0	0	0
4.1 (Flammable Solid)	N	N	0	0	0	0	N	0	N	N	0	N	0	0	0	0
4.2 (Spontaneously Combustible)	N	N	N	N	N	N	0	0	N	N	0	N	0	0	0	0
4.3 (Dangerous When Wet)	N	N	0	0	0	0	0	0	N	N	0	N	N	0	0	0
5.1 (Oxidizing Agent)	N	N	0	N	N	N	N	N	0	N	0 ⁽³⁾	N	N	0 ⁽⁴⁾	0	N
5.2 (Organic Peroxide)	N	N	N	N	N	N	N	N	N	0	0 ⁽³⁾	N	N	0 ⁽⁴⁾	0	N
6 (Toxic)	N	0	0	0	0 ⁽⁵⁾	0	0	0	0 ⁽³⁾	0 ⁽³⁾	0	0	0 ⁽⁵⁾	0	N	0
7 (Radioactive)	N	N	0	0	N	N	N	N	N	N	0	0	N	0	N	0
8 (Corrosive)	N	0	0	0	0	0	0	N	N	N	0 ⁽⁵⁾	N	0	0	N	0
9 (Miscellaneous Dangerous Gds)	N	0	0	0	0	0	0	0	0 ⁽⁴⁾	0 ⁽⁴⁾	0	0	0	0	0	0

NOTES:

- 0 means compatible and therefore may be loaded into the same vehicle or freight container (see clauses 9.1.2[#] and 9.1.3).
- N means incompatible and may therefore not be loaded into the same vehicle or freight container without appropriate segregation (see clauses 9.1.2[#] and 9.1.3). Notwithstanding this, refer also to sub-clause 9.1.10.[#]
- (1) see sub-clause 9.1.3(1).
- (2) means incompatible when both classes are in bulk.
- (3) means incompatible when Class 6 substance is a fire risk substance, and may therefore not be loaded into the same vehicle or freight container without appropriate segregation.
- (4) means incompatible when Class 9 substance is a fire risk substance, and may therefore not be loaded into the same vehicle or freight container without appropriate segregation.
- (5) see also Table 9.1
- (6) for segregation of undeveloped photographic film, personnel and mail - see requirements of the Code of Practice for the Safe Transport of Radioactive Substances.

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SECTION 10.1 Chemical Management

TABLE 3 PLACARDING REQUIREMENTS



Figure 1. Form and dimensions of an Outer Warning Placard



Figure 2. Placard for C1 combustible liquids

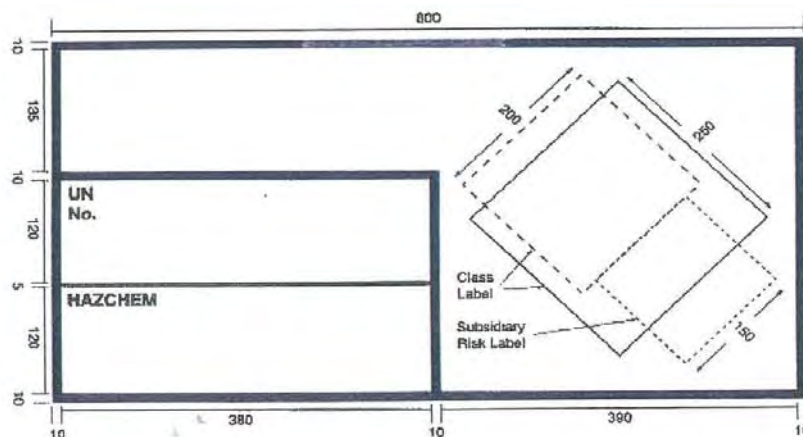


Figure 3. Template for an information placard for stated dangerous goods in tanks.

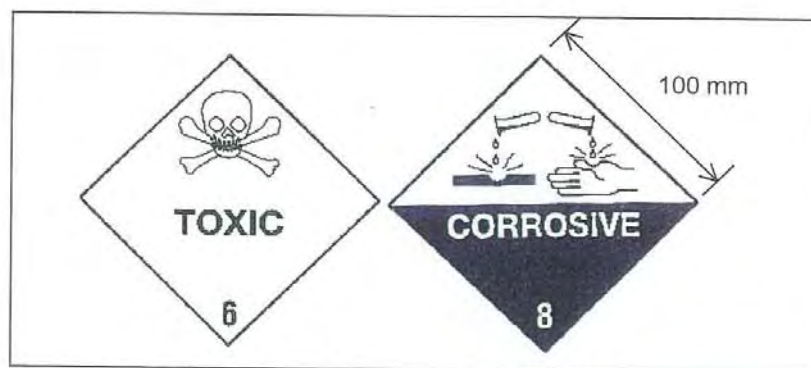


Figure 4. Sample of a placard for stated dangerous goods in packages

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SECTION No. 10.17 A Manual Handling Training

Introduction

Manual Handling "is an activity requiring the use of force by a person to lift, push, pull, carry or otherwise move, hold or restrain a person, animal or thing." (University of South Australia, 2008)

Waste management operations, by their very nature, require a broad range of manual handling tasks to be applied. This section outlines the training available to all employees with regard to manual handling.

