



HSE Policy

Auto Recyclers and Rush Metals Integrated Health, Safety and Environment Management System

Contents

1. Introduction.....	3
2. Scope	3
3. Responsibilities.....	3
Work Health and Safety Policy.....	4
Environmental Policy	5
4. Evidence of Implementation of this Guidance Standard	6
5. References	6
6. Amendment Record	6
7. Definitions.....	6
8. Appendices.....	6



1. Introduction

This document provides guidance to all Auto Recyclers and Rush Metals sites on the application of this Policy document and provides context to the Auto Recyclers and Rush Metals Health, Safety and Environmental Management System (HSEMS).

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Managing Director:

- Review the WHSE Policies annually and consult with all Auto Recyclers and Rush Metals workers to ensure accuracy and currency of the policies.

Site Manager:

- Endorse and support the WHSE Policies and ensure these are displayed within all workplaces under their control.
- Demonstrate local commitment to the WHSE Policies through planning and implementation initiatives.

Supervisors:

- Communicate WHSE Policies to all workers and be familiar with the policies and its requirements.
- Participate in reviews of the WHSE Policies where required by the business.

Workers:

- Be familiar with the WHSE Policies and the requirements.
- Participate in reviews of the WHSE Policies where required by the business.

Work Health and Safety Policy

Auto Recyclers and Rush Metals are committed to ensuring the health, safety and wellbeing of its workers including, labour-hire, contractors and visitors by continually striving to prevent injuries and illnesses in the workplace.

Auto Recyclers and Rush Metals meets this commitment through the implementation and continual review of an effective Integrated Health, Safety and Environment Management System (HSEMS) to prevent injuries, illnesses and to achieve its organisational goals.

Auto Recyclers and Rush Metals will demonstrate its commitment to all workers and visitors through the following:

- Ensure all managers, supervisors, workers, contractors and visitors are aware of their responsibilities in relation to safety and environmental management and hold them accountable for the provision and maintenance of effective systems of work.
- Involve, and consult with, workers in decisions impacting upon their health and safety and in realising the company's health and safety objectives
- Provide relevant information, instruction and supervision to enable all persons to work in a manner which will minimise risk of injury or ill health.
- Provide regular, adequate and effective training to all workers to enable them to carry out their work safely.
- Disseminate relevant health and safety information to all workers, contractors and visitors.
- Minimise disruption and personal hardship related to occupational injury and illness through health promotion, effective injury management and rehabilitation programs.
- Establish measurable objectives and targets for safety across all areas of the business with a focus on continuous improvement in eliminating injuries and illnesses.
- Adopt a risk management approach as an integral part of overall business operations and in line with the nature of workplace activities conducted.
- Complying with all legislation, regulations, self-insurance requirements and Company regulations with respect to health and safety.
- Provide and maintain safe plant, equipment and safe systems of work so far as practicable.
- Provide the necessary resources to enable the effective implementation of this policy.
- Review the WHS Policy to ensure it remains relevant and appropriate to the organisation.

Signed & Dated

Most Senior Position

Auto Recyclers and Rush Metals



Environmental Policy

Auto Recyclers and Rush Metals recognises the responsibility to protect the environment during the course of its business and is committed to:

- Comply with all applicable environmental laws and, where practical, strive to go beyond the strict reading of environmental regulations.
- Be an environmentally responsible corporate citizen that conducts its operations to minimise environmental impacts, reduce waste, advance recycling and optimise energy and resource efficiency.
- Continue to improve its operations with the aim of improving environmental performance.

All employees and contractors should understand, respect, implement and promote this policy.

Auto Recyclers and Rush Metals is committed to operating our business in a sustainable and environmentally responsible manner. To achieve this commitment, we will:

- Establish, monitor and audit the implementation of best practice environmental management at our sites and comply with our environmental licence.
- Take all practical steps to prevent pollution and waste and promote recycling.
- Operate in compliance with all applicable environmental laws and, where practical, strive to go beyond the strict reading of environmental regulations.
- Promote awareness in environmental protection and performance associated with operations.
- Communicate the environmental policy to staff and sub-contractors.
- Provide appropriate information, advice, education and training to all employees and sub-contractors to deliver the company's environmental responsibilities.
- Monitor and review operations with the aim of improving environmental performance.

Signed & Dated

Most Senior Position

Auto Recyclers and Rush Metals

4. Evidence of Implementation of this Guidance Standard

In order to demonstrate effective implementation of this procedure, the following evidence through audit protocols should be made available:

- WHS Policy and Environmental Policy posted in all workplaces
- Induction Training Records

5. References

- Work Health and Safety Act 2011, Work Health and Safety Regulations 2011.
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- Protection of the Environment Operations Act 1997, and associated regulations.
- ISO14001:2015 – Environmental Management Systems.

6. Amendment Record

Issue No	Issue Date	Nature of Amendment

7. Definitions

Nil

8. Appendices

- Nil



HSE Consultation

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Consultation
Procedure

Document Ref No: HSEMS-002

Issue No: 1

Effective Date: 30.07.2018

Next Review Date: 30.07.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 Requirement for Consultation	4
4.2 Minimum Consultation Arrangements	4
4.3 Health and Safety Representatives (HSR) If requested	5
4.4 Training and Resources.....	5
4.5 Auto Recyclers and Rush Metals Communications and Consultation Structure	5
4.6 Communications and Consultation Record Keeping	5
4.7 Exchange of WHS Information with External Parties.....	6
4.8 Review and Evaluate.....	6
5. Evidence of Implementation of this Guidance Standard	6
6. References.....	6
7. Amendment Record.....	7
8. Definitions	7
9. Appendices	7

1. Introduction

The purpose of this procedure is to document how workers will be consulted in decisions affecting their health, safety and working environment by developing arrangements for facilitating consultation, communication and participation across the business. Auto Recyclers and Rush Metals are committed to consulting with workers on matters that may affect health, safety and the environment at work. The business and its workers have agreed that HSE consultation and communication will be undertaken via 'other agreed arrangements'. The consultation agreed to includes:

- HSE as a standard agenda item at all site and team meetings;
- HSE as a standard agenda item at all business meetings;
- HSE as a standard agenda item at all Manager and Owner meetings; and
- HSE notices being available to all workers in hardcopy.

This structure has been agreed to by workers, Management and the Owners effective September 2019.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Provide adequate resources to ensure that the business effectively implements strategies for consultation and communication of HSE matters.

Site Manager:

- Maintain the procedure and administer the process for HSE consultation and communication.
- Facilitate the consultation process to provide information to workers and contractors in relation to HSE.
- Consult with the site on HSE matters and changes to policies and procedures including any initiatives to be implemented across the business.
- Provide information, instruction and training on consultation processes where required.
- Ensure workers and contractors are informed on the consultation process across the business.
- Give workers and their employee representatives a reasonable opportunity to express their opinions relating to HSE matters in the workplace.

Appointed Worker Representatives:

- Liaise with Owners and Managers on HSE issues;
- Consult with workers on HSE issues that arise and ensuring these issues are rectified in a timely manner;
- Lead and monitor the implementation of regular Team/Toolbox Meetings at the site;
- Facilitate the identification of HSE hazards, risks and control measures through the Site Manager;
- Encourage workers to participate in HSE hazard identification, risk assessment and control activities; and
- Consult with workers regarding HSE issues and where changes affecting health and safety or the environment are proposed.

Workers:

- Report HSE issues of concern to the nominated Worker Representative or Site Manager.
- Attend scheduled Team Meetings and Toolbox Meetings.
- Participate in HSE hazard identification, risk assessment and control activities where required.

4. Procedure

4.1 Requirement for Consultation

Auto Recyclers and Rush Metals have integrated HSE communication and consultation into the normal operation of the business through business meetings and commit to consultation and communication with workers and contractors:

- When changes are made to premises, plant and equipment, substances and work processes that may affect health, safety or the environment;
- When risks are identified, assessed, and when risk assessments are reviewed;
- When decisions are made in relation to corrective actions following identified HSE hazards and incidents/injuries; and
- When implementing or altering procedures and processes for identifying HSE hazards, assessing and controlling risks.

4.2 Minimum Consultation Arrangements

As a minimum, consultation on HSE matters will occur through regular team meetings facilitated by Site Management to provide workers with the opportunity to raise HSE issues. Documented minutes of meetings as well as any safety alerts and changes to legislation or procedures will be made available to workers in hardcopy.

HSE consultation and communication with Auto Recyclers and Rush Metals Owners and Managers will occur formally via the WHS Committee at quarterly intervals. Workers are welcome to make suggestions for improvement to HSE matters by raising these issues with the relevant Worker Representative or at Team Meetings.

4.3 Health and Safety Representatives (HSR) If requested

A Health and Safety Representative (HSR) is an individual who is elected by the workers of the site. The HSR does not need any experience or qualifications but must undertake a training course once appointed. The HSR must be elected rather than appointed and agreed to by workers. Where an HSR has been elected, the following functions and responsibilities will apply:

- Conduct workplace inspections and risk assessments in conjunction with management and workers;
- Consult with workers and management on HSE issues; and
- Assist Owners and management in the investigation of all work injuries, illnesses, dangerous events and environmental incidents.

Where an HSR has been elected, appointed and trained, a formal responsibilities statement will be provided to clearly define responsibilities and accountabilities within this role.

4.4 Training and Resources

Training and resources including the allocation of time will be provided to the Worker Representative or the appointed HSR who are required to represent workers on HSE matters to provide sufficient time and knowledge to effectively undertake their roles. Resources provided to the Worker Representative or HSR will include:

- Time away from duties for meetings, inspections, investigations etc.;
- Administrative support, computer use and stationary for meetings, minutes and communications;
- Suitable facilities for meetings; and
- Financial support to pay training costs.

4.5 Auto Recyclers and Rush Metals Communications and Consultation Structure

HSE consultation and communication will formally be undertaken via the following:

- Management Meetings Monthly lead by the General Manager.
- WHS Committee Meetings quarterly lead by the Site Leadership Team and Safety Committee Member/HSR/WHOS.

HSE matters that affect the business will be communicated by the Owner to management for the message to be communicated to workers.

4.6 Communications and Consultation Record Keeping

HSE information and communication will be distributed to workers as per the following table:

HSE Information	Provider of Information	Receiver of Information	Means of Distribution
Safety and environmental alerts (business-wide)	Site Manager and Owners	All	Email Intranet Noticeboards
Changes to the site Environmental Protection Licence	External Consultancy	All	Email Intranet Noticeboards
HSEMS changes and updates	External Consultancy	Managers	Email Intranet
Team meeting minutes	Site Manager	All	Email Intranet
Management meeting minutes	Owners	Managers and Supervisors	Email Intranet
HSE Toolbox Talks	Site Manager	All	Email Intranet
HSE Training	Site Manager External Providers	All	Face to face

4.7 Exchange of WHS Information with External Parties

Auto Recyclers and Rush Metals will make the following available to relevant external parties:

- WHS Policy and Environmental Policy; and
- Additional HSE information as required.

HSE information will be exchanged with relevant parties in a suitable format and in a timely manner. The Owners will consider the following when determining relevant HSE information to be exchanged with external parties:

- Regulatory compliance requirements;
- Emergency preparedness and response arrangements;
- Potential environmental impacts;
- Notification of incidents and accidents relating to the potential for or actual loss/damage/injury to person and or property;
- Complaints, issues and concerns;
- Any other information that may be agreed as relevant by the business.

The Owners will implement a complaints process for dealing with formal and informal HSE related complaints received from external parties. All external complains will be preliminary investigated and corrective actions will be raised where required. Issues raised will be managed via the Issue Resolution process.

4.8 Review and Evaluate

The consultation and communication process will be reviewed by the business every two (2) years or where there has been a change in key persons holding positions within this structure (Worker Representatives), to ensure effectiveness of the process.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- Meeting minutes
- HSE Alerts
- Relevant email correspondence
- Training Records/Register

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- Work Health and Safety Consultation, Cooperation and Coordination – Code of Practice December 2011
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Health and Safety Representative (HSR) – A person elected by workers and is responsible for representing workers on health and safety matters. This position cannot be held by a person holding a Management position.

Environment Protection Licence (EPL) - The Environment Protection Authority (EPA) issues environment protection licences to the owners or operators of various industrial premises under the *Protection of the Environment Operations Act 1997* (POEO Act). Licence conditions relate to pollution prevention and monitoring, and cleaner production through recycling and reuse and the implementation of best practice.

9. Appendices

- Nil



HSE Corrective and Preventative Actions

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Corrective and Preventative Action Procedure

Document Ref No: HSEMS-003

Issue No: 1

Effective Date: 30.07.2018

Next Review Date:
30.07.2020

Contents

1. Introduction.....	3
2. Scope	3
3. Responsibilities.....	3
4. Procedure	4
4.1 Identifying Corrective and Preventative Actions	4
4.2 Reviews of Corrective and Preventative Actions	4
4.3 Identification of Corrective and Preventative Actions.....	5
4.4 Actioning a Corrective or Preventative Action.....	5
4.5 Corrective Action Register	5
5. Evidence of Implementation of this Guidance Standard	6
6. References	6
7. Amendment Record	6
8. Definitions.....	6
9. Appendices.....	6

1. Introduction

The purpose of this procedure is to ensure that corrective and preventative measures will be utilised to reduce future injuries, HSE incidents and losses. Preventative actions will be established to ensure that HSE impacts and their effects on individuals, assets and the environment are identified, evaluated and managed.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Maintain a process for corrective and preventative actions resulting from routine assessment and HSE incident investigation;
- Provide adequate resourcing to assist Site Managers in identifying and implementing corrective actions as a result of routine assessment or HSE incident investigation; and
- Provide support to Managers in managing the corrective and preventative action process.

Site Manager:

- Document corrective and preventative actions in consultation with workers on relevant *Report Forms*;
- Consult with workers when identifying controls and closing out corrective and preventative actions;
- Action and close out corrective and preventative actions in a timely manner reflective of the priority of the action required;
- Maintain and monitor corrective actions for timely and appropriate close out of corrective and preventative actions raised; and
- Follow up on corrective and preventative actions not closed out in a timely manner.

Workers:

- Participate in the identification of appropriate control measures for corrective and preventative actions identified.

4. Procedure

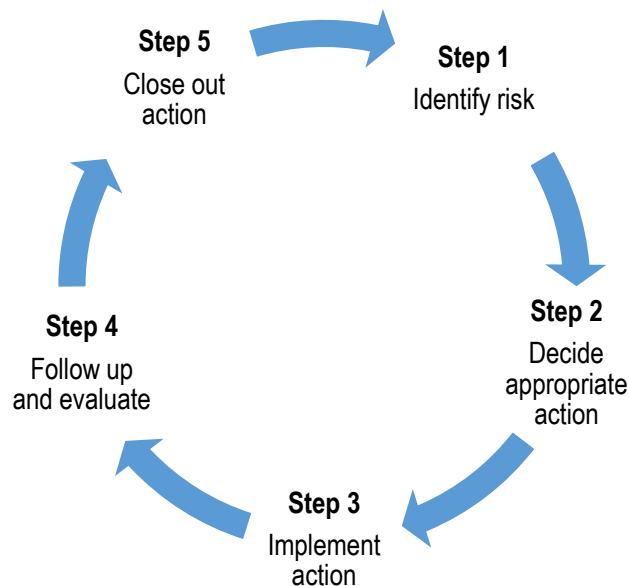
4.1 Identifying Corrective and Preventative Actions

Corrective actions will be identified for all HSE impacts and non-conformances arising from incident investigations and recorded on the relevant *Report Form*. Preventative actions may also be identified as part of the investigation and these should be included also. Corrective and preventative actions are to be based on the hierarchy of risk control measures (refer to the **HSE Risk Management Procedure**) and are to consider the following:

- The severity of the hazard or risk in question;
- The state of knowledge about the hazard or risk and ways of mitigating it; and
- The availability and suitability of ways to remove or mitigate the hazard or risk.