Instruction 1	In-house Training Basic understanding of manual handling principles can be found in TRN 7.1-3 General Induction and SBMP 7.1-3 General Induction Handbook. Job Function Analysis' (JFA's) are available for all job types and outline the fundamental manual handling and ergonomic requirements for those positions. These JFA's are developed with the assistance of Occupational Therapists (OT's). If a role is not covered by a JFA please contact IMS to organise for a JFA to be developed. Job Safety & Environmental Analysis' (JSEA's), Risk Assessments (RA's) and Standard Work Instructions (SWI's) may also provide guidance on manual handling risks and techniques to safely carry out tasks. Ergonomic assessments have also been developed to assist staff to set up their workplace (e.g. cabin of vehicle, work station) to minimise the opportunity for injury. Section 10.17b Workstation Ergonomics Assessments Section 10.17c Truck Ergonomic Assessments
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Instruction 2	External Training There are many external organisations, including regulatory authorities and Registered Training Organisations (RTO's) that conduct manual handling training and awareness. JJR's preferred training provider is "ipar Rehabilitation" who have two methods of external training available : Face-to-face delivery of the "Strong 4 Life" manual handling system training using an ipar Rehabilitation Trainer. (This method is useful when groups of staff require training.) Online training of the "Strong 4 Life" manual handling system training using ipar Rehabilitation's web based training module/s. (This method is useful when staff are employed and can be delivered as a module at the time of induction). Contact Allan Andersen (IMS) 07 3488 9600 should you need to discuss which option is best for your site/depot. Face-to-face delivery Contact the ipar office in your state to arrange training. Sessions are approximately 3 hours in duration. Training is conducted on-site. Qld: 07 3253 5000 NSW / ACT: 02 9689 0900 VIC: 03 8648 0900 Online Delivery JJR purchase individual user licences for online delivery to JJR employees. Contact IMS (ims@jjrichards.com.au) to request licences for staff requiring training. Include the first name, surname, pay number, depot and position of each employee requiring training. IMS will set up a new user and notify the depot of the username and password for each when ready. Go to http://ipar.ditaplayer.com.au/login A link is available on the intranet site. Go to IMS/Training. The link is located on the right hand side under "Links". Worker types in username (firstname.surname@jjrichards.com.au) and password (pay number).
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SECTION No. 10.17 A **Manual Handling Training**

The password can be changed by the employee if required.
Contact IMS to reset passwords or for a training report for the depot/region.

The worker completes the training and assessment pieces. The training can be completed in more than one sitting. The program will recommence at the point where the worker last signed off.

On completion a "Statement of Completion" can be printed and filed in the employees training file.

Have the employee sign the "Statement of Attainment" to confirm the work was completed by them.

The training components can be revisited by the employee for the next 12 months (after the licence has been initiated) if required. The assessment and statement can only be completed once. Use a Training Record if worker completes multiple times.



Instruction 3 Other Training Materials

Training booklets and posters (Operations/Workshops/Administration) are available through IMS and can be used in conjunction with manual handling training.

Contact IMS for copies for your Depot or site.



Instruction 4 Record Keeping

A record of completed training and assessment documents is to be kept in the employee's file.

Add completion date to the competency matrix



Instruction 5 Retraining

Retraining should occur every 2 years.

SITE BASED MANAGEMENT PLAN

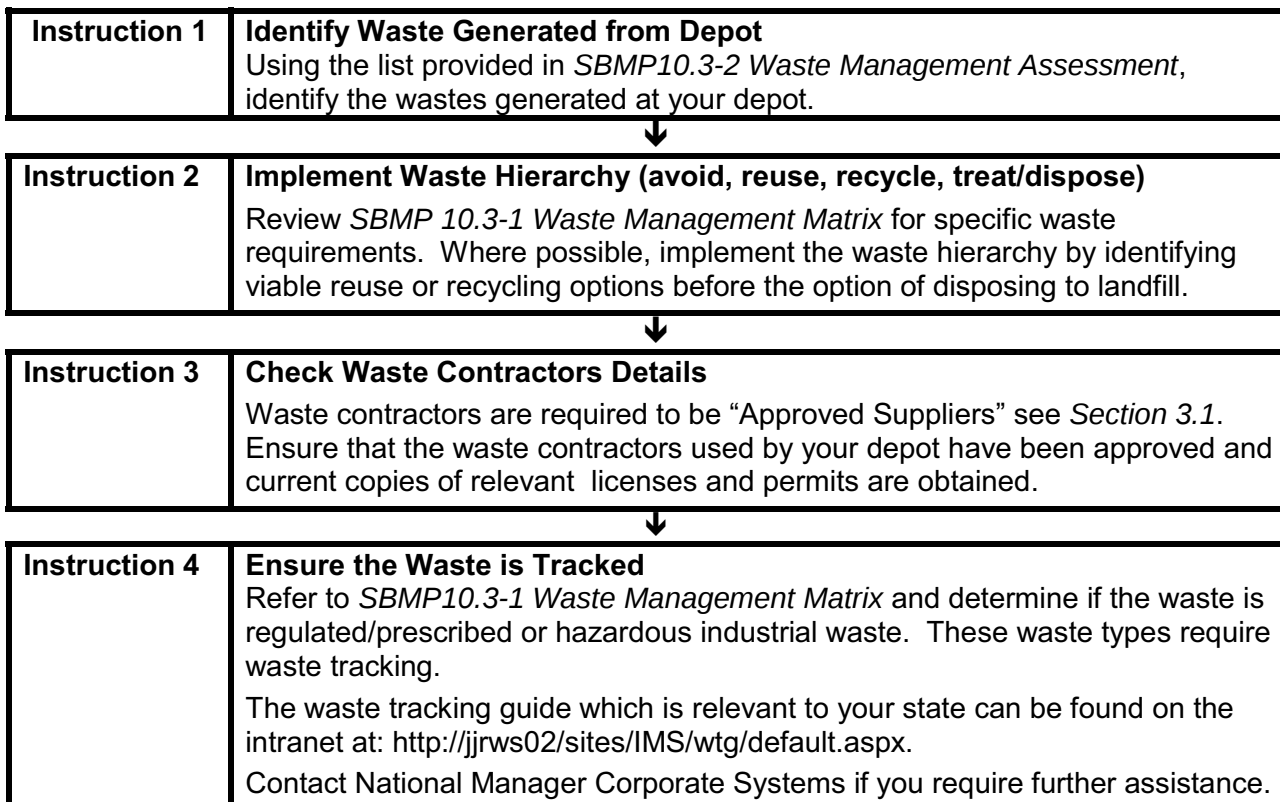
Instructions for Completion

SECTION 10.3 Waste Management

Introduction

This Section of the *Site Based Management Plan (SBMP)* addresses the management of waste generated at the workplace. Under the waste management hierarchy it is our responsibility to ensure that where possible we avoid, reduce, reuse or recycle waste.

As a generator of waste we are responsible from “cradle to grave” and must ensure that the wastes we cannot reuse or recycle, are transported, treated and disposed of in a lawful manner.



SITE BASED MANAGEMENT PLAN

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SECTION No. 10.5

Spill Management

Introduction

This section of the Site Based Management Plan (SBMP) addresses the management of spills in the workplace, including vehicles.

Instruction 1	Determine Spill Kit Requirements (Site and Vehicle) ▪ Survey the workplace for areas where there are potential for spills (i.e. waste/chemical storage areas, workshop floors). ▪ Note the type and volume of substances and determine the potential size of the spill in these areas and where the spill is likely to run to. ▪ Review vehicle operations and identify the type and volume of wastes being transported by each vehicle. ▪ After assessing the "type" and "volume" of waste refer to the Spill Management Matrix for spill management requirements.
↓	
Instruction 2	Maintaining Spill Kits ▪ Contents of all spill kits must be regularly checked and restocked to ensure maximum spill control at all times. For vehicles, refer to SBMP 9.2-3 Truck Spot Checklist and for sites to SBMP 5.1-2 General Hazard Inspection.
↓	
Instruction 3	Training ▪ Employees are required to be trained in the use of spill kits. Refer to Vehicle and Site Emergency Training (SBMP 14-1-1 & 14-1-2).
↓	
Instruction 4	Emergency Procedure Guides & Specialised Spill Kits ▪ Emergency procedure guides must be present at the workplace and in vehicle cabins at all times. ▪ Employees are required to be trained in these procedures. ▪ Refer to the intranet for EPGs: http://jjrws03/IMS/EPG/default.aspx ▪ Contact IMS should you require guidance on spill kits requirements or an EPG for a waste type not already covered.
↓	
Instruction 5	Disposal of Absorbent ▪ Check with the supplier or manufacturer that the absorbent passes the US EPA Paint Filter Liquids Test – Method 9095A. This means that the absorbent can be disposed of as general waste as it encapsulates the liquid (i.e. hydrocarbons) to ensure that it will not leach out. ▪ Absorbents that are unable to be disposed of as general waste must be removed by an appropriately licensed transporter for disposal/ treatment at a licensed receival facility. ▪ Spills from waste loads should be disposed of with the original load (if possible).
↓	
Instruction 6	Incident Management & Response ▪ Review your activities, assess spill risks and complete a Major Spill Management Plan for your site. Refer to SBMP 10.5-2 Major Spill Management Plan.
↓	