4.2 Reviews of Corrective and Preventative Actions

All corrective and preventative actions implemented are to be reviewed at an appropriate interval thereafter to ensure the controls are adequate and effective for treating the risk. Such reviews are to be discussed in Team Meetings or other communication forums in which HSE matters are discussed. The corrective and preventative action process consists of the following steps:



4.3 Identification of Corrective and Preventative Actions

Prior to initiating a corrective or preventative action, attempts should be made to correct the problem using routine measures. If these measures are not successful, corrective action may be required. A corrective action may be initiated as a result of:

- HSE Report;
- HSE Incident Report;
- Workplace HSE Inspection or Audit (internal or Regulator (WorkSafe NSW, NSW EPA);
- Non-compliance with conditions of the site EPL or conditions of Development Approval;
- Inspection, testing, repair and maintenance reports;
- Issues raised at team meetings, committee meetings or by HSRs and/or Worker Representatives;
- Complaints;
- Changes to procedures, processes, systems or documentation;
- Legislative change;
- Adverse trends; or
- Management reviews.

The actions are to be documented on the relevant *Report Form* and include the following:

- A description of the issue identified;
- Priority for action (high, medium, low);
- Suggested controls or actions;
- Action taken to resolve the issue; and
- Sign off and close out of action.

An action request may be raised by any worker however workers should consult with the Site Manager when completing the request to ensure accuracy. Requests should be raised for any action identified that cannot be closed out immediately if they have not already been documented on the relevant *Report Form*.

4.4 Actioning a Corrective or Preventative Action

Corrective and preventative action requests should be forwarded to the Site Manager for action and close out. The Site Manager can assign actions to other individuals as necessary however this process should include consultation with the worker who raised the request and any other affected workers.

4.5 Corrective Action Register

The Site Manager is responsible for maintaining a *Corrective Action Register* which records all corrective and preventative actions identified to enable the status and progress of all actions to be monitored for timely close out, trends and effectiveness of control measures. The Site Manager responsible for the action must transfer the information on to the Register. The Owners will periodically review the *Corrective Action Register* and follow up on outstanding corrective and preventative actions as required.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- HSE Incident *Report Forms*
- HSE Alerts
- Relevant email or other correspondence
- Workplace HSE Inspection and Audit Reports
- Meeting Minutes
- Corrective Action Register

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Corrective Actions – The recommendations designated by the investigation team to ensure that the outcomes of inspection and testing, audits, accident, incident and hazard reporting procedures are reviewed and appropriate procedures implemented to rectify non-conformance and prevent its recurrence.

Preventative Action – A proactive measure taken to prevent or mitigate potential problems before they occur or worsen.

Environment Protection Licence (EPL) - The Environment Protection Authority (EPA) issues environment protection licences to the owners or operators of various industrial premises under the *Protection of the Environment Operations Act 1997* (POEO Act). Licence conditions relate to pollution prevention and monitoring, and cleaner production through recycling and reuse and the implementation of best practice.

NSW EPA – New South Wales Environment Protection Authority.

9. Appendices

- Nil



HSE Documentation and Records Management

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Documentation
and Records Procedure

Document Ref No: HSEMS-004

Issue No: 1

Effective Date: 30.07.2018

Next Review Date: 30.07.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 HSE Documents and Data Control	4
4.2 Document and Records Register	4
4.3 Procedure Writing and Review	4
4.4 SWI, SOP or SWMS	4
4.5 Records Management.....	5
4.6 Access and Confidentiality	5
4.7 Disposal.....	5
5. Evidence of Implementation of this Guidance Standard	5
6. References.....	5
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	6

1. Introduction

The purpose of this procedure is to describe the system for the review, approval, issue, and change to all Auto Recyclers and Rush Metals documentation. This procedure also provides guidance on how HSE documents and records will be stored, retained, reviewed, updated, archived and disposed.

2. Scope

This procedure applies to all documents and records developed for use by Auto Recyclers and Rush Metals.

3. Responsibilities

Owner/s:

- Establish and maintain record management processes for relevant HSE records and ensure privacy and confidentiality in storage and retrieval of records;
- Consulting on any changes or amendments to HSE policies and procedures with relevant workers;
- Maintain an HSE Document and Records Register;
- Recording changes and amendments to HSE policies and procedures; and
- Controlling the publication, distribution and authorisation of HSE policies and procedures.

Site Manager:

- Developing and reviewing generic operational Safe Work Instructions and Guidance Standards in consultation with relevant persons;
- Receiving and forwarding relevant HSE reports such as incident reports and corrective actions;
- Establishing and maintaining records management processes for HSE documents;
- Ensuring privacy and confidentiality in the storage and retrieval of records;
- Arranging for the disposal of HSE records in line with confidentiality requirements; and
- Ensuring HSE documents in use are the most current up to date versions and these are made available to workers, labour-hire workers, contractors and visitors.

4. Procedure

4.1 HSE Documents and Data Control

HSE documents developed will:

- Be legible, readily identifiable, contain a date reviewed, a scheduled review date, version control and identify the document owner.
- Be maintained in an orderly manner that will allow easy access by all workers, except for confidential documents e.g. workers compensation and return to work files.
- Will be deemed as controlled documents. Once a document is printed from the intranet, it is deemed as an uncontrolled document.
- Be endorsed by the most Senior Manager or Owners after consultation with workers.
- Be current and obsolete documents will be promptly removed from all points of issue. Archived documents will be retained for legal or system evaluation purposes and shall be suitably identified, stored and managed.

4.2 Document and Records Register

Auto Recyclers and Rush Metals will maintain an **HSE Document and Records Register** that will include the following information:

- Document Title;
- Document number;
- Version number and reference;
- Review frequency and date of next review;
- Date issued; and
- Retention Timeframes.

4.3 Procedure Writing and Review

HSE Policies and Procedures are to be developed by the Auto Recyclers and Rush Metals Management Team in with consultation with workers. Any worker can request a review of HSE procedures where there has been a change to process, activity or equipment or where new information has been released. A comprehensive HSEMS review by Management will be undertaken at 2-yearly intervals to ensure currency, effectiveness and validity of HSE Policies and Procedures. The following aspects will be addressed when writing or reviewing procedures:

- Necessity for the procedure;
- What needs to be included/removed;
- What legislation or standard applies;
- Who needs to be involved in the review/formulation;
- The suitability of the wording for the target audience;
- How the procedure can be made as simple as possible;
- The method of communication of the procedure; and
- Training required in implementing the procedure.

4.4 Safe Work Instructions and Guidance Standards

Safe Work Instructions (SWI) and Guidance Standards developed are to reflect site-specific operational requirements. SWIs detail the work instructions for a particular activity to be conducted safely and include details on HSE hazards and risks encountered. A SWI/SOP/SWMS is to be developed once a risk assessment has been conducted.

SWIs must identify and assess environmental risks, as well as WHS risks wherever relevant.

A SWIs shall not be used as the sole and primary means of HSE controlling risk without prior consideration of other risk control measures from the hierarchy of controls. A SWI should compliment other control measures such as good equipment design, safe workplace environment and training.

4.5 Records Management

The management of HSE records ensures appropriate storage and retrieval of relevant and requested HSE information and it is essential that certain records be retained for prescribed periods in accordance with legislation for the following purposes:

- To review HSE performance and develop plans for continuous improvement;
- Assess and demonstrate compliance including legal compliance, licence requirements and workers compensation requirements; and
- To provide an audit trail of HSE incidents and injury management activities.

Retention timeframes for HSE records will be captured in the **HSE Document and Records Register**.

4.6 Access and Confidentiality

Policies, procedures, forms, checklists and tools applicable to HSE are accessible electronically (i.e. through the intranet) and/or via a hard-copy HSEMS manual through the Site Manager. Certain HSE records and documents are of a confidential nature (workers compensation claim files, HSE incident reports containing details of worker identity, personnel files etc.) are to be secured against unauthorised access.

4.7 Disposal

Confidential documents, including those containing identifying details of workers and financial records, are to be disposed of by shredding or placement in secure waste storage to be shredded. Under no circumstances are confidential documents and records to be disposed of via the general waste disposal system or in any other manner in which the confidentiality may be compromised. All other HSE records and documents of a non-confidential nature (other than those required to be retained by law) are to be disposed of in accordance with local waste and paper recycling processes.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- HSE forms and procedures
- Communication of changes to policies and procedures
- Document and Records Register

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- Work Health and Safety Consultation, Cooperation and Coordination – Code of Practice December 2011
- Issue Resolution August 2011 Page 3 Discriminatory conduct WHS Act: s104-107
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Confidential – Records containing information of a sensitive or private nature including, but not limited to Incident/Near Miss Report Forms, Contractor insurances, worker training records, workers compensation records including claim forms, medical certificates and Return to Work Plans, performance appraisals and personnel files.

Controlled Documents – Original documents contained in officially issued manuals and documentation.

Documents – Defined as but not limited to policies, procedures, guidelines, programs and plans. Templates for forms, checklists, workplace inspections, risk assessments and safe work procedures etc are also documents.

Document Control – The arrangements necessary to ensure that all workers have access to documentation and only the current version is available for use.

Records – An electronic or hard-copy document which provides evidence of a decision, results achieved, or an action taken in relation to the operation of HSEMS.

Uncontrolled Documents – Documents which are not part of the official HSEMS (e.g. photocopies of controlled documents).

9. Appendices

- Nil



HSE Emergency Management and First Aid

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Emergency
Management and First Aid Procedure

Document Ref No: HSEMS-005

Issue No: 1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	5
4.1 Emergency Response Procedures and Plan	5
4.2 Critical Incident Management	5
4.3 First Aid Management	6
4.4 First Aid Facilities and Equipment.....	6
4.5 First Aid Kits	6
4.6 First Aid Signage.....	7
4.7 Appointment and Training of First Aid Officers	7
4.8 Recording and Reporting Injuries and First Aid Treatment	7
4.9 Hepatitis B Immunisation	7
5. Evidence of Implementation of this Guidance Standard	8
6. References.....	8
7. Amendment Record.....	8
8. Definitions	8
9. Appendices	8

1. Introduction

The purpose of this procedure is to ensure that adequate and appropriate emergency facilities and procedures are provided where emergency situations are reasonably foreseeable including the management of critical incidents and significant environmental incidents.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Ensure an appropriate Emergency Response Plan and procedures are developed for the business and site.
- Ensure the emergency controls are effectively resourced, reviewed and monitored as per legislative requirements.
- Ensure the full implementation of the requirements as set out within this procedure.

Site Managers:

- Ensure the Emergency Response Plan and procedures are implemented and communicated to workers, contractors and visitors.
- Conduct a First Aid Risk Assessment at the site to ensure provisions for first aid are identified and appropriate to the nature and scale of operations.

Emergency Wardens:

- Responsible for the management of individuals on site in the event of an emergency, which may include raising the alarm, directing and instructing people to an assembly point, assisting with fire equipment, reporting emergency events to the Site Manager and assisting with evacuation drills where required.
- Conducting inspections of emergency provisions provided on site.

First Aiders (where applicable)

- Familiarise themselves with the location and responsibilities associated with the first aid kits;
- Undertake the initial treatment of injuries and illnesses in the workplace;
- Determine if it is necessary for a sick or injured worker to seek medical treatment, be sent home or to call for an ambulance;
- Maintain records of first aid treatment administered and to make these records available to management where required;
- Ensure the first aid room (where available on site) is kept clean and tidy and to inform the Site Manager if the room and/or bed linen requires cleaning after use; and
- Maintain an inventory of the contents of first aid kits under their supervision and control and inform the Site Manager of any items needing replacement or replenishment;

A worker's appointment as a First Aid Officer may be cancelled by the business if it is found the worker has not been carrying out any of the above duties and responsibilities, or if their services as a First Aid Officer are no longer required by the business.

Workers:

- Participate in Emergency Evacuation drills on site;
- Report any damage or loss of emergency equipment to the Emergency Wardens;
- Inform the First Aid Officer if they are intending to use the first aid kit or first aid room;
- Seek first aid treatment when required; and
- Complete any relevant report forms as required by the First Aid Officer.

4. Procedure

4.1 Emergency Response Procedures and Plan

A formal Emergency Response Plan, Procedures and Diagram will be developed for the site located at 57-69 Tattersall Road, Kings Park NSW by a competent Fire Services Provider. The Plan and Diagram will be specific for the site and encompass both office and operating environments. The Plan and Diagram will consider neighbouring properties and be reviewed at annual intervals or if there has been a change to site layout or operations.

In addition to the Emergency Response Plan and Diagram, the following will be considered:

- Evacuation exercises will be conducted at least annually on site. Immediately after an exercise is conducted, a debriefing shall occur with all relevant parties i.e. wardens and other personnel to ensure emergency response plans are satisfactory and any deficiencies are corrected. Adequate numbers of Emergency Wardens, including a Chief Warden and Deputy Warden, are to be appointed and appropriately trained.
- Suitable protective equipment and clothing is to be provided and maintained if the accidental escape of a hazardous substance could give risk to the health and safety of a person involved in a shut-down or clean-up procedure.
- Appropriate deluge facilities located in an immediate accessible position from a place of work are to be provided and maintained, if there is a risk a person could come into contact with a corrosive substance, or any other substance that could cause injury to the skin or eyes.
- Adequate and suitable rescue equipment must be provided and maintained together with appropriate arrangements to facilitate the immediate rescue of a person in an emergency situation if:
 - The nature of any work or location of any workplace is particularly dangerous;
 - A safety harness or safety belt must be worn during the performance of work;
 - There is a risk of a person falling into water or drowning during the performance of work; and
 - A person must enter a confined space during the performance of work.
- Appropriate training and instruction in the action to be taken in an emergency situation (including established rescue procedures and the safe and proper use of rescue equipment) is to be provided for persons involved in work where rescue arrangements may be required.

Emergency plans shall be developed in conjunction with any plans / procedures developed by neighbouring facilities or other relevant stakeholders (inclusive of local municipal councils, Emergency Services, Regulators and other Authorities).

Appropriate specialist advice may be obtained to assist in developing specific emergency response procedures where particular scenarios exist (i.e. hazardous materials, dangerous goods and hazardous substances, and environmentally sensitive ecosystems). The facility emergency response plan shall be issued and managed as a controlled document.

4.2 Emergency Response Procedures

Emergency Response Procedures (ERP) shall be developed for each specific potential emergency scenario identified.

Each procedure shall clearly detail the following:

- the sequential steps / process to be followed in responding to an emergency (may include evacuation and identification of safe places, assembly / muster points), and
- specific methods of communicating and alerting personnel at the workplace inclusive of alarm activation.

ERPs must be easily to follow, simple in format and be readily accessible throughout the site.

4.3 Critical Incident Management

The following process will be carried out in the event of a critical incident on site:

1. Individuals involved or witnessing a critical incident must immediately notify the Site Manager.
2. If the event is an emergency, site-specific Emergency Procedures are to be followed which may include an evacuation of the site.
3. If the event does not present an immediate threat to persons on site, the Site Manager is to:
 - 3.1. Offer immediate assistance to persons involved in the incident, which may involve arranging medical assistance and contact with family (or Employer should the incident involve a contractor/visitor).
 - 3.2. Obtain a list of names of persons directly involved in the incident.
 - 3.3. Document details of the incident and report to the Owners or nominated delegate as soon as possible.
 - 3.4. Liaise with the Owners to arrange for trauma counseling where appropriate. This may involve arranging for a debriefing session to be undertaken with affected persons within 24 hours following the incident.
 - 3.5. Where notification is required to the Safety or Environmental Regulator, the Site Manager and Owners must consult with relevant Legal Counsel in making the notification.

All critical incidents are to be reported on an Incident Report Form and the investigation process followed as outlined in the *Incident Reporting and Investigation Procedure*.