SITE BASED MANAGEMENT PLAN

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SECTION No. 10.5

Spill Management

Instruction 7	Incident Reporting ▪ In the event of a major spill, immediately contact the IMS Team. ▪ A major spill is defined as: ○ any spill of regulated, prescribed, hazardous or quarantine waste; ○ any spill that is not contained e.g. goes into a stormwater drain, waterway or land; ○ any spill that requires emergency services; or ○ any spill in a sensitive area. ▪ All spill incidents (i.e. not within a bunded area) require a VITS report to be completed.
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SITE BASED MANAGEMENT PLAN

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SECTION No. 10.6

Personal Protective Equipment (PPE)

Introduction

Personal Protective Equipment (PPE) is clothing, equipment or material designed to be worn by someone in order to limit the risk of injury or illness.

PPE is the lowest control measure in the risk hierarchy as it does not control the hazard at the source; instead, it relies on human behaviour to wear/use the PPE correctly and supervision to enforce its use.

PPE controls should only be used:

- As a last resort, when there are no other practical control measures available;
- As an interim measure until a more effective way of controlling this risk can be implemented;
- To supplement higher level control measures (as a back-up) e.g. a high visibility vest would supplement site traffic restrictions, driver & plant operator training, designated walkways etc.

1.0 Identifying Site or Task Related PPE Requirements

Instruction 1.1

Identifying PPE Required at Your Site (if setting up a new site)

Conduct a Risk Assessment (refer to section 6.1 of the SBMP) on your site to identify any potential risks on site.

The Risk Assessment should highlight any PPE measures required to effectively control/limit the risk of injury or illness resulting from site hazards.

E.g. The risk of a pedestrian accident occurring (due to a traffic hazard) on site would be reduced by enforcing the use of high visibility clothing when accessing areas of the yard. Similarly, the risk of employees developing hearing problems (due to a noise hazard) would be reduced by enforcing the use of hearing protection whilst accessing the workshop and other hazardous noise areas.



Instruction 1.2

Identifying PPE Required for Tasks and Activities Conducted at Your Site

Review (if available) a Standard Work Instruction (SWI), Job Safety Environmental Analysis (JSEA), or Safety Notice (SN).

SWI's, JSEA's, and SN's should highlight any PPE measures required to effectively control/limit the risk of injury or illness resulting from a particular hazard.

E.g. The risk of an eye injury occurring whilst using a high pressure cleaner in the wash bay could be minimised by enforcing the requirement to wear safety glasses and face shields.

If any of the above documentation is not available refer to Section 6.1 of the SBMP for guidance on conducting a JSEA (for tasks). Any PPE controls identified from this analysis should be enforced.



2.0 Purchasing and Consultation

Instruction 2.1

Obtaining PPE Supplies

Once management has decided upon the PPE controls required, refer to Section 3.1 Supplier/Subcontractor Approval Process for guidelines on how to establish a supplier relationship.

PPE may be obtained internally, from a nearby depot which maintains stock. E.g. Underwood's Store.



Instruction 2.2

Consultation & Communication

A team brief should be conducted to address the introduction of or changes to PPE requirements.

The team brief should cover the following:

- The implementation of new PPE;
- Instructions on how to use PPE correctly, including how to keep it clean, hygienic

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SECTION No. 10.6	Personal Protective Equipment (PPE)	

	and in good working order (maintenance). <i>E.g. instructions on how to fit, wash, and replace filters on a respirator; and</i> - Any new areas where PPE must be worn. <i>E.g. hearing protection in new baler shed, high visibility clothing in industrial areas.</i> Follow manufacturer guidelines for any applicable instructions and maintenance requirements for PPE. Team briefs should also be used to refresh staff on how to correctly wear/use PPE items where: - An employee has been injured or received exposure to a hazard due to incorrect use of a PPE item; or - Employee negligence to PPE requirements has been observed.
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3.0 Issuing PPE and Maintaining Records

Instruction 3.1	Issuing Intervals An employee should be issued PPE: - At commencement of employment; - When PPE has been identified as a measure for minimising and/or controlling exposure to a risk; - When required to perform tasks or work in environments where PPE is required to effectively control/limit the exposure to a hazard; - When previously issued PPE has deteriorated to the point where the integrity or effectiveness of the PPE item is compromised; and - When a PPE item is lost/stolen*. *Regular review of the PPE and Uniform Register (see instruction 3.4) should highlight carelessness or misuse of PPE. Monitor employees who regularly report PPE as lost or stolen.
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Instruction 3.2	Issuing PPE SBMP 10.6-1 PPE and Uniform Issue Matrix provides a general guide of PPE requirements by position. PPE items are separated into the following categories: - General Issue (GI); and - As Required (Blank). An employee should possess the 'General Issue' items relevant to their position. PPE items represented by a blank field can be issued as required*. *The manager must always ensure that any employee, who may be exposed to a task specific or environmental hazard, is issued with PPE that effectively controls/limits exposure to the hazard.
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SITE BASED MANAGEMENT PLAN