4.4 First Aid Management

The Site Manager is responsible for undertaking a risk assessment to determine first aid requirements on site. This process includes:

- Identifying hazards that could result in work-related injury or illness on site;
- Assessing the type, severity and likelihood of injuries and illness;
- Providing the appropriate first aid equipment, facilities and training; and
- Reviewing first aid arrangements established on site on a regular basis or as circumstances change.

The First Aid Risk Assessment for the site is provided in Appendix B. Site first aid arrangements will be documented and communicated to all workers.

4.5 First Aid Facilities and Equipment

Where the site provides a First Aid Room, this is to be identified on emergency plans for the site. The first aid room will contain as a minimum:

- A first aid kit;
- Sink
- Bed and bed linen; and
- Other items identified within the code and verified through risk assessment.

First aid rooms are to be available at all times for any ill or injured worker. The Site Leader or their delegate is responsible for ensuring the first aid rooms provided on site are kept clean and well maintained.

The beds in the first aid rooms will not be made up when not in use. The First Aid Officer who admits a person will make up the bed with disposable sheets / pillow covers. When the room is vacated the First Aid Officer is responsible for removing the disposable sheets and notifying the Site Leader that the room requires cleaning. If the person using the room has had a potential infectious illness, the blanket used will be cleaned or replaced.

All waste generated in the first aid room is considered hazardous or contaminated waste. Waste should be double bagged i.e. placed in two (2) plastic bags, tied securely and disposed of.

4.6 First Aid Kits

The First Aid Risk Assessment will determine the location of the first aid kits on site. Each first aid kit will contain (as a minimum):

- Basic equipment for administering first aid for injuries such as cuts, grazes, muscular sprains, minor burns, major bleeding, broken bones, eye injuries and shock. The contents of the kits will be based on a risk assessment of the nature of the work and the hazards at the workplace.
- First Aid Treatment Forms for First Aid Officers to record the details of the treatment they administer.

Pain killing medications such as Paracetamol, aspirin etc. are not included in the contents of First Aid kits and should not be dispensed.

First Aid kits will be under the supervision of the appointed First Aid Officers and located to allow quick and easy access by those needing to use them. First Aid kits should be kept unlocked.

Maintenance of each First Aid kit will be allocated to the nominated and appointed First Aid Officer. That First Aid Officer has the responsibility to check the kit's contents on a quarterly basis using the checklist provided by the third party First Aid Suppliers.

4.7 First Aid Signage

The General Manager is responsible for maintaining and publishing a list of the names and locations of current First Aid Officers on site and ensuring signage is appropriate and adequate to the facility.

4.8 Appointment and Training of First Aid Officers

The Site Manager will appoint First Aid Officers based on an assessment of risk and consultation with workers. The number of First Aid Officers should be sufficient given the hours of work and operational needs of the workplace and should be no less than the minimum number prescribed in Code (i.e. high-risk workplaces: 1 first aider for 25 workers and low risk workplaces: 1 first aider for 50 workers).

A worker selected for appointment as a First Aid Officer must hold a current 'Apply First Aid' Certificate or equivalent or higher qualification. If a worker selected to be a First Aid Officer does not have a current first aid certificate or equivalent qualification, the site will meet the cost of the worker's attendance at an appropriate First Aid training course (including refresher training). Subject to operational requirements, the worker may also be granted time off work to attend the training and examination.

4.9 Recording and Reporting Injuries and First Aid Treatment

Each First Aid Officer is required to complete a confidential First Aid Treatment Form to record all first aid treatment given to the worker. If a worker injured in a workplace incident requires first aid treatment, emergency medical treatment, attendance at a casualty ward or admission to hospital, the attending First Aid Officer should ensure the Incident Report and Investigation Form is completed without delay by the worker. If the injured worker is unable to complete the form, the treating First Aid Officer should complete it on behalf of the worker.

In the case where a First Aid Officer determines that it is necessary for a sick or injured worker to leave the premises to return home or to seek medical treatment, the First Aid Officer in consultation with the Site Manager should decide what assistance should be provided to the worker.

4.10 Hepatitis B Immunisation

The site will meet the reasonable costs incurred by a First Aid Officer in obtaining Hepatitis B immunisation. For a First Aid Officer to obtain Hepatitis B immunisation, they should organise it with their GP, pay for it, and then seek reimbursement.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- Site Emergency Response Plan and Diagram
- Evidence of inspection – Portable and Fixed Fire Equipment
- Evidence of inspection – spill kits
- First Aid Risk Assessment
- First Aid Kit Inspection records
- Incident Report Form
- Details of First Aid Officers

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- AS3745:2010 Planning for Emergencies in Facilities
- AS2444:2001 Portable Fire Extinguishers and Blankets
- First Aid in the Workplace, Code of Practice NSW 2015
- *Protection of the Environment Operations Act 1997*, and associated regulations.
- ISO14001:2015 – Environmental Management Systems.

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Critical Incident – may involve:

- Deprivation of liberty
- Severe verbal aggression
- Robbery
- Death or serious injury
- Suicide or threat of suicide
- Natural disaster e.g. earthquake, flood, electrical storm
- Fire
- Bomb or hostage threat
- Explosion, gas or chemical hazard

9. Appendices

- Nil



HSE Governance and Responsibilities

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Governance
and Responsibilities Procedure

Document Ref No: HSEMS-006

Issue No: 1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 Defined HSE Governance Framework.....	5
4.2 Monitoring Responsibilities and Accountabilities	5
5. Evidence of Implementation of this Guidance Standard	6
6. References.....	6
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	6

1. Introduction

The purpose of this procedure is to ensure that Health, Safety and Environmental (HSE) management is an integral part of Auto Recyclers and Rush Metals business decisions and operations. HSE governance requires the Owners and Management Team have a clear understanding of key HSE issues that may impact the business and, requires that the business implement adequate resources and risk mitigation to control these risks.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owners (Officers):

- Ensure the business is compliant with relevant legislative and HSE requirements;
- To acquire and maintain an up to date knowledge of HSE matters;
- To gain an understanding of the HSE hazards and risks involved with the operation of the business;
- To ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised;
- To ensure information regarding incidents, hazards and risks is received and responded to in a timely way;
- To ensure the Person Conducting Business or Undertaking (PCBU) has, and implements, processes for complying with any legal duty or obligation;
- To ensure HSE processes are verified, monitored and reviewed;
- Include HSE governance as a standard item on any Management meetings to ensure information is shared and received and support provided for continuous improvement; and
- Arrange for internal and external resource involvement where required to adequately implement actions required by the HSEMS.

Management and Supervisors:

- Provide leadership, commitment and support for HSE initiatives and the effective implementation and ongoing management of the HSEMS;
- Include HSE as a standard item on team meetings;
- Ensure appropriate resources and processes for HSE management within their areas of responsibility;
- Collate relevant HSE reports as required;
- Provide support to workers and contractors as required for implementation and maintenance of activities related to the HSEIMS;
- Initiating any investigation resulting from Incident Reports;
- Ensure the site is compliant with relevant legislative requirements;
- To acquire and maintain an up to date knowledge of HSE matters relevant to the site; and
- To understand the hazards and risks involved with the operation of the business.

Workers:

- All workers will understand their legal responsibilities and their roles in managing HSE.

Document Title: HSE Governance
and Responsibilities Procedure

Document Ref No: HSEMS-006

Issue No: 1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

4. Procedure

The Officers of Auto Recyclers and Rush Metals are those individuals who have high level obligations for HSE. These obligations are defined by the WHS Act and Regulations 2011, and the *Protection of the Environment Operations Act* 1997 and associated regulations and are critical to effective HSE outcomes. Auto Recyclers and Rush Metals are aware that their Officers have a duty to exercise Due Diligence to ensure the business fulfils its legal obligations.

The Officers of Auto Recyclers and Rush Metals have agreed and committed to:

- Practically guiding the business through effective implementation of risk management programs which have been developed from an analysis of the business HSE Risk Profile.
- Ensuring procedures within the HSEMS are appropriate and aligned to the HSE Risk Profile. New activities creating risk exposure are captured, analysed and minimised to the greatest extent possible; and
- Development of additional procedures, forecasting resources for implementation of the HSEMS, making decisions on the direction of implementation activities or programs.

To meet this commitment, the Owners of Auto Recyclers and Rush Metals will receive reports and consider information relating to:

- HSE matters relevant to business operations and the types of HSE risks arising and impacting workers;
- HSE strategy, policies and procedures. In particular, those governing the risk management process and the adequacy of implementation and effectiveness of those controls;
- Monitoring HSE performance; and
- Reviewing the results of internal and external HSE audit processes and the implementation of actions from audits.

The Owners and Management Team will ensure HSE is formally discussed at least quarterly and minutes generated to evidence the discussion. The Owners and Management Team will ensure policy, systems and procedural reviews are undertaken and system assurance is maintained.

4.1 Defined HSE Governance Framework

Owners Auto Recyclers and Rush Metals

- Seek out HSE reports for analysis
- Sets the HSE strategy

Management Team

- Sets HSE goals and the actions to achieve these
- Reviews and responds to HSE reports in real time

Supervisors

- Review and responds in real time
- Responsible for implementing HSE actions
- Leads, participates and supports HSE consultation and communication

4.2 Monitoring Responsibilities and Accountabilities

Auto Recyclers and Rush Metals will define specific HSE responsibilities and accountabilities for various positions by developing an organisational Responsibilities Matrix against the requirements of the HSEMS. Relevant instruction and training will be provided to those duty holders as defined within the Matrix.

Accountability is applied through business performance reviews and will include HSE inspections, observations, communications and interviews.

5. Evidence of Implementation of this Guidance Standard

In order to demonstrate effective implementation of this procedure, the following evidence through audit protocols should be made available:

- HSE Responsibility and Accountability Matrix
- Induction Training Records

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

HSEMS – Health, Safety and Environment Management System

9. Appendices

- Nil



HSE Incident Reporting and Investigation

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Incident
Reporting and Investigation
Procedure

Document Ref No: HSEMS-007

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 Immediate Response	4
4.2 Incident and Near Miss Reporting	4
4.3 Table 1 – Incident and Near Miss Classification.....	5
4.4 Contractors	5
4.5 Significant HSE Incidents i.e., Dangerous Occurrences and Notifiable Incidents	5
4.6 Incident (or Near-Miss) Investigation	6
4.7 Investigation Process	6
4.8 Table 2 - Incident Investigation Personnel.....	7
4.9 Corrective Action	7
4.10 Incident Report and Investigation Records.....	7
5. Evidence of Implementation of this Guidance Standard	8
6. References.....	8
7. Amendment Record.....	8
8. Definitions	8
9. Appendices	9

1. Introduction

The purpose of this procedure is to define the process for reporting, managing, investigating and implementing corrective actions from HSE incidents and near miss events in which Auto Recyclers or Rush Metals workers and contractors are involved or affected.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Ensure a system for effective Incident Reporting and Investigation is developed, implemented and maintained.
- Allocate adequate resources to manage incidents and actions identified post incident to prevent recurrence.
- Contact the relevant Statutory Authority upon receiving knowledge of a reportable incident (in consultation with Legal Counsel);
- Assist with incident investigations as required; and
- Communicate the incident, corrective actions and any 'lessons learned' to the business.

Site Manager:

- Complete an *Incident Report Form* for all incidents, near misses or notifiable incidents that occur on site;
- Investigate all incidents, near misses and notifiable incidents consulting with relevant workers, within 24 hours of the occurrence;
- Establish and implement corrective actions immediately following an incident, notifiable incident or near miss to prevent recurrence; and
- Maintain records of completed Incident and Investigation Reports on site.

Workers:

- Report any incident, near miss or notifiable incident immediately to the Site Manager and assist in the investigation of incidents as required by the business.

4. Procedure

4.1 Immediate Response

If you are at the scene of an incident;

1. **CHECK** – To see if anyone has been injured.
2. **CALL** – For help if you need assistance in anyway.
3. **CARE** – Only attempt rescue or care for the individual, if you are capable and in no danger yourself.

The following actions are to be implemented immediately following any incident that has resulted in injury or illness.

1. Arrange for first air or medical help *see Emergency Management and First Aid*.
2. If emergency response is required, call appropriate emergency services *see Emergency Management and First Aid*.
3. Contact the responsible Manager or Supervisor immediately.
4. Notify the General Manager

4.2 Incident and Near Miss Reporting

All incidents and near misses are to be reported to the Site Manager immediately. This is to be undertaken in accordance with the following steps and following appropriate assistance provided to the injured/affected persons e.g. first aid, emergency response etc.

1. DO NOT alter the incident/near miss site if an external investigation will be required.
2. All incidents must be recorded on the Incident Report Form by the individual.
3. The Site Manager is responsible for the completion of the Incident Report Form.
4. A classification of the incident (or near miss) should be identified according to the Classifications Table provided in 4.2.
5. If an incident or near miss is classified as a C1, C2, C3 or C4, the Incident Report are to be forwarded to the Owners within 24 hours of the event.
6. Incidents only – any incidents resulting in an LTI will be classified as C4 and the Incident Report Form Workers Compensation Administrator.
7. After consultation with the relevant third party stakeholders such as Legal Counsel, incidents or near misses requiring notification to the Statutory Authority are to be reported to the relevant state authorities.
8. The Incident Report Form will be reviewed at the site Management Meetings and discussed (without disclosing individual confidential information) at Team Meetings to ensure controls are effective and appropriate. Site Management shall keep a copy of the Incident Report Form and make it available for inspection by:
 - The relevant WHS or Environmental Regulatory Authority;
 - Relevant WHS Representatives; and
 - The injured person, oa person authorised by the injured person, or a representative of the deceased person.
9. The *Incident Register* is to be completed with the details of the incident or near miss. Incident Registers are to be maintained on site.

4.3 Table 1 – Incident and Near Miss Classification

CLASSIFICATION	CONSEQUENCE (actual or worst potential outcome)
C1	Catastrophic: Numerous fatalities; extensive financial loss (greater than \$5m); major disruption to operations; extensive plant or equipment damage. Catastrophic: Onsite release of pollutant (>2,000L) that causes catastrophic land, water or groundwater contamination OR offsite release of pollutant (>2,000L) to land or waterways. Likely prosecution by EPA.
C2	Major: Multiple fatalities; significant financial loss (\$1-5m); major disruption to operations; major plant or equipment damage. Major: Onsite release of pollutant (200 to 2,000L) that causes major land, water or groundwater contamination OR offsite release of pollutant (200 to 2,000L) to land or waterways.
C3	Moderate: Fatality or Serious injury (amputation, permanent disability, LTI); substantial financial loss (\$10k – 1mil); notable production disruption; serious plant or equipment damage. Moderate: Onsite release of pollutant (<200L) that is mostly contained but causes moderate land, water or groundwater contamination OR offsite release of pollutant (<200L) to land or waterways. Breach of the <i>Environment Protection Act 1997</i>.
C4	Minor: Injury requiring medical treatment; notable financial loss (\$5 – 10k); slight production disruption; minor plant or equipment damage. Minor: Onsite release of pollutant (<200L) that is immediately contained without causing land contamination AND does not migrate offsite to land or waterways.
C5	Insignificant: First aid treatment – minor cuts, bruises, bumps; negligible financial loss (up to \$5k); negligible plant or equipment damage. Insignificant: On site release of pollutant (<20L). No environmental damage. Environmental hazard identified.

4.4 Contractors

Incidents that involve contractors are to be handled the same way as other incidents reported under this procedure. The key roles within the reporting process are as follows:

- The managerial/supervisory personnel, or as delegated, involved will be in charge of the contract under which the contractor enters the premises or performs work.
- The Site Manager will subsequently become responsible for the area in which the incident occurred.

A copy of the Incident Report and any Investigation must be forwarded to the Contractor and/or their company representative.