Instructions for Completion

SECTION No. 10.6

Personal Protective Equipment (PPE)

Instruction 3.3

Training for Use of Basic PPE

Training for basic PPE items is available in SBMP 10.6-3 PPE Instruction Booklet. The relevant section/s of this booklet are required to be reviewed on each occasion where an employee is issued with PPE. The PPE instruction booklet should be kept in the PPE cupboard/store or displayed in the immediate vicinity of the PPE cupboard/store.

The employee acknowledges that they have read the instructions provided by the PPE Handbook and the manufacturer (if applicable) by signing the PPE & Uniform Register.

Training for Use of Specialised PPE

Custom training must be provided where specialised PPE is required. Specialised PPE includes, but is not limited to items such as:

- Self-rescuer device (underground operations).
- A harness for working at heights.
- Non-disposable respiratory devices.

Complete and file an SBMP 7.2-1 Training Record for these specialised PPE.



Instruction 3.4

Maintaining Records of Issued PPE

Use SBMP 10.6-2 PPE and Uniform Register to record all non-disposable PPE/Uniform items issued to an employee. A hard copy of the register is required to be maintained, as this also serves as a training record. Ensure that employees sign off against the items issued (i.e. to acknowledge receipt and review of instructions).

The register can be used in one of the following ways:

- One register per site; or
- One register per employee.

The second tab of SBMP 10.6-2 contains a continuing register for sites wishing to maintain historical electronic records. Note: The continuing register is designed to supplement the paper based recording system (if desired), it is not a replacement.



4.0 Obtain Relevant Signage

Instruction 4.1

Site Signage

Ensure that areas where PPE is required to be worn are signed appropriately.

JJR Safety Notices must be used in conjunction with Hazard/PPE identification signage. If the PPE requirement is task/plant based e.g. the use of safety glasses and a face shield for bench grinding operations, check the [Safety Notices](#) section of the intranet for availability of appropriate Safety Notices.

Refer to guidelines in Section 8.1 Sign Survey Guidelines for instructions on how to appropriately fix/maintain signage to maximise visibility and effectiveness.



5.0 Role of Management

Instruction 5.1

Management must adhere to and enforce PPE requirements at all times.

This includes, but is not limited to:

- Ensuring adequate PPE is available for employees, visitors and PPE replacement requests;
- Wearing the prescribed PPE when accessing areas where PPE is required to be worn.
- Counselling and infringing (if required) employees who disregard PPE requirements. Refer to Section 11.3.