4.5 Significant HSE Incidents i.e., Dangerous Occurrences and Notifiable Incidents

The Owners must be notified immediately in the event of any incident which involves the following:

- Fire brigade, ambulance, police;
- Environmental protection authority (EPA);
- WHS Regulatory Authority investigators (e.g. SafeWork, iCARE, Department of Primary Industries);
- Serious injury (including lost time injuries) as per relevant legislation;
- An incident which attracts media attention; and/or
- An incident which could be considered serious in that major consequences were only narrowly avoided (ie. a near miss).

A **Notifiable Serious Injury** is any injury resulting in:

- Death
- Medical treatment within 48 hours following exposure to a substance
- Treatment or admittance to hospital as an inpatient
- Serious injury or illness where the following has occurred:
 - Amputation
 - Serious head injury
 - Serious eye injury
 - Loss of body part or an organ of the body eg arm
 - Electric shock
 - Spinal injury
 - Loss of bodily function including loss of consciousness
 - Serious laceration
 - Serious burns

The scene of a serious injury is to be cordoned off and not disturbed as per WHS legislation to ensure a comprehensive investigation is undertaken as soon as possible.

4.6 Incident (or Near-Miss) Investigation

It is important to notify, investigate and analyse an incident or near miss as it may occur again and the results may be more serious. Factors for consideration when investigating incidents and near misses include:

- The level of the investigation is determined by the actual or potential severity of the incident; and
- Due to the possibility of use in a court of law, inaccurate comments or those of a trivial or potentially slanderous nature must not be used anywhere in the report.

Incident investigation is required according to the following incident classification:

- **C5 incidents/near misses** – No investigation required.
- **C1, C2, C3 and C4 incidents/near misses** – Investigation required to determine contributing factors and root-causes.

4.7 Investigation Process

The Site Manager is responsible for ensuring that an investigation is conducted for incidents and near misses to identify root causes of the incident as follows:

1. An Incident Investigation Team is to be formed according to the incident/near miss classification (see Table 2).
Note: Employees nominated for participation in the Investigation Team with a C1, C2, C3 or C4 classification require prior approval from the Owners.
2. The Incident Investigation Report is to be completed by the Incident Investigation Team and is to include the following information:
 - a. Definition of the problem;
 - b. Implementation of a short term solution (if applicable);
 - c. Identification of root causes/contributing factors in terms of HSEMS failures. A more detailed risk assessment is required where legislated. Where a prior risk assessment has been completed, this assessment and any controls implemented must be reviewed;
 - d. Implementation of corrective actions; and
 - e. Evaluation and follow-up of the corrective actions once implemented.
3. Relevant persons must be consulted during the investigation process to ensure capture of all information and details as well as to ensure effectiveness and transparency of the investigation process.
4. The Site Manager must sign off the report and investigation only after all corrective actions are implemented and the matter is finalised/closed off.
5. The Incident Register is to be updated to signify the close-out of the incident.
6. A copy of the finalised Incident Investigation Report shall be provided to the injured worker or the person who initiated the original report.

4.8 Table 2 - Incident Investigation Personnel

CLASSIFICATION	INVESTIGATION TEAM
C1	Team appointed by Site Manager and General Manager .
C2 / C3	Team appointed by Site Manager with approval from General Manager required
C4	Managerial (Production), Supervisory, Employee(s) involved, OHS Representatives/ Committee Members and General Manager's approval required
C5	Supervisory, Employee(s) involved; OHS Representatives/Committee Members

4.9 Corrective Action

Corrective actions are to be established for all HSE impacts and non-conformances found through incident investigations and recorded. Corrective actions are to be based on the hierarchy of controls and are to take into consideration the following:

- The severity of the hazard or risk in question.

Document Title: HSE Incident
Reporting and Investigation
Procedure

Document Ref No: HSEMS-007

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

- The state of knowledge about hazard risk and ways of mitigating it.
- The availability and suitability of ways to remove or mitigate the hazard or risk.

Once corrective actions have been determined the progress status of their implementation (where relevant) is to be discussed in Team Meetings or other communication forums where HSE issues are discussed.

Corrective actions requiring further investigation are to be recorded on a Risk Assessment. Following the implementation of corrective actions, the actions are to be closed out on the Incident Investigation Form and the Risk Assessment with a date recorded for when the action was implemented.

All corrective actions implemented are to be reviewed at an appropriate interval thereafter to ensure the controls implemented are adequate and effective for treating the risk. Such reviews are to be discussed in Safety Committee Meetings or other communication forums in which health and safety is discussed.

4.10 Incident Report and Investigation Records

The Site Manager is responsible for maintaining incident and near miss reports including completed investigation reports.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- Incident Report Forms
- Incident Report Register
- Risk Assessments

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- *Protection of the Environment Operations Act 1997*, and associated regulations.
- ISO14001:2015 – Environmental Management Systems.

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Corrective Actions – The recommendations designated by the investigation team to ensure that the outcomes of inspection and testing, audits, accident, incident and hazard reporting procedures are reviewed and appropriate procedures implemented to rectify non-conformance and prevent its recurrence.

Dangerous Occurrence or Event – An event where there is or could be an immediate threat to life or cause a situation that seriously endangers the health and safety of persons working in the immediate vicinity.

Fatality – An occurrence of death by accident.

Incident – An event or chain of events, which has, or could have caused occupational injury or occupational disease and/or damage (loss) to people, assets or reputation.

Lost Time Injury (LTI) – A work injury resulting in the inability to work for at least one full day/shift at any time after the day/shift in which the incident occurred.

Medical Treatment Injury (MTI) – A work injury that requires treatment by, or under specific orders of, a registered medical practitioner or another registered treatment provider e.g.: Chiropractor, Physiotherapist, Osteopath, Nurse, and which is beyond the scope of normal first aid, but does not result in a Lost Time Injury.

Near Miss – An incident that occurred at the place of work, which, although it did not result in personal injury/disease or damage to people, property or the environment, had the potential to do so.

Notifiable Incident – An injury, illness or incident resulting in death, serious bodily injury, loss of consciousness or dangerous event (such as explosion or fire).

9. Appendices

- Nil



HSE Issue Resolution

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Issue
Resolution Procedure
Document Ref No: HSEMS-008
Issue No:1

Effective Date: 01.08.2018
Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	3
4.1 Matters to be Considered	4
4.2 Resolving Issues	4
4.3 Corrective Actions.....	4
5. Evidence of Implementation of this Guidance Standard	4
6. References.....	4
7. Amendment Record.....	5
8. Definitions	5
9. Appendices	5

1. Introduction

The purpose of this procedure is to define how HSE issues in the workplace will be resolved as far as reasonably practicable. Where HSE issues cannot be resolved, this procedure outlines the escalation process to seek a resolution.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Providing an appropriate framework for the resolution of HSE issues raised.
- Seek to resolve HSE issues raised as far as reasonably practicable and in consultation with workers (where relevant).

Workers:

- Report any HSE issues of concern to the nominated Worker Representative or Site Manager.
- Attend scheduled Team Meetings and Toolbox Meetings.
- Participate in hazard identification, risk assessment and control activities where required.

4. Procedure

Any worker is able to raise an HSE issue with their line manager or supervisor. Once an issue is raised, the following process will be executed:

1. The manager or supervisor will provide the worker who raised the issue with a timely response.
2. In considering the HSE issue, the manager or supervisor will consult with the worker who raised the issue and or any other individual in the workplace who can contribute towards achieving an effective resolution.
3. Where it is not possible to resolve the issue at the workplace level, the manager will escalate the issue to the Owners who have capacity and authority to resolve the issue in an effective and appropriate manner.

Note; where it is not possible to resolve an issue and all reasonable attempts have been made, due to (a number of factors such as) inadequate budget, lack of local expertise to develop an effective solution or where workers and managers cannot agree on a solution, the following process will be followed:

4. The WHS Regulator can be called to appoint an inspector to assist in determining a solution.

4.1 Matters to be Considered

Matters to be considered by parties relating to HSE issues include:

- the number and location of workers affected by the issue;
- any relevant accepted industry practice, if that practice is consistent with the WHS Act and the WHS Regulations;
- the requirements for the management of risks;
- the implementation of temporary measures;
- the requirement for further information;
- methods and timelines for resolution of the issue;
- whether any other persons may reasonably be required to assist the early resolution of the issue; and
- responsible person for implementing the resolution of the issue on behalf of Auto Recyclers and Rush Metals.

4.2 Resolving Issues

If the issue is resolved, the following information will be retained:

- The details of the issue and the resolution must be set out in writing to the satisfaction of all the parties.
- As soon as reasonably practicable after the issue is resolved, workers affected by the issue are informed of the details of the agreement between the parties.
- A copy of the agreement is forwarded to any relevant HSR.
- A copy of the agreement to the resolution of an issue may be forwarded by any of the parties to any union or employer organisation that represents the party.

4.3 Corrective Actions

Actions arising from the Issue Resolution process will be managed via the *Corrective and Preventative Actions Procedure* and recorded in the Auto Recyclers and Rush Metals *Corrective Actions Register*.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- Meeting minutes; and
- Corrective Actions Register.

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- Work Health and Safety Consultation, Cooperation and Coordination – Code of Practice December 2011
- Issue Resolution August 2011 Page 3 Discriminatory conduct WHS Act: s104-107
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Health and Safety Representative (HSR) – A person elected by workers and is responsible for representing workers on health and safety matters. This position cannot be held by a person holding a Management position.

9. Appendices

- Nil



HSE Legal and Other Requirements

Auto Recyclers and Rush Metals Integrated Health, Safety and Environment Management System

Document Title: HSE Legal and Other Requirements Procedure

Document Ref No: HSEMS-009

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	3
4.1 HSE Legal Register.....	3
4.2 Evaluation of Compliance	4
Environmental Permits and Licences.....	4
Incident Reports	4
Corrective Action	4
5. Evidence of Implementation of this Guidance Standard	4
6. Related Documents and References	4
7. Amendment Record.....	4
8. Definitions	5
9. Appendices	6

1. Introduction

This purpose of this procedure is to ensure Auto Recyclers and Rush Metals identify and have access to the applicable Work Health and Safety and Environmental legal and other requirements related to their operations, and to assist in the periodic evaluation of compliance with applicable legal and other requirements.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

(Position TBC):

- Identify and regularly review legal and other requirements for the organisation;
- Provide adequate resources to enable Auto Recyclers and Rush Metals to comply with relevant HSE legislation, Codes of Practice and Australian Standards;
- Document processes and procedures that ensure compliance with relevant HSE legislation, Codes of Practice and Australian Standards;
- Develop a HSE Legal Register;
- Communicate legislative changes to all workers;
- Ensure legislation, codes and standards are applicable available and accessible; and
- Maintain the business relationship with external agencies providing legislative updates to the business.

4. Procedure

4.1 HSE Legal Register

The Administration Officer will hold the Auto Recyclers and Rush Metals HSE Legal Register. The register includes HSE and other requirements that apply to the activities and operations that are undertaken by Auto Recyclers and Rush Metals. Where applicable the HSE Legal Register includes a summary of the obligation (this is the interpretation of how the Act or requirement applies to the activity) associated with the legal requirement.

The General Manager will maintain the currency of the HSE Legal Register through an annual review against HSE legislation change. Changes to the HSE Legal Register will be communicated to workers through team meetings. Supervisors are to consult with workers to determine training needs following the update of any policies, procedures or other system documents.

Where changes to HSE legislation impact policy or procedure, Auto Recyclers and Rush Metals will work with the relevant delegated authority to instigate the review of relevant policies and procedures to reflect legislative changes.

The General Manager will report Significant Non-compliance Conditions or Events to External Agencies as required by laws, regulations, permits, and licences within relevant timeframes. Auto Recyclers and Rush Metals Legal Counsel will be consulted prior to reporting, unless an immediate report is required.

Document Title: HSE Legal and Other Requirements Procedure

Document Ref No: HSEMS-009

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

If a significant legal Non-compliance Condition or Event involves Significant Risk to the environment, colleague or public health or safety, the General Manager will liaise with the delegated authority to take immediate corrective action to remove the non-compliance condition or control the event to the fullest extent possible.

4.2 Evaluation of Compliance

Environmental Permits and Licences

The General Manager will conduct an annual review of compliance with the conditions of any environmental licence or permit (e.g. Environmental Protection Licence, Trade Waste Agreement, Waste Management Licence, Development Approval) in place for the business or applicable to any Auto Recyclers or Rush Metal site.

Site Managers/Supervisors shall provide a report to the General Manager on an annual basis detailing the permit details (title, number and enforcing authority), conditions, reporting requirements and confirming the compliance with all conditions.

The above report will also include information on any notification or action taken by the external agency, if applicable.

Incident Reports

The General Manager shall undertake a quarterly review of all incident reports to determine any actual or potential non-compliance events.

Corrective Action

Any corrective or preventive action identified by the evaluation of compliance shall be addressed in accordance with the Corrective and Preventive Action Procedure.

5. Evidence of Implementation of this Guidance Standard

In order to demonstrate effective implementation of this procedure, the following evidence through audit protocols should be made available:

- HSE Legal Register
- Incident Reports

6. References

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

HSE Legal Register – The register which collates information on legal references used to develop the HSEMS. This document is current as at the date stated on the register.

External Agencies – SafeWork NSW and NSW Environment Protection Authority (EPA).

9. Appendices

- Auto Recyclers and Rush Metals HSE Legal Register



HSE Monitoring and Review

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Monitoring and Review Procedure

Document Ref No: HSEMS-010

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 Data Collection and Reporting.....	4
4.2 Data Analysis.....	4
4.3 Management Review Timeframes.....	4
4.4 Audit and Assurance	5
5. Evidence of Implementation of this Guidance Standard	5
6. References.....	5
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	6

1. Introduction

This procedure describes the process for collecting, compiling, recording and preparing accurate statistical measurements and analysis of HSEMS performance incidents, injuries, near misses, lost time and workers compensation data.

The results are to assist Owners in initiating, implementing and monitoring the effectiveness of relevant performance improvement programs and to focus resources on correcting and preventing adverse HSE trends.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Review HSE performance data and methods used for the compilation of HSE performance data.
- Analyse broad statistical measures to drive continuous improvements in the HSEMS.
- Make decisions in consultation with the Site Manager and relevant key stakeholders in relation to improving HSE performance.
- Review the suitability, adequacy and effectiveness of the HSEMS and its resources to meet the requirements of applicable legislation as well as the conditions of any licenses.

Site Manager:

- Collate, compile, analyse and provide a range of statistical HSE reports to the Owners.
- Assist with compilation and analysis of data such as incident reports, corrective actions and risk assessments.
- Identify and implement corrective actions to act on adverse trends and drive improvements in HSE performance.
- Review outstanding corrective actions and delegate responsibility for completion and close-out.
- Coordinate review of the HSEMS at defined intervals.

4. Procedure

4.1 Data Collection and Reporting

The following data will be collected as per the table requirements below:

Data	Collected by	Frequency	Reported to	Source
Incident Report Forms including First Aid, Medical Treatment and Near Misses	Site Manager	As they occur	Owners	Incident Report Forms
All injuries and incidents (including dangerous occurrences)	Site Manager	As they occur	Owners	Incident Report Forms
Inspection and Testing	Operators Contractors	As per PMP	Site Manager	Asset System

4.2 Data Analysis

Data analysis will be undertaken as reports are received. The analysis may include, but is not limited to the following:

- Section or area of the site;
- Workers Compensation claim frequency and cost;
- Five Year Data Analysis of Average Cost of Claims;
- Mechanism of injury by the number and/or total cost of claims;
- Nature of injury by the number and/or total cost of claims;
- Agency of injury by the number and/or total cost of claims; and
- Body location of injury by the number and/or total cost of claims.

The Owners will be responsible for highlighting and identifying any trends as a result of analysing data. Site Managers will be required to take corrective actions on the basis of the analysed data, particularly if adverse trends are evident in their area of responsibility (e.g. a marked increase of manual handling injuries in the factory).

4.3 Management Review Timeframes

The HSEMS will be reviewed every two years and will consider:

- The continuing suitability of HSE policies in relation to the nature of the business;
- The continuing suitability of the HSEMS in relation to changing customer conditions, changing legal requirements and other applicable business needs;
- Audit findings;
- HSE performance indicators;
- Concerns expressed by relevant interested parties; and
- Organisational commitment to continual improvement.

Document Title: Inspection and Testing Corporate Guidance Standard

Document Ref No: TCG SHE-0-0-000

Issue No:

Effective Date: 00.00.00

Next Review Date: 00.00.00

An evaluation of the effectiveness of the HSEMS and the need for change should be considered in the light of:

- Changes to HSE legislation and workers compensation requirements;
- Changes to the Environment Protection Licence;
- Changes to expectations and requirements of customers, workers and other interested parties;
- Changes to the activities and structure of the organisation;
- Any advances in technology;
- Lessons learned from incidents;
- Adverse trends in safety performance indicators;
- Significant non-conformances of safety procedures and processes;
- Reporting and communication; and
- Feedback (particularly from employees).

In reviewing the HSEMS, relevant stakeholders are to be consulted including government bodies, Regulators, operational workers and managers, office workers, customers and contractors (where relevant) and any other internal and external stakeholders. This will be documented and a written record along with any other documents that result from such reviews.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- HSE Reports
- HSE Review Actions and Findings
- HSEMS Procedures with Amendments

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Corrective Actions – The recommendations designated by the investigation team to ensure that the outcomes of inspection and testing, audits, accident, incident and hazard reporting procedures are reviewed and appropriate procedures implemented to rectify non-conformance and prevent its recurrence.

9. Appendices

- Nil



HSE Planning

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Planning
Procedure
Document Ref No: HSEMS-011
Issue No:1

Effective Date: 01.08.2018
Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	3
4.1 HSE Planning.....	3
4.2 Setting Objectives and Targets	3
4.3 Monitoring and Review	4
5. Evidence of Implementation of this Guidance Standard	5
6. References.....	5
7. Amendment Record.....	5
8. Definitions	5
9. Appendices	5

1. Introduction

The purpose of this procedure is to ensure continuous improvement of Health, Safety and Environmental (HSE) performance through the establishment of measurable objectives, targets and, where required, Improvement Plans based on the Auto Recyclers and Rush Metals HSE Policy.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

General Manager will:

- Prepare the business *HSE Integrated Plan* with specific objectives and targets in consultation with Executive Management and the business.
- Report on performance of the *HSE Integrated Plan*.
- Budget for the provision of sufficient resources annually to address the requirements the *HSE Integrated Plan*.
- Oversee implementation of the *HSE Integrated Plan*.

4. Procedure

4.1 HSE Planning

Planning is a critical stage in the HSEMS as it assists the business to focus its resources and efforts towards outcomes based on risk priorities. The Auto Recyclers and Rush Metals planning process allows:

- HSE objectives and targets to be identified to meet commitment to the HSE Policy;
- Allocate adequate resources to support the implementation of objectives;
- Consult with key stakeholders and workers in the development of HSE programs and initiatives; and
- Review the performance against set objectives to determine gaps and required actions to improve HSE management.

The planning cycle will involve the following stages which result in the development of the Auto Recyclers and Rush Metals *HSE Integrated Plan*.

4.2 Setting Objectives and Targets

HSE objectives and targets established will be consistent with the HSE Policy, are to be documented and are to be appropriate to business activities as well as consider:

- Legal requirements;
- Standards and codes;
- HSE hazards and risks;
- Available technologies;

Document Title: HSE Planning
Procedure

Document Ref No: HSEMS-011

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

- Agreements and guidelines;
- Operational requirements; and
- The views of interested parties/stakeholders.

Both lead and lag indicators are to be used to establish measurable objectives as follows:

Lag Indicator Example	
Objective:	Reduce injuries associated with mobile plant
Target:	Compared with the previous year statistics, achieve a 6% reduction in mobile plant injuries
Indicator:	% of mobile plant injuries per year
Lead Indicator Example	
Objective:	Compliance with all elements of the internal HSE audit protocol
Target:	No major non-conformances identified
Indicator:	Number of major non-conformances identified in the HSE audit report

The *HSE Integrated Plan* defines the means by which the business will achieve its set objectives and targets and meet legal requirements. The HSE Plan:

- Is based on an analysis of information relevant to the nature of the activities, processes, products or services;
- Takes account of identified hazards and systems failures;
- Aims to eliminate or reduce workplace illness and injury;
- Applies to activities undertaken or proposed to be undertaken;
- Defines the priorities;
- Sets timeframes;
- Allocates responsibility for achieving objectives and targets to relevant functional levels; and
- States how the Plan will be monitored.

4.3 Monitoring and Review

The *HSE Integrated Plan* will be monitored and formally reported to Executive Management. Reporting should include process on meeting the objectives. Outcomes of reviews are to be documented and communicated to relevant stakeholders and workers.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- HSE Integrated Plan
- Corrective Action Close Out

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

HSE Objectives – Overall performance goals that arise from the HSE Policy and are quantified where practicable.

HSE Targets – Detailed performance requirements that are quantified where practicable, and that arise from objectives. Targets need to be met to meet safety and environmental objectives.

Key Performance Indicators (KPIs) – Both lead and lag indicators help to measure whether objectives have been met. KPIs are measures such as rates, ratios or indices that reflect the effectiveness of the HSEMS.

9. Appendices

- Auto Recyclers and Rush Metals HSE Integrated Plan



HSE Risk Management

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Risk
Management Procedure
Document Ref No: HSEMS-012
Issue No:1

Effective Date: 01.08.2018
Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 HSE Documents and Data Control	4
4.2 Document and Records Register	4
4.3 Procedure Writing and Review	4
4.4 SWI, SOP or SWMS	4
4.5 Records Management.....	5
4.6 Access and Confidentiality	5
4.7 Disposal.....	5
5. Evidence of Implementation of this Guidance Standard	5
6. References.....	5
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	6

1. Introduction

The purpose of this procedure is to define how Auto Recyclers and Rush Metals will identify, assess, control, monitor and review HSE impacts associated with business operations. This procedure provides the user with guidelines in determining the level of risk associated with identified HSE impacts and provides a framework for identifying appropriate controls measures to manage those impacts.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Owner/s:

- Have an appropriate level of understanding of HSE impacts to the business that may affect workers;
- Allocate appropriate and adequate resources to the management and mitigation of HSE impacts to the business or activities;
- Ensure that any foreseeable hazards that may arise from operations are identified, documented and communicated to all individuals who may be affected such as workers, contractors and visitors to the site;
- Ensure HSE risks are eliminated or reduced as far as practicable according to the hierarchy of controls outlined in this procedure; and
- Ensure there is an effective means for implementing and monitoring risk control measures to ensure ongoing effectiveness.

General Manager:

- Encourage workers to participate in HSE hazard identification, risk assessment and control activities;
- Consult with workers regarding HSE issues and where changes affecting health, safety or the environment are proposed. This includes facilitating scheduled meetings which set out specific HSE information to be conveyed to workers; and
- Participating in risk management activities as required.

Workers:

- All hazards identified are notified and reported to position?.
- If it is safe to do so, eliminate/control the hazard immediately once identified.
- Participate in hazard identification, risk assessment and control activities (including workplace inspections).
- Ensure the activities they conduct do not create hazards and/or unnecessary risks to their safety and that of others, or to the environment.

4. Procedure

Auto Recyclers and Rush Metals have developed an **HSE Risk Profile** for their business which underpins the HSEMS and this procedure for managing risk. This procedure applies where the business has identified an HSE impact not already identified on the HSE Risk Profile. The HSE Risk Profile has been developed using the methodology outlined below, in consultation with workers and has been endorsed by the Owners.

4.1 Risk Management Process

The risk management process consists of 4 essential steps in ensuring injuries and illnesses do not occur:

1. Hazard Identification through ad-hoc, specific and routine hazard identification activities;
2. Assessment of risk to determine the likelihood and consequence of a hazard resulting in an incident;
3. Controlling the risk. If the risk cannot be eliminated, then controls are to be determined in line with the Hierarchy of Controls; and
4. Monitoring and reviewing at a prescribed time after controls have been implemented to ensure adequacy, relevance and have not created other HSE risk impacts.

4.1.1 Risk Identification Process

Auto Recyclers and Rush Metals commit to identifying HSE impacts arising from their operations including from:

- **Plant** – equipment and vehicles, (including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant);
- **Hazardous Substances** (including the production, handling, use, storage, transport or disposal of hazardous substances);
- **Work practices** – work systems and shift working arrangements (including hazardous processes, psychological hazards and fatigue related hazards);
- **Asbestos** – installed/inherent in a place of work;
- **Work Premises** – or the layout and condition of a workplace (including lighting conditions and workstation design); and
- **Working Environment** - (including the potential for) electrocution, fire or explosion, people slipping, tripping or falling, contact with moving or stationary objects, exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere, the presence of a confined space, biological organisms, products or substances and workplace violence.

To assist in identifying hazards they can be grouped into the following areas:

- **Physical** – Noise, light, fire, explosion, temperature, slips/trips, falls, struck/hit, electrical;
- **Chemical** - Flammable, corrosive, reactive, toxic (e.g. acute poisons, carcinogen) – solid, liquid or gas;
- **Biological** - Bacteria and viruses, body fluids, plants, insect bites, animal and bird droppings;
- **Ergonomic** - Frequent lifting, poor posture, awkward movements, repetitive movements, using too much force;
- **Psychological** - Fatigue and stress;
- **Environmental** - Spills, waste, contaminated soil, (water, air, land); and
- **Energies** - High pressure fluids, mechanical movements, electricity, falling objects.

The identification process will be undertaken via formal HSE Reporting. Identification can be via ad-hoc discovery by workers (or contractors) whilst conducting tasks, via a formal workplace inspection <FORM> or via risk assessment or investigation of incidents.

Where a formal HSE Report has been completed by a worker, management will ensure that those person(s) are informed about the actions to be undertaken to eliminate or minimise the risk of injury or environmental impact and that the risk controls have been implemented.

4.1.2 Assessment of Risk

Following the initial identification of an HSE risk or impact, an assessment of likelihood and consequence using the Auto Recyclers and Rush Metals **Risk Assessment Matrix** will be conducted. Assessment of risk will be documented using the relevant **Risk Assessment Form** provided within the HSEMS.

4.1.3 Risk Control and Mitigation

In consultation with workers, Auto Recyclers and Rush Metals will determine and implement appropriate risk control measures to the lowest level practicable considering:

- The severity of the risk in question;
- The state of knowledge about risk and ways of mitigating it; and
- The availability and suitability of ways to remove or mitigate the risk.

Documentation of relevant risk controls and mitigation strategies will be maintained on the original risk assessment undertaken.

4.1.4 Hierarchy of Controls

The preferred order in which risks should be controlled is:

1. Elimination;
2. Substituting (or modification);
3. Engineering Controls;
4. Administrative Controls; and
5. Personal Protective Equipment (PPE).

Once the risk controls have been implemented, sign-off is to occur to confirm controls are implemented as agreed with workers and the Risk Assessment Form is to be maintained on record for monitoring and review of risk controls.

4.2 Changes to the Workplace Environment

Where a change has been identified to operations, activities or the site, a review of the **HSE Risk Profile** and any related risk assessments will be undertaken in consultation with workers and relevant stakeholders. A formal documented risk assessment is required for any changes to the workplace and will involve business consultation.

Examples of when the risk management process needs to be applied in times of change include:

- Movement of employees to new or different tasks;
- Introduction of new plant, equipment or machinery; and
- Increased use of contractors.

4.3 Reviewing and Evaluating Risk Controls

Monitoring the effectiveness of implemented risk controls will take place formally through evaluation of risk assessments and incidents reported to ensure that the planned improvements have been achieved. Auto Recyclers and Rush Metals in consultation with workers, must be satisfied that the control measures have reduced the risk to a level deemed acceptable. If the control has not reduced the risk to an acceptable level, then the process will be repeated until such time that the risk level is acceptable. In addition to the HSE Risk Profile, a Risk Register will be maintained for the Auto Recyclers and Rush Metals business for additional risk impacts identified.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- HSE Risk Profile
- Auto Recyclers and Rush Metals Risk Register
- Report Forms
- Risk Assessments

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- *Protection of the Environment Operations Act 1997*, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Confidential – Records containing information of a sensitive or private nature including, but not limited to Incident/Near Miss Report Forms, Contractor insurances, worker training records, workers compensation records including claim forms, medical certificates and Return to Work Plans, performance appraisals and personnel files.

Controlled Documents – Original documents contained in officially issued manuals and documentation.

Documents – Defined as but not limited to policies, procedures, guidelines, programs and plans. Templates for forms, checklists, workplace inspections, risk assessments and safe work procedures etc are also documents.

Document Control – The arrangements necessary to ensure that all workers have access to documentation and only the current version is available for use.

Hazard – A hazard is a source or situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these. A source or situation can include substances (both hazardous and dangerous), plant, work processes and/or other aspects of the work environment.

HSE – Health, Safety and Environment.

Records – An electronic or hard-copy document which provides evidence of a decision, results achieved, or an action taken in relation to the operation of HSEMS.

Uncontrolled Documents – Documents which are not part of the official HSEMS (e.g. photocopies of controlled documents).

9. Appendices

- Nil



HSE Training and Competency

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Training
Procedure
Document Ref No: HSEMS-013
Issue No:1

Effective Date: 01.08.2018
Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 HSE Competency Profile and Assessment	4
4.2 Training Needs Analysis	4
4.3 Implementing HSE Training	5
4.3.1 Induction Training.....	5
4.3.2 Refresher Training	5
4.3.3 Maintain Records.....	5
4.3.4 Review and Evaluate.....	6
5. Evidence of Implementation of this Guidance Standard	6
6. References.....	6
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	7

1. Introduction

The purpose of this procedure is to describe the development, implementation and maintenance of systems for effective HSE Training to ensure all Workers have the appropriate knowledge, skills and competency to perform their operational activities in a safe manner and without impact to the environment.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors.

3. Responsibilities

Position TBC:

- Develop the Auto Recyclers and Rush Metals Competency Profile.
- Undertake a Training Needs Analysis and develop relevant Training Plans;
- Identify site specific HSE training needs on an ongoing basis;
- Maintain relevant training records for the business;
- Develop or commission relevant HSE training programs for the business; and
- Administration and evaluation of HSE training programs delivered.

Management and Supervisors:

- Ensure workers, contractors and visitors have appropriate HSE competencies according to the task they are required to undertake;
- Assess worker and contractor competency;
- Ensure workers and contractors have received relevant training and supervision to achieve the required competency:
 - At the commencement of employment or engagement of a contractor;
 - When an existing worker changes job tasks;
 - Where there is a change in job or activity;
 - When an existing workers' knowledge and skills are not at the prescribed standard and additional training is required to rectify performance;
 - Where there are changes to plant, equipment, technology, materials or substances;
 - Before commencement of activities requiring completion of a Safe Work Method Statement (SWMS), Safe Work Instruction (SWI); and
 - To refresh learning and demonstrate knowledge of the SOP.
- Ensure workers undertake relevant training within the prescribed timeframes;
- Maintain copies of all licences, qualifications and training records for workers (as required); and
- Attend any HSE training program that is required.

Workers:

- Attend any HSE training that is required.

4. Procedure

4.1 HSE Competency Profile and Assessment

The business will develop a HSE Competency Profile for all workers and contractors which includes a list of all required HSE competencies including SWI, on the job training, informal and formal training required.