SITE BASED MANAGEMENT PLAN

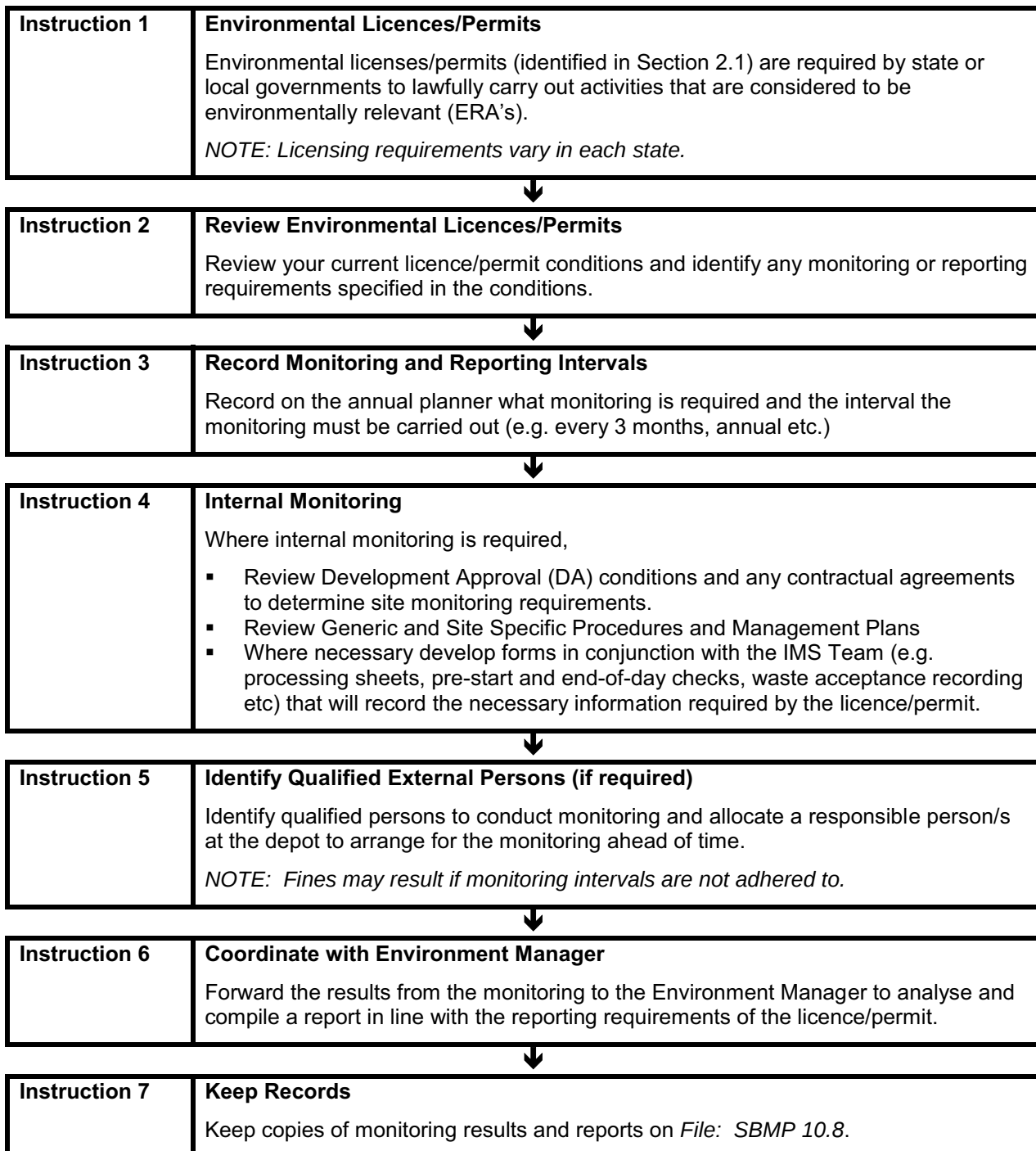
Instructions for Completion

SECTION 10.8

Environmental Monitoring & Reporting

Introduction

The purpose of this section is to identify and ensure that the special environmental monitoring and reporting requirements required by environmental licenses and permits held at individual depots are complied with.



SITE BASED MANAGEMENT PLAN Instruction for Completion		J.J.Richards & Sons Pty Ltd
Section 10.9-A	Dangerous Good Transport	

PURPOSE

The purpose of this instruction is to:

1. Identify waste types classed as Dangerous Goods under the Australian Dangerous Goods Code (DG Code), and ensure any dangerous goods waste collected from customers' premises is transported in a safe, compliant and environmentally responsible manner.
2. Confirm Vehicles being used for Dangerous Goods Transport meet legislative requirements.

PROCEDURE

Instruction 1	Determine if the waste is a dangerous good (e.g. asbestos, batteries). ▪ <i>Determine if waste is a Dangerous Good:</i> Review the information on the MSDS regarding product characteristics. If the MSDS states the goods are Dangerous Goods and/or lists a U.N. Number, U.N. Class (1-9) and packaging group (I, II, III) the waste is classed as a dangerous good. Contact IMS if you are not sure whether a waste type is a dangerous good. ▪ <i>Dangerous Goods can include:</i> Clinical Waste, Cytotoxic Waste, Pharmaceutical Waste, Asbestos, Batteries, Lead).
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Instruction 2	Customer Information ▪ Ensure you obtain the following information from the customer: - UN Number; - Shipping Name; - The Class of Division of the Goods (1-9); - Each subsidiary risk (if any) of the goods (<i>Where dangerous goods present more than one hazard, the less significant hazards are termed 'sub-risks'</i>); - The Packaging group (if any); - Description of the package; - Number of receptacles of each type to be transported; - Aggregate quantity of the goods; and - Contact phone number: the phone number of the consignor that is directly linked to a person with knowledge of the waste. Must be contactable during the transport of the goods. ▪ Refer to the waste disposal requirements on the MSDS. It should state if the waste can be disposed of at a controlled landfill. <i>Note: You will still need to check with the disposal site to ensure they are licensed to receive it (obtain confirmation in writing if possible). If it states "in accordance with local/state/federal legislation", please call IMS for advice.</i>
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Instruction 3	Dangerous Goods Manifest ▪ Ensure a dangerous goods manifest is completed for the transport of all Dangerous Goods: - For Clinical and Related Waste, Dangerous Goods Manifest pages are automatically printed out with the runsheet: ○ Standard: FRM-GEN-160-9 <i>Regwaste Dangerous Goods Manifest</i>; ○ Line-Haul: FRM-GEN-160-10 <i>Regwaste Line Haul Dangerous Goods Manifest</i>. ▪ For all other Dangerous Goods the Manifest should be printed out manually and attached to the front page of the drivers' runsheets: FRM-GEN-160-50
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SITE BASED MANAGEMENT PLAN Instruction for Completion		J.J.Richards & Sons Pty Ltd
Section 10.9-A	Dangerous Good Transport	