HSE competencies of managers, workers and contractors must be assessed to determine gaps in current competencies when compared to the job-specific requirements. Managers are required to ensure assessment occurs prior to workers being expected to safely carry out the tasks associated with the job. Assessment will be documented in a Competency Register. The Register will identify:

- Training needs for each individual (or position);
- Training completed for each individual; and
- Any associated refresher training or frequency of training.

Where the business engages contractors, the relevant Manager must assess their competencies and maintain relevant information within the Contractor Register *See Contractor Management*. Contractors must be assessed as competent prior to being engaged. Trade Certificates, relevant licences and other similarly recognised evidence of competency is to be provided through documented proof of competency.

4.2 Training Needs Analysis

To address the gap between current knowledge and skills and the established competencies for each position, a Training Needs Analysis (TNA) for each position will be undertaken. The TNA is required to determine what training is to be undertaken for each position and is to take into consideration the following factors and information (as applicable):

- Identified HSE competency requirements;
- Legislative requirements;
- Licences, certificates and relevant qualification requirements;
- Objectives and HSE Key Performance Indicators;
- HSE Risk Profile;
- Tasks requiring SWMS/SWI;
- Equipment operating manuals and instructions; and
- Consideration for workers' special needs (e.g. non-English speaking, limited literacy and numeracy).

4.3 Implementing HSE Training

4.3.1 Induction Training

It is a requirement that all workers, labour-hire workers, contractors and visitors to any site are inducted prior to working on any site. Site inductions are to be provided by the Site Manager or an appropriate delegate and are to cover at a minimum the following:

- Site contacts, including emergency and first aid contacts;
- Location of amenities, including first aid amenities/officers;
- Emergency procedures and evacuation;
- Hazard and incident reporting procedures;
- Personal protective equipment requirements;
- Site-specific hazards; and
- Relevant safe work instructions that may be applicable.

Inductions are required at each site the worker may work within with inductions to be conducted at a minimum of annual intervals. Visitors and Contractors are to be re-inducted to the site at a minimum of every two years.

4.3.2 Refresher Training

Where it is considered necessary, refresher training is to be provided to Workers, Contractors and Visitors in relevant training programs including competency assessments. Specific instances where refresher training is mandatory include:

- Where it is prescribed by legislation (e.g. First Aid, Emergency Wardens and Evacuation, Health and Safety Representatives in specific states);
- Where an existing worker's knowledge and/or skills are not at the prescribed standard and additional training is required to rectify performance;
- Following incident investigations where root-cause determines gaps in knowledge, skills and competency in performing certain tasks and activities;
- Where a risk assessment or SWI/SOP/SWMS determines the need for regular refresher training; and
- In specific high-risk tasks and activities (e.g. operating specialised plant and equipment, confined spaces, work at height etc.).

4.3.3 Maintain Records

All training conducted is to be maintained in the local HSE Records Management System.

The Manager is responsible for ensuring all training and competency assessment records are retained on site and produced as evidence of training when required (e.g. for HSE related audits and inspections, following incident investigations etc.). Individuals are required sign training records to confirm the training has been completed.

4.3.4 Review and Evaluate

All training and assessment programs, are to be reviewed annually and when there are changes to plant or processes, to evaluate effectiveness and continuing ability to provide workers with the required knowledge and skills to perform tasks safely and ensure courses are achieving the desired outcomes.

Reviews are to be conducted in consultation with workers and are to be used to:

- Update competency profiles;
- Update training program requirements; and
- Evaluate resources and strategies.

5. Evidence of Implementation of this Guidance Standard

In order to demonstrate effective implementation of this procedure, the following evidence through audit protocols should be made available:

- Competency Profile
- Competency Register
- Training Records/Register
- SWMS and SWI

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- Work Health and Safety Consultation, Cooperation and Coordination – Code of Practice December 2011
- *Protection of the Environment Operations Act 1997*, and associated regulations.
- ISO14001:2015 – Environmental Management Systems.

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Competent person – A person who has acquired through training, qualification, experience or a combination of these, the knowledge and skills necessary to conduct a specific task(s).

Training Needs Analysis (TNA) – The process of identifying the training needs of workers.

Competency Profile – The skills and knowledge required for a particular position.

SWI/SOP/SWMS – Refers to Safe Work Instructions (SWI), Standard Operating Procedures (SOP) and Safe Work Method Statements (SWMS).

9. Appendices

- Nil



HSE Inspection and Testing

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Inspection and Testing Procedure

Document Ref No: HSEMS-019

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 Inspection, Testing and Monitoring Program	4
4.2 Certification, Competency and Training Requirements - Contractors.....	4
4.3 Site Plant and Equipment	5
4.4 Workplace Site Safety Inspections Requirements	5
4.5 Corrective Actions.....	5
4.6 Inspection and Testing Records	6
5. Evidence of Implementation of this Guidance Standard	6
6. References.....	6
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	6

1. Introduction

The purpose of this procedure is to ensure that plant and equipment associated with site operations conform to regulatory compliance requirements and to ensure any HSE impacts or risks associated with the use and operation of plant and equipment in the workplace are identified, assessed and appropriately controlled.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors. Plant and equipment referred to in this standard includes:

- All plant and equipment including owned, lease or hired; and
- Maintained equipment including electrical equipment used by workers.

This procedure does not apply to the design, selection, purchase or disposal of plant and equipment. These processes will be undertaken in accordance with relevant manufacturers requirements and relevant council requirements.

3. Responsibilities

Owner/s:

- Provide resource for adequate inspection and monitoring requirements.
- Consult with the site on standardised inspection and monitoring requirements.
- Reviewing corrective actions raised through the inspection and maintenance process to ensure responsibility has been identified for completion within adequate timeframes.

Site Manager:

- Implement the site *Inspection and Testing Program* (ITP) including planned and preventative maintenance scheduled inspections at defined intervals for site plant and equipment.
- Arrange for the regular testing of relevant plant and equipment to maintain safe operation and have documented requirements within a *Preventative Maintenance Plan* for the site.
- Arrange for workplace and environmental monitoring as required and at a minimum, following an identified HSE impact.
- Ensure assessment and control of HSE issues identified resulting from inspections.
- Review controls implemented at identified intervals to ensure their ongoing suitability and effectiveness.
- Provide relevant training, information and instruction in inspections to relevant individuals on site.
- Consult with workers, contractors and visitors as appropriate when conducting inspections, testing and/or monitoring activities as well as when conducting a risk assessment and deciding on control measures for identified hazards.
- Obtain relevant records confirming contractors required to conduct tests of equipment and services hold appropriate and current certification, licensing and/or competency for the conduct of such tests.

Workers:

- Participate in workplace inspections.
- Report any HSE issues or risks hazards to the Site Manager immediately.

4. Procedure

4.1 Inspection, Testing and Monitoring Program

The following tabled actions will be undertaken to effectively execute the requirements of this procedure.

Action	Responsibility	When/Frequency
Allocate resources for inspection, testing and monitoring of facilities during the business planning cycle.	Owners	Initially and ongoing
Identify the plant, equipment, processes and workplace activities and working environments to be included in the program.	Site Manager	Initial development of program and during review
Identify legislative, Australian Standards, Manufacturer Instructions and other requirements related to inspection, testing and monitoring.	Site Manager	Initial development of program and during review
Obtain or conduct risk assessments as required to identify inspection, testing and monitoring requirements considering legislative requirements.	Site Manager	Initial development of program and during review
Develop a Program which incorporates: • Types of inspection; • Position holder responsible for activity; • Procedure reference for activity; • Testing equipment or tools to be utilised; • Schedule/Frequency; • Minimum skill or qualification requirements; • Corrective Actions; & • Records to be kept.	Site Manager	Development or review of program
When new plant, equipment or processes are introduced or changes occur and there is a requirement for inspection, testing and monitoring, this information shall be included in the program.	Site Manager	When new plant or equipment or processes are employed
Review of the program at defined intervals to ensure the program is capturing the required information.	Owners	Annually

The program is to take into consideration the risk level of activities and plant/equipment used on site when determining inspection, testing and monitoring intervals. Testing and monitoring of plant and equipment is to also take into consideration the requirements as set by the manufacturer/supplier of the item of plant/equipment.

4.2 Certification, Competency and Training Requirements - Contractors

Contractors conducting tests of plant, equipment and services must demonstrate they have the required certification, competency and/or training to successfully undertake the required testing.

Site Managers engaging contractors for this purpose are to obtain relevant records and confirm the contractor's competency, licensing, qualifications etc. prior to permitting the contractor to undertake the required testing. Refer to *Contractor Management Procedures* for further guidance.

4.3 Site Plant and Equipment

Plant and equipment requiring regular inspection, testing and maintenance include but is not limited to:

1. Site operating plant equipment including shredders, automated conveyors, overhead cranes, mobile plant and equipment such as forklifts.
2. Emergency and fire protection equipment, exit signs and alarm systems – these are to be inspected, tested and maintained as per legislative requirements. Emergency equipment may include smoke/thermal detectors, fire extinguishers, sprinkler systems, emergency lighting, fire hoses, evacuation warning devices, eye wash stations, first aid kits and spill containment materials.
3. Electrical appliances include refrigerators, kitchen appliances, computers, monitors, photocopiers, heaters, sewing machines etc. – inspection, testing and maintenance is to be conducted as per Australian Standard requirements.
4. Plant and equipment associated with building infrastructure and grounds which includes boilers, pressure vessels, pumps, lifts, air conditioning units and cooling towers – these are to be inspected, tested and maintained at regular intervals as determined by local and state legislation as well as by the specific requirements of the manufacturer/supplier.
5. Engineering controls which include machinery guards, emergency stop buttons, gas shut-off valves and pressure relief devices – these are to be regularly inspected and tested to ensure their integrity and correct operation.
6. Inspection, testing and measurement equipment relating to health and safety including pressure regulators, oxygen monitors, appliance testers etc. – these are to be identified, calibrated, maintained and stored adequately.
7. Personal protective equipment and clothing is to be regularly inspected and maintained to ensure its ongoing effectiveness.

4.4 Workplace Site Safety Inspections Requirements

Site safety and environmental inspections scheduled will be conducted at a minimum of three monthly intervals. HSE inspections outside those scheduled may be required as a result of an incident investigation, an identified hazard or a change to the workplace or environment such as construction works.

A Safety and Environmental Inspection Checklist will be used to conduct the site inspections for consistency and corrective actions are to be identified for all HSE impacts identified during the inspection.

4.5 Corrective Actions

Corrective actions identified during HSE inspections will be recorded on the *HSE Inspection Checklist*. Corrective actions are to be based on the hierarchy of controls and are to take into consideration the following:

- The severity of the HSE risk in question
- The state of knowledge about risk and ways of mitigating it; and
- The availability and suitability of ways to remove or mitigate the risk.

Once corrective actions have been determined the progress status of their implementation is to be discussed in relevant Team and Management Meetings (or other communication forums where HSE is discussed). Following the implementation of corrective actions, the actions are to be closed out on the checklist with a date recorded for when the hazard was rectified.

4.6 Inspection and Testing Records

The Site Manager is responsible for maintaining inspection and testing records including completed site inspection checklists, service and maintenance records for plant and equipment tested and maintained by a contractor.

5. Evidence of Implementation of this Guidance Standard

In order to demonstrate effective implementation of this procedure, the following evidence through audit protocols should be made available:

- Completed HSE Inspection Checklists;
- Preventative Maintenance Schedule;
- Maintenance contracts to inspect and test plant, equipment and/or engineering controls;
- Plant and equipment test and maintenance records; and
- Calibration records and stickers on relevant equipment.

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- Managing Risks of Plant in the Workplace – Code of Practice 2015
- Protection of the Environment Operations Act 1997, and associated regulations
- ISO14001:2015 – Environmental Management Systems

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Inspection – a formal check against pre-established criteria, such as a checklist

Monitoring – work environment monitoring and biological monitoring of individual employees' occupational health.

Plant – includes any machinery, equipment, appliance, implement or tool.

Testing – use of standardised tests to check equipment, plant operation, process control, performance and effectiveness.

9. Appendices

- Nil



HSE Plant and Equipment

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: HSE Plant and
Equipment Procedure
Document Ref No: HSEMS-020
Issue No:1

Effective Date: 01.08.2018
Next Review Date:
01.08.2020

Contents

1. Introduction	3
2. Scope.....	3
3. Responsibilities	3
4. Procedure.....	4
4.1 Plant and Equipment Risk Management	4
4.2 Certification, Competency and Training Requirements.....	5
4.3 Installation or Decommission of Plant and Equipment	5
4.4 SWIs/SOPs/SWMSs	5
5. Evidence of Implementation of this Guidance Standard	5
6. References.....	6
7. Amendment Record.....	6
8. Definitions	6
9. Appendices	6

1. Introduction

The purpose of this procedure is to provide guidance for identifying, assessing and controlling risks arising from plant and equipment operated, including the purchase, operation, alteration and decommissioning of plant and equipment. Inspection and maintenance of plant and equipment has been captured in *HSE Inspection and Testing*.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, employees, contractors and visitors. Plant and equipment referred to in this standard includes:

- All plant and equipment including owned, leased or hired; and
- Maintained equipment including electrical equipment used by workers.

3. Responsibilities

Owner/s:

- Conducting a risk assessment of plant and equipment relevant to the site environment and working conditions (where relevant);
- Developing, implementing and reviewing site-specific Safe Work Instructions and Guidance Standards for tasks involving plant and equipment;
- Providing information, instruction and training to employee, contractors and visitors in the site-specific Safe Work Instructions and Guidance Standards; and
- Arranging for the formal training, certification and licensing of workers (including labour hire or contracted workers) where required.

Site Manager:

- Develop a *Plant and Equipment Register* for the site that includes, date of installation, inspection and service frequency, plant identification number and registration number (if applicable).
- Implement the site *Inspection and Testing Program* (ITP) including planned and preventative maintenance scheduled inspections at defined intervals for site plant and equipment.

Workers:

- Participate in inspections of plant and equipment as required.
- Report any HSE issues, risks or hazards to the Site Manager immediately.

4. Procedure

A *Plant and Equipment Register* is to be maintained for the Auto Recyclers and Rush Metals business and is to be applicable to the site.

4.1 Plant and Equipment Risk Management

HSE impacts associated with the design, manufacture, installation and use of plant (including systems associated with plant) are to be identified in accordance with the *Risk Management Procedure* in line with:

- Before plant or equipment is used for the first time in the workplace;
- Before any alteration or change in the way the plant or equipment is used;
- During the development of a system of work associated with the item of plant or equipment;
- Before a change in the location of the plant or equipment; and
- If new or additional information about the risks relating to the plant or equipment (or systems of work) becomes available.

Auto Recyclers and Rush Metals will, as far as is reasonably practicable, prior to the acquisition, hire or lease of plant or equipment, ensure that designers, manufacturers, importers, suppliers and installers of plant:

- Identify and assess HSE impacts and risks;
- Control identified HSE risks reasonably;
- Provide relevant information with any plant;
- Keep records relevant to tests, servicing, maintenance, inspection, commissioning, alteration, dismantling or disposal of plant;
- Keep records of all HSE risk identification, assessment and control activity for plant;
- Register plant designs and items of plant as required by Regulations;
- Meet the specific duties required by legislation for plant listed in Regulations; and
- Comply with provisions of approved Codes of Practice and Australian Standards referred to in Regulations.

The site will undertake a risk assessment in consultation with workers to determine whether there are any HSE impacts associated with the item of plant, taking into account:

- Systems of work associated with use;
- Workplace environment layout and physical conditions of where the item of plant or equipment will be used;
- The capability, skill and experience of the worker ordinarily using the item of plant or equipment; and
- Any reasonably foreseeable abnormal operating conditions for the item of plant or equipment.

Where identified HSE impacts are identified, the site will ensure these impacts are controlled in consultation with workers *see Risk Management* for additional guidance.

4.2 Certification, Competency and Training Requirements

All workers will be trained in the general principles of plant safety, together with specific training relative to the use, cleaning and set-up of items of plant which they may come into contact with whilst at work. Training is to be provided in plant procedures for those people involved in the:

- Designing, specifying, acquiring, manufacture, installation, commissioning, dismantling;
- Managing or supervision of persons involved in designing, specifying, acquiring, manufacture, installation, commissioning, dismantling;
- Issuing of Permits to Work (PTW) where required in respect to plant;
- Maintaining, cleaning, setting, clearing of blockages and repairs;
- Identifying, assessing and development of controls for hazards and risks; and/or
- Use of plant.

Such training is to include at least the following:

- HSE impacts associated with plant or equipment;
- Risk assessment procedures;
- Control options for risks inclusive of lock-out / tag-out procedures;
- The selection, use, fit and maintenance of personal protective and safety equipment; and
- Issuing of PTW (if required).

4.3 Installation or Decommission of Plant and Equipment

The Site Manager must ensure the following:

- Plant is installed, commissioned or decommissioned by a competent person who has access to necessary HSE information, including any environmental permits, instructions from the designer or manufacturer. The location must be suitable for the type of plant with enough clear space for the plant to be operated, maintained and repaired safely.
- Plant is not put into active service until it is safe. Emergency lighting, safety doors and alarm systems must be provided if someone could be trapped in the plant and exposed to heat, cold or a lack of oxygen.

4.4 Safe Work Instructions and Guidance Standards

Safe Work Instructions and Guidance Standards relating to the use, maintenance, repair, cleaning of plant in the workplace must be prepared and made available to all workers including contractors (where relevant). Training in the relevant process will be provided by the Site Manager or competent delegate as appointed. Such procedures are to be maintained and reviewed at a minimum of 2 yearly intervals and or following any changes to the activity/task or an occurrence of an incident.

5. Evidence of Implementation of this Guidance Standard

In order to demonstrate effective implementation of this procedure, the following evidence through audit protocols should be made available:

- Plant and Equipment Register
- Plant and Equipment Risk Assessments
- Completed Permits to Work
- Safe Work Instructions and Guidance Standards

6. References

- *Work Health and Safety Act 2011, Work Health and Safety Regulations 2011*
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems transitioning to ISO45001
- ISO31000:2009 Risk Management Principles and Guidelines
- Managing Risks of Plant in the Workplace – Code of Practice 2015
- *Protection of the Environment Operations Act 1997*, and associated regulations.
- ISO14001:2015 – Environmental Management Systems.

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Plant – any machinery, equipment, appliance, implement or tool. Any plant used at any workplace under the control of Auto Recyclers or Rush Metals.

Commissioning – Performing the required adjustments, test and inspections to ensure plant is in full working order before the plant commences operation for the first time.

Competent Person – A person who is suitable qualified, by experience or training, to carry out the work or function described in the legislation.

9. Appendices

- Nil



Injury Management and Return to Work

Auto Recyclers and Rush Metals Health, Safety and Environment Management System

Document Title: Injury Management
and Return to Work Procedure
Document Ref No: HSEMS-021
Issue No:1

Effective Date: 01.08.2018
Next Review Date:
01.08.2020

Contents

1. Introduction.....	3
2. Scope	3
3. Responsibilities.....	3
4. Procedure	4
4.1 Injury Management Plan.....	4
5. Evidence of Implementation of this Guidance Standard	5
6. References	5
7. Amendment Record	5
8. Definitions.....	5
9. Appendices.....	6

1. Introduction

This procedure aims to describe the process for managing the Injury Management and Return to Work Program for those workers who have sustained a work related injury.

2. Scope

This procedure applies to all business operations of Auto Recyclers and Rush Metals and is relevant to management, workers, contractors and visitors.

3. Responsibilities

Owner/s:

- Must provide suitable duties; so far as reasonably practicable. The duties will be equivalent to or of equal status to the worker's pre-injury duties.

Site Manager:

- Responsible for ensuring the completion of the **Incident Report Form** immediately upon an injury/ illness being reported. The Site Manager should, where practicable, provide suitable duties/employment for injured workers and facilitate a supportive work environment for injured workers.

Injury Management Coordinator:

- Assist the employer to implement the injury management requirements under current legislation;
- Assist injured workers to return to work as soon as is safely practicable, and ensure there is a current Return to Work Plan in place;
- Initiate and maintain contact with the nominated treating doctor;
- Maintain open communication with all the relevant stakeholders;
- Maintain confidential records of injury management cases;
- When necessary, enlist the assistance of rehabilitation providers; and
- Distributing copies of all relevant policies and procedures to each applicable workplace and workers by request.

Workers:

- Notify their manager of any work-related injury or illness as soon as possible, and of their ongoing medical and return to work status.

4. Procedure

4.1 Injury Management Plan

An *Injury Management Plan* (IMP) will be developed by the insurer for an injured worker who is likely to be unfit for their normal duties for seven days or more. This plan must be prepared in consultation with the treating doctor, identify suitable duties for the injured worker and outline Auto Recyclers and Rush Metals' role in facilitating return to work.

The appointed Return to Work Coordinator (or External Rehabilitation Provider) will develop a Return to Work Plan (RTWP) in addition to the IMP to determine a common and achievable return to work goal. Where the RTWP includes:

a) Injured worker working reduced hours, the worker must provide the following documents to their manager for authorisation and forwarding to the RTW Coordinator:

- Medical certificates confirming the number of hours and days to be worked during the week;
- A record of hours worked confirming the number of hours worked each week and absences for treatment related to the work-related injury; and
- Leave forms for all time lost in the preceding week.

b) Are expected to attend medical appointments and treatments outside of work hours where practicable or during work hours as agreed with the manager;

c) may be required to vary the hours of days worked according to their work unit and or rehabilitation needs;

d) Will be expected to work the total number of hours prescribed; and

e) Will only receive salary loadings (e.g. shift allowances, higher duties allowances) if these are being earned as a result of work actually performed or are claimable under the workers compensation legislation.

Injured workers on suitable duties working pre-injury hours:

- Must submit medical certificates regularly to their manager for authorisation and forwarding to the RTW Coordinator.
- Are not to accrue scheduled time off or work overtime while on workers compensation unless authorised by their manager or in consultation with the RTW Coordinator.
- Where treatment is ongoing, the worker will agree with the manager in regard to treatment attendance times.

Appointments are to be made either at the beginning or towards the end of a working day to minimise disruption in the workplace. If this is not possible, then the worker must liaise with their manager prior to making appointments.

Conclusion of injury management occurs when the injured:

- Resumes and maintains all the duties of the position to which he/she was appointed;
- Resumes full employment in his/her original position but with formalised Permanently Modified Duties acceptable to the work unit;
- Is permanently appointed to another position in Unisys, the duties of which are within their medical restrictions;
- Withdraws from the Return to Work Program, having been advised of further action that may need to be taken by Unisys and the workers compensation insurer e.g. insurer suspension of benefits for non-compliance; or

- Ceases to be employed by the business.

Copies of all IMP's and RTWP's will be retained on Return to Work files maintained by the RTW Coordinator and External Rehabilitation Provider and will be separate to workers compensation claims files.

5. Evidence of Implementation of this Guidance Standard

To demonstrate effective implementation of this procedure, the following evidence should be made available:

- Injury Management Plan
- Return to Work Plan
- Workers Compensation Claims Files

6. References

- *Workplace Injury Management and Workers Compensation Act 1998*

7. Amendment Record

Issue No	Issue Date	Nature of Amendment

8. Definitions

Injured worker - a worker who has received a workplace injury.

Workplace injury - an injury to a worker in respect of which compensation is or may be payable under the Act.

Injury management - the process that comprises activities and procedures that are undertaken or established for the purpose of achieving a timely, safe and durable return to work for the workers following workplace injury.

Injury management plan - a plan for co-ordinating and managing those aspects of injury management that concern the treatment, rehabilitation and retraining of an injured worker, for the purpose of achieving a timely, safe and durable return to work for the worker.

Nominated treating doctor - means the treating doctor nominated from time to time by a worker for the purposes of an injury management plan for the worker.

Injury Management Co-ordinator - the person responsible for co-ordinating the return to work for injured workers and liaising with all relevant parties.

Significant injury - a workplace injury that is likely to result in the worker being incapacitated for a continuous period of more than 7 days, whether or not any of those days are workdays and whether or not the incapacity is total or partial or a combination of both.

Suitable employment - employment in work for which the worker is suited, having regard to the following:

- a/ the nature of the worker's incapacity and pre-injury employment;
- b/ the worker's age, education, skills and work experience;
- c/ the worker's place of residence;
- d/ the details given in the medical certificate supplied by the worker;
- e/ the provisions of the employer's workplace rehabilitation program and any rehabilitation assessment or rehabilitation plan or return to work plan for the worker

Document Title: Injury Management
and Return to Work Procedure

Document Ref No: HSEMS-021

Issue No:1

Effective Date: 01.08.2018

Next Review Date:
01.08.2020

f/ any suitable employment for which the worker has received rehabilitation training;
g/ the length of time the worker has been seeking suitable employment;
h/ any other relevant circumstances.

Independent medical examination - an impartial assessment based on the best available evidence for the purposes of providing information to assist with workers compensation injury and claims management.

9. Appendices

- Nil

 Operational Guidance Standard – Fatigue Management	Ref: OGS – 001
	MACHINE AND VEHICLE OPERATORS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 1 of 5

Introduction

This Operational Control Guidance Standard provides guidelines for ensuring hazards associated with fatigue are identified, assessed and eliminated or where this is not practicable, are managed by the application of appropriate controls.

Scope

This Corporate Guidance Standard applies to all onsite machine and vehicle operators for Auto Recyclers and Rush Metals.

Responsibilities

Site Manager:

- Conducting a risk assessment of fatigue based hazards relevant to the site environment and working conditions (where relevant);
- Developing, implementing and reviewing site-specific processes to manage fatigue related hazards and impacts;
- Providing information, instruction and training to workers, contractors and visitors in relation to fatigue impacts; and
- Arranging for the formal training, certification and licensing of workers where required.

Workers are responsible for:

- Reporting any hazards to the Site Leader relating to fatigue; and
- Complying with site-specific procedures or processes relating to fatigue.

 Operational Guidance Standard – Fatigue Management	Ref: OGS – 001
	MACHINE AND VEHICLE OPERATORS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 2 of 5

Process

All workers should report situations where they feel they are having difficulty coping with their work due to the nature of the tasks, the working environment, relationships within the workplace, the organisation of workloads, or other work-related factors.

The Site Manager will discuss work situations with affected individuals, and involve relevant industry experts and employee delegates if requested. Resolution of problems will be achieved as far as possible by reviewing work tasks and assignments, work organisation, job planning, and the physical and social work environment. Where changes can be accommodated this will occur so long as this is consistent with the wellbeing of all individuals in the work area, and the needs of the business.

Where individuals present obvious signs of stress or fatigue but have not reported this themselves; the Site Manager (or supervisor) should ensure this is reported to the Owner/s. The Site Manager will approach individuals first and in confidence to enquire as to whether a problem in fact exists, and whether the stressors are likely to be work-related or not. Individuals may select a person of their choice to confide in if they are more comfortable confiding in someone other than the Site Manager.

Where the health of an individual is cause for concern;

- (a) The individual is to be advised to consult with a medical practitioner;
- (b) Where the probable stress factors are not work-related the individual is to be referred to other agencies that can provide advice or help, as well as a medical practitioner.
- (c) Where special leave is required this must be supported by a certificate from a registered medical practitioner.
- (d) Where the individual requires assistance to remain at work, a Rehabilitation Action Plan agreed to between the worker, Site Manager and the Support Agency/Doctor will be developed. The Action Plan will cover work organisation, task allocation, and reporting requirements, as well as regular health monitoring requirements.

 Operational Guidance Standard – Fatigue Management	Ref: OGS – 001
	MACHINE AND VEHICLE OPERATORS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 3 of 5

1. Hazard Identification

The Site Manager in consultation with workers is to identify all reasonably foreseeable hazards that could contribute to fatigue using the Fatigue Hazard Checklist. Methods that may be used to collect this information include:

- observing work practices and systems of work;
- talking to workers and their health and safety representatives about the impact of workloads and work schedules, including work-related travel and work completed outside of normal hours (for example, when people take work home);
- examining personnel records to determine working hours, particularly, if excessive hours have been worked or hours have been worked at unusual times;
- reviewing records of past incidents and injuries that have occurred in the workplace, as well as any accidents workers have had travelling home or on work-related journeys, and
- obtaining information on fatigue from research, guidance materials and data published by regulators, industry associations etc.

2. Risk Assessment

Should the hazard identification process identify a task involving where fatigue related risks is evident, a risk assessment of the task shall be conducted and documented and maintained by the Site Manager. The risk assessment should include the following information:

- where, which and how many workers (including contractors and subcontractors) are likely to be at risk of becoming fatigued;
- how often is this likely to occur, and
- the potential severity of harm that would result. In assessing the risks, the factors that contribute to fatigue should not be considered in isolation.

3. Risk Control

Steps shall be taken to eliminate or minimise the risks. Control measures will be based on the level of risk and implemented according to the Hierarchy of Controls as specified in Risk Management Procedure. Risk controls should include development and establishment of a Fatigue or Travel Management Plan for all Vehicle Drivers where there is a risk of fatigue.

Information, training or instruction in fatigue awareness principles and techniques should not be used as the sole or primary means of controlling risk unless it is not possible to:

- 1) Review the workplace or environmental conditions (including travel time, activity, cold and vibration) where there is an increased or potential fatigue associated risk; or
- 2) Alter or vary the systems or activities or make up of the work.

 Operational Guidance Standard – Fatigue Management	Ref: OGS – 001
	MACHINE AND VEHICLE OPERATORS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 4 of 5

4. Review and Monitoring

Risk controls once implemented are to be reviewed as soon as practicable after they are introduced to ensure they are appropriate. Changes to controls or additional controls may be recommended where appropriate. In addition, risk assessments and controls shall be reviewed and revised:

- 1) When any alteration is made to the tasks or to systems of work which include a task at greater risk of having a fatigue related hazard associated with it;
- 2) If new or additional information about fatigue related hazards becomes available; and
- 3) If an occurrence of a fatigue related disorder in a workplace is reported by or on behalf of a worker.

Related Documents and References

- Work Health and Safety Act 2011, Work Health and Safety Regulations 2011.
- Department of Labour (WorkSafe) Healthy Working
- Preventing and Managing Fatigue in the Workplace Code of Practice

Amendment Record

Issue No	Issue Date	Nature of Amendment
Draft V.1	July 2018	New Guidance Standard

 Operational Guidance Standard – Fatigue Management	Ref: OGS – 001
	MACHINE AND VEHICLE OPERATORS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 5 of 5

Definitions

- **Fatigue** is an acute, ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries. It is more than feeling tired and drowsy, it is a physical condition that can occur when a person's physical or mental limits are reached.
- Fatigue can occur as a result of various factors that may be work-related, lifestyle-related or a combination of both. Work-related factors can include:
 - working time
 - scheduling and planning (for example, roster patterns, length and timing of shifts)
 - inadequate rest breaks
 - lengthy periods of time being awake
 - insufficient recovery time between shifts
 - payment incentives that may lead to working longer shifts
 - environmental conditions (for example, climate, light, noise, workstation design)
 - type of work being undertaken (for example, physically or mentally demanding work)
 - work demands placed on the person (for example, timeframes, deadlines, intensity)
 - the organisation's culture, and
 - the person's role within the organisation.
- Lifestyle-factors can include:
 - inadequate or poor quality of sleep due to sleep disorders (for example, sleep apnoea)
 - social life
 - family responsibilities
 - other employment
 - travel time (may be considered work time in some cases), and
 - health and wellbeing (for example, nutrition and diet, exercise, pain, illness).