	<i>Dangerous Goods Manifest.</i>
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Instruction 4	Dangerous Goods Licencing ▪ <i>Both the waste collection vehicles and drivers require a dangerous goods licence</i> if the dangerous good is being transported in a receptacle with a capacity of more than 500L or 500kg. Contact IMS to arrange. Please note that for the purposes of the Dangerous Goods Code, a wheelie bin is classified as a receptacle. Where a Dangerous Goods Licence is required ensure the following: - a current Dangerous Goods Licence Label for the vehicle is attached to the inside of the windscreen of the vehicle in a conspicuous place – we suggest bottom right hand corner.
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Instruction 5	Drivers Licensing Requirements ▪ Drivers licences may last up to 5 years however, the term will be specified on the issued license. The holder of a dangerous goods driver licence must carry the licence when driving a vehicle transporting— (a) dangerous goods that are in a receptacle with a capacity of more than 500L; or (b) more than 500kg of dangerous goods in a receptacle. To obtain a licence the following must be complied with: ▪ Medicals: - <i>Must be completed and re-examined at least 6-months before each application and renewal of application (SBMP 11.1-15 JJR Medicals).</i> - Training: - <i>Must complete an approved dangerous goods driver training course (external training course by registered training org).</i> - <i>Must be completed and re-trained within 6-months prior to each application and renewal of application.</i> - <i>Must undertake J.J. Richards internal Dangerous Goods Training at least annually (online).</i> ▪ Verification and History: - Must have open licence. - Photographs of the applicant of a size suitable for passports that were taken not more than 6 months before the day the application is made. - Consider the history of the applicant. The transport authority will consider whether the person is a fit and proper person to hold a licence to carry dangerous goods: - Traffic history, whether the applicant's licence has been suspended or the person has been disqualified from holding a licence, any prosecutions relating to drug usage, general criminal history.
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Section 10.9-A	Dangerous Good Transport	

Instruction 6	Vehicle Requirements Vehicles carrying dangerous goods are required to be fitted with the following: ▪ Placarding: - <i>When transporting DGs, the loads are required to be placarded. As a minimum this will mean Class Diamonds (250mm x 250mm in size) on the front and rear of the vehicle.</i> - <i>Refer to the SDS which will identify the appropriate class diamonds that must be displayed.</i> ▪ Emergency Folder in driver's door or a sticker on the door directing to location in the cab of the vehicle. Folder is to contain: - <i>Emergency Action Plan (EAP);</i> - <i>Specialised Emergency Procedures Guides (different to JJR standard);</i> - <i>Relevant WP/SWI/JSEA/RA for the Dangerous Good to be transported.</i> *Important: A WP/SWI/JSEA/RA must be completed prior to collection and transport of a DG. Contact IMS for assistance. ▪ Fire Extinguisher: - Appropriate type for DG to be transported to be affixed near the driver's door. ▪ Eyewash and First Aid Kits: - Eyewash and first aid kits to be in place in the cabin of each DG vehicle. ▪ PPE: - Specific PPE requirements are documented in the EPG for the specific DG to be transported. ▪ Spill Kits: - Ensure that you have a spill kit suitable for the DG you are transporting in the vehicle. *Important: the JJR standard spill kit is for hydrocarbon and may not be sufficient.
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SITE BASED MANAGEMENT PLAN		J.J. Richards & Sons Pty Ltd
Instruction for Completion		
Section 10.9-B	Determining if Waste is Regulated, Prescribed or Hazardous/Industrial	

PURPOSE

The purpose of this instruction is to identify waste types classed as “Regulated” (QLD), “Prescribed” (VIC), “Hazardous/Industrial” (NSW) under respective State legislation and to ensure that wastes collected from customers’ premises are managed appropriately, in a safe and environmentally responsible manner.

PROCEDURE

Instruction 1	Determine if waste is regulated, prescribed, hazardous/industrial - If you determined from SBMP 10.9a that the waste was a dangerous good then it will in most instances also be regulated (Qld), prescribed (Vic) or hazardous/industrial waste (NSW). - Refer to the relevant J.J. Richards’ Waste Tracking Guide for your state (available on the intranet) to check the lists of regulated, prescribed, hazardous/industrial wastes against your waste type.
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Instruction 2	If a waste is classed as regulated, prescribed or hazardous/industrial waste - Be aware of the following special requirements: - <i>EPA Permit/Licence – refer to SBMP 10.9-C</i> - <i>Contained separately:</i> In most instances, the waste will be required to be transported separately from general waste (permission is required from the EPA before the waste can be commingled with other waste types); - <i>Fire Extinguisher:</i> 1 x 30B Dry Powder, near Driver’s side door. - <i>Placard* load:</i> - In Queensland and New South Wales, waste loads only require placards if they are also classed as Dangerous Goods, however, in Victoria, all prescribed waste vehicles must have placards (please refer to guide on the intranet). Ensure that all vehicles carrying these wastes are fitted immediately and that these placards remain on the vehicle at all times when there is dangerous goods or residue in the vehicle (If clinical & related waste wheelie bins with permanent signage/hot stamping are in use, please leave placards on vehicle even when the truck has only empty bins). <i>*Note: these diamonds are not required for sanitary waste as it is considered general waste. Diamonds should only be on the vehicle if clinical, pharmaceutical, cytotoxic or dangerous goods waste is being carried, otherwise they should be removed.</i> - <i>Treatment/disposal:</i> Locate a waste treatment or disposal facility licensed by the EPA to accept the waste. If the waste is accepted to landfill, special burial may be required. Check landfill requirements. - <i>Waste tracking:</i> Special forms provided by the EPA, either hard copy or electronic, are required when transporting this waste. Refer to the guides on the intranet on how to complete the forms. - <i>Agents Agreement (WP-GEN-505):</i> Should J.J. Richards take on the responsibility of the generator with regards to waste tracking, then an agents agreement must be completed and signed. - <i>Spill kits & PPE:</i> Consider the characteristics of the waste being transported. Refer to Section 10.5 Spill Management and 10.6-1 PPE Matrix as a general guide. If you have an MSDS refer to the section on “Accidental Release” for spill kit requirements and Exposure Controls/PPE which details PPE or contact IMS. - <i>Emergency Equipment:</i> Ensure 3 portable warning devices (triangles) are assigned and kept in the vehicle in case of a breakdown or emergency.
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SITE BASED MANAGEMENT PLAN		J.J.Richards & Sons Pty Ltd
Instruction for Completion		
Section 10.9-B	Determining if Waste is Regulated, Prescribed or Hazardous/Industrial	



Instruction 3	If a Dangerous Good, - <i>Emergency Procedures Folder, Guides & EAP required;</i> - o Each vehicle must contain an Emergency Procedures Folder. - o Ensure that the Emergency Information Folder is marked with the words "Emergency Procedures Guides, in red letters, at least 10mm high on a white background (SBMP 10.9-1). - o Ensure the folder is kept in the drivers' side door of the vehicle or if this is not possible, there must be a sticker on the driver's side door (as per SBMP 10.9-2). - o An EPG for the waste being carried must be maintained in this folder at all times. Contact IMS should you require an EPG for a waste type not listed on the intranet. - o An Emergency Action Plan (EAP) for Dangerous Goods Transport must be completed, specific to your site. There is a draft available on the IMS intranet site which requires you to enter your specific site details.
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SITE BASED MANAGEMENT PLAN Instruction for Completion		J.J.Richards & Sons Pty Ltd
Section 10.9-C	EPA Licences & Permits	

PURPOSE

The purpose of this instruction is to identify what licences or permits may be required by the relevant regulatory bodies in each State for wastes classed as regulated (QLD), prescribed (VIC), hazardous/industrial (NSW) and/or classed as dangerous goods (Australia- wide).

PROCEDURE

Instruction 1	Licensed vehicles - Vehicles transporting these wastes must be licensed with the EPA BEFORE transport. - Should you wish to add or delete vehicles from the EPA licence/permit complete <i>SBMP10.9-1 Change to EPA Transport Details</i>, attach relevant documentation specified on the form and fax to IMS on 07 3488 9681.
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Instruction 2	Licensed waste types - In NSW & VIC the waste type permitted to be transported is listed on the licence (refer to the intranet for current list of vehicles and waste types). - In Queensland we are permitted to transport any regulated waste provided it is done in the appropriate manner. - Should you wish to add or delete waste types from the EPA licence or permit, complete <i>SBMP10.9-1 Change to EPA Transport Details</i>, attach relevant documentation specified on the form and fax to IMS on 07 3488 9681.
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Instruction 3	Licensed Driver In Victoria drivers must have completed a certified EPA Training Course BEFORE they are permitted to transport this waste.
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Instruction 4	EPA Vehicle Checklists - In Queensland and Victoria an EPA Vehicle Checklist must be completed for each vehicle and kept on file at the relevant depot to demonstrate compliance with EPA requirements. - Checklists are available on the intranet under certificates and approvals.

**Please note: When referring to EPA within these documents, we are incorporating requirements of the environmental authorities in each state (i.e. Department of Environment and Resource Management (Qld), Department of Environment, Climate Change & Water (NSW), Environmental Protection Authority (Vic)).*