Appendices

- Fatigue Hazard Checklist

 Operational Guidance Standard – Drug and Alcohol	Ref: OGS – 002
	ALL WORK AREAS INCLUDING OFFICES, YARD AND VEHICLES
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 1 of 2

Introduction

This Operational Control Guidance Standard provides guidance for maintaining a safe, consistent, healthy and productive working environment for all our workers. For the safety, wellbeing and productivity of our employees, it is essential that our judgement is clear and unimpaired by drugs or alcohol at all times.

Scope

This Guidance Standard applies to all employees of Auto Recyclers and Rush Metals.

Policy Statement

Workers must not possess or consume illegal drugs while on Auto Recyclers and Rush Metals premises including within vehicles, or undertake work when their performance is impaired by alcohol or other drugs, legal or illegal, prescribed or otherwise. If a worker takes prescription drugs it is their responsibility to ensure that those drugs do not interfere with their ability to perform their role. It is also their responsibility to ensure their manager is aware of any special needs that they may have, or any impairment that the drugs may cause.

Workers are not to operate any motorised vehicle or equipment after consuming alcoholic beverages. While attending business meetings and or conferences on behalf of Auto Recyclers and Rush Metals, workers are to conduct themselves in a professional manner at all times.

Functions organised by the company off-site should be held where travel may be kept to a minimum for workers travelling home. Priority consideration should be given to venues where public transportation is available. Non-alcoholic beverages must be made available.

Auto Recyclers and Rush Metals may conduct or request drug and alcohol tests on all workers:

- at random;
- and/or in the event that an employee is suspected to exhibit the effects of drugs or alcohol or is in suspicion of consuming drugs or alcohol (examples of observable behaviour include, but are not limited to, slurred speech, unsteady on feet, 'out of the norm' behaviour, smell of alcohol, blood shot eyes).

Unreasonably refusing to undertake a properly conducted Company drug or alcohol test may result in disciplinary action up to, and including, the immediate termination of your employment. Auto Recyclers and Rush Metals will assist and cooperate fully with the police in the investigation of any criminal offence.

 Operational Guidance Standard – Drug and Alcohol	Ref: OGS – 002
	ALL WORK AREAS INCLUDING OFFICES, YARD AND VEHICLES
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 2 of 2

Process

We will encourage anyone who misuses substances to come forward and seek help. Early identification and treatment is essential. If you feel you have a problem, you are encouraged to seek help and advice from the Employee Assistance Program through their confidential telephone helpline should you wish to discuss the matter with an independent organisation. Alternatively, you can approach the Site Manager who will be able to discuss support and counselling options that are available to you.

Any such matter will be treated by the Company sensitively and in confidence. Any information or personal data obtained as a result of a person seeking voluntary support and assistance will be kept in strict confidence (subject to provisions of the law).

Every effort will be made to support workers who need help, however, you should be aware that treatment is an individual responsibility and continued problems that result in performance and work related incidents could then become a disciplinary issue.

Amendment Record

Issue No	Issue Date	Nature of Amendment
Draft V.1	July 2018	New Guidance Standard

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	Employee Number:

 Operational Guidance Standard - Ergonomics	Ref: OGS – 003
	OFFICE ENVIRONMENTS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 1 of 4

Introduction

This Operational Control Guidance Standard is to assist Auto Recyclers and Rush Metals Office Workers in applying ergonomic principles in identifying, assessing and controlling hazards associated with office activities including sitting and working at stationary workstations.

Scope

This Corporate Guidance Standard applies to all office based workers.

Responsibilities

Owner/s:

- Identifying where there is a potential risk of sustaining injury resulting from ergonomic impacts in the office environment/s;
- Developing, implementing and reviewing site-specific procedures to mitigate the impact ergonomic hazards;
- Providing information, instruction and training to workers, contractors and visitors pertaining to ergonomic hazards and impacts;
- Providing adequate equipment and facilities in the office environment; and
- Arranging for the formal training, certification and licensing of workers where required.

Workers are responsible for:

- Reporting any hazards associated with workstation setup, or the office environment to (TBC) relating to ergonomic risks;
- Complying with relevant instruction and training; and
- Participating in hazard identification and consultation activities relating to the office environment.

 Operational Guidance Standard - Ergonomics	Ref: OGS – 003
	OFFICE ENVIRONMENTS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 2 of 4

Process

The following information is provided as a minimum standard required to be implemented by the Auto Recyclers and Rush Metals office environments.

1. Hazard Identification

Risks associated with the ergonomics of the environment will be identified, assessed and controlled. As ergonomic risks are an ongoing issue that require regular attention, the Owner in conjunction with the office workers will undertake regular inspections of work site facilities, office hazards and or vehicles which are to be newly commissioned including each work station and each of the common administrative areas to ensure ergonomic issues are identified.

2. Risk Assessment

If a task involves repetitive, sustained, static or awkward postures or movements, an assessment is to be conducted to determine whether there is any risk of a musculoskeletal disorder occurring as a result of that task. This should be undertaken by the Owner or delegated authority using the Ergonomics Assessment Checklist taking into account the following issues:

- Movements, postures and layout;
- Tasks and objects;
- Work environmental conditions, including light, noise and thermal conditions, that act directly on the person carrying out the task; and
- Individual factors.

3. Review of Risk Assessment

The review of risk assessments must occur before:

- Any alteration is made to objects used in a workplace or to systems of work which may impact on ergonomic risks. This includes a change in the place where that task is carried out and every time a new work-station is to be established.
- Before an object is used for another purpose than for which it was designed if that other purpose may result in an ergonomic risk being created.
- If new or additional information about ergonomics being associated with a task becomes available to the business.
- If an occurrence of a musculoskeletal disorder in a workplace is reported by or on behalf of a worker.

Auto Recyclers and Rush Metals must ensure that controls are applied after a risk assessment is reviewed, and where necessary, revised.

 Operational Guidance Standard - Ergonomics	Ref: OGS – 003
	OFFICE ENVIRONMENTS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 3 of 4

4. Record of Risk Assessment

If a risk assessment determines that an ergonomic risk is created by equipment, task or workstation configuration, the relevant manager or supervisor must ensure that the methods used to assess the risk and the results of the assessment are recorded.

These records must be retained and filed appropriately until a new risk assessment is required to be carried out, or until the task is no longer undertaken.

5. Risk Control

Auto Recyclers and Rush Metals must ensure that any ergonomic risk is eliminated or, if it is not practicable to eliminate the risk, is reduced so far as is practicable.

Information, training or instruction must not be used in addressing an ergonomic risk as the only or main means of controlling risk unless the following ways of controlling risk are not practicable:

- Altering the workplace, or environmental conditions;
- Altering the systems of work used to carry out the task involving an ergonomic risk;
- Changing the objects used in the task involving the ergonomic risk; and
- Using mechanical aids.

Evidence of Implementation of this Guidance Standard

In order for each site to demonstrate effective implementation of this guidance standard, the following evidence through audit protocols should be made available:

- Completed Ergonomic Self-Assessment Checklists
- Completed Risk Assessment Forms

Related Documents and References

- Work Health and Safety Act 2011, Work Health and Safety Regulations 2011.

Amendment Record

Issue No	Issue Date	Nature of Amendment
Draft V.1	July 2018	New Guidance Standard

Document Title: Ergonomics
Operational Guidance Standard
Document Ref No: HSEMS-OGS-002
Issue No: 1

Effective Date: 30.07.2018
Next Review Date: 30.07.2020

 Operational Guidance Standard - Ergonomics	Ref: OGS – 003
	OFFICE ENVIRONMENTS
Issue Date: JUNE 2018 Last Reviewed: NEW OGS Next review Date: JUNE 2019	Page Number: 4 of 4

Definitions

- **Ergonomics** – An ergonomic risk is where the health and wellbeing of a worker may be compromised as a result of the design and layout of the work environment in which they are working or by the nature of the tasks they are performing.
- **Occupational Overuse Syndrome (OOS)** – A range of conditions (discomfort, strains, sprains, etc) which affect mainly the back, neck, limbs, etc and which are related to the working environment or the task performed. Some of these are referred to as OOS (Occupational Overuse Syndrome) or RSI (Repetitive Strain Injury).
- **Musculoskeletal Disorder (MSD)** – Musculoskeletal disorder is defined as an injury or illness of the muscles, tendons, ligaments, peripheral nerves, joints, cartilage (including inter-vertebral or discs), bones or supporting blood vessels in either the arms or legs, neck, back or trunk that arises from manual handling in the workplace and occurs suddenly or progressively over a prolonged period of time.

Appendices

- Ergonomic Assessment Checklist

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	Employee Number:

 Safe Work Instruction	Ref: SWI – 0001
	FORKLIFT OPERATION
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	General Forklift Operations (Tattersall Road, Blacktown NSW)					
		Potential Hazards: Exposed moving parts with the potential to cause harm through entanglement, crush, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion.				
Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☐	☐	☒	☐	☒	☐	☒
Safe Work Procedure Checklist:						
PRE OPERATION • Ensure operator is licensed and wearing appropriate PPE. • Undertake Pre-Start inspection and document on checklist including: ▪ Locate and ensure you are familiar with all machine operations and controls. ▪ Check brakes, lights and horn before use. ▪ Ensure reversing beeper and warning lights are operational. ▪ Ensure seat belt/safety restraint is in good condition. ▪ Know the capacity of the forklift before using it. Do not use a forklift without a load rating plate. ▪ Check gas-powered vehicles for gas leaks in fuel lines. ▪ Ensure the lifting forks are in sound condition and centred either side of the mast. ▪ Check tyre pressures. Never drive with a flat or under-inflated tyre. • Report any faults to your supervisor. DO NOT operate forklift if any faults are found and isolate forklift by Lock Out/Tag Out and report. • Ensure that the area of operation is clear of debris and the surface is stable and even. • Enter the forklift ensuring the operator maintains three points of contact at all times. • Fasten the seatbelt.						

 Safe Work Instruction	Ref: SWI – 0001
	FORKLIFT OPERATION
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 2 of 3

OPERATION

- Watch out for pedestrians.
- Tines must be down if the forklift is not carrying a load.
- Avoid excessive speed when driving throughout the site.
- Drive smoothly, refraining from excessively rapid acceleration and quick stops. Avoid harsh braking, especially when carrying a load.
- Ensure the load is balanced and can be safely lifted.
- DO NOT exceed the carrying capacity of the forklift.
- When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground.
- Ensure that the operator has a clear line of sight either by driving in reverse or having a spotter.
- Restrict pedestrian movement in the work area during operation.
- NEVER carry passengers.
- Use warning signals when operating the forklift in the general yard area.
- Stick to mobile plant paths of travel as per the Site Traffic Management Plan.
- Always put the heavy end of the load against the load backrest.
- When approaching a blind corner, use horn and drive slowly.
- Slow down when changing direction or on wet or greasy surfaces.

POST OPERATION

- Park on even ground.
- Lower the load or tines, stop the vehicle and apply the park brake and turn off power.
- Store the forklift in the designated area and secure keys.
- Report any issues identified with use of the forklift to the Supervisor.

 Safe Work Instruction	Ref: SWI – 0001
	FORKLIFT OPERATION
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number:

 Safe Work Instruction	Ref: SWI – 0002
	PROCESSING VEHICLES
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Processing Vehicles (Tattersall Road, Blacktown NSW)
	Potential Hazards: Working on objects at a height with the potential to cause harm through falling objects, crush, impact. Vehicles may leak fuels and gas causing slips or falls or fire and explosion if in contact with ignition sources. Land, groundwater and/or stormwater pollution from leaks and spills.

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☐	☒	☒	☐	☒	☐	☒

Safe Work Procedure Checklist:
PRE-VEHICLE PROCESSING • Ensure all guards and stabilisers are fitted, secure and functional. Do not operate if axle stand is damaged or faulty. • Ensure the vehicle processing area has operating and maintenance instructions permanently located and clearly visible. • Check the capacity of the axle stand and work platform compared to the weight of the vehicle. If vehicle is too heavy, do not proceed. • Ensure the area is clean and clear of grease, oil. • Check workspaces and walkways to ensure no slip/trip hazards are present. • Ensure support arms are capable of being locked in position. • Ensure mobile plant is clear of the area prior to processing the vehicle. • Ensure there are NO IGNITION sources in the area prior to processing the vehicle. • Use reflector indicators or flags on the front and rear of the vehicle to indicate to others that you are working under the vehicle. • Setup appropriate containers for collection of fuels, oils and other fluids to be drained from the vehicles. • Ensure appropriate bunded areas have been established to reduce the likelihood of leaks and spills impacting land, groundwater or stormwater systems.

 Safe Work Instruction	Ref: SWI – 0002
	PROCESSING VEHICLES
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 2 of 3

PROCESSING VEHICLES

- Vehicle processor is to wear appropriate PPE at all times including eye protection and face protection.
- Centre the vehicle on the support arms, ensuring the weight is evenly distributed to the front and rear.
- Identify the correct jacking points and place the lifting pads under the vehicle at the front and rear on the jacking points, ensuring contact.
- Only one person shall process the vehicle at a time and visibility must be maintained around the vehicle.
- Ensure the area is clear of people and equipment before processing.
- Check vehicle stability before processing the vehicle.
- Engage manual lock to secure the vehicle before processing.
- Use an appropriately fitted siphon and ensure connections are sealed to prevent spills and leaks.
- Ensure the following is disposed of in designated areas and containers or containment areas are clearly labelled:
 - Rubber and tyres
 - Air conditioning gasses
 - Fuel and tank, oils, brake fluids and lubricants
 - Airbags
 - Electronic parts
- Segregate and store wastes according as per the requirements of the HSE Waste Management Procedure.
- Ensure all spills are cleaned up immediately as per the requirements of the HSE Spill Response Procedure.
- Ensure all chemicals and fuels are stored appropriately as per the requirements of the HSE Chemical Management Procedure.

POST-VEHICLE PROCESSING

- Ensure all persons are clear of the area when lowering the vehicle.
- Leave the equipment and work area in a safe, clean and tidy state with all items disposed of in designated areas and containment.
- Report any faults or damage to equipment to the Supervisor.

 Safe Work Instruction	Ref: SWI – 0002
	PROCESSING VEHICLES
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number:

 Safe Work Instruction	Ref: SWI – 0003
	REFUELLING EQUIPMENT
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Refuelling Forklifts and Shredder (Tattersall Road, Blacktown NSW)
	Potential Hazards: Unsafe location for refuelling. Ignition sources causing sparks, flames, hot engine components. Flammable vapours, Unsafe handling of fuel/oil. Fire and explosion if in contact with ignition sources. Land, groundwater and/or stormwater pollution from leaks and spills.

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
						
Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☒	☒	☐	☒	☐	☒

Safe Work Procedure Checklist:
PRIOR TO REFUELLING • Ensure operators are wearing all PPE. • Ensure the vehicle refuelling area is free from moving plant or equipment. • Ensure the area is clean and clear of grease, oil. • Tanks must have a current compliance plate attached. • Fuel must not be carried in anything other than approved tanks. • Emergency stops should be placed at accessible positions. • Check seals and clamps to ensure that hoses do not leak in use. • Ensure the vehicle being refuelled is turned off, secure and parked in an appropriate position close to the refuelling bowser. • Ensure there are NO IGNITION sources in the area. • Ensure a fully stocked spill kit is located in the refuelling area and site users have been trained in its use. • An Emergency Procedures Manual for the products carried on refuelling vehicles must be carried in the passenger compartment of the truck.

 Safe Work Instruction	Ref: SWI – 0003
	REFUELLING EQUIPMENT
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 2 of 3

REFUELLING

- Conduct refuelling in a designated area away from stormwater drains, inlets and waterways. DO NOT conduct refuelling on unsealed surfaces to reduce the risk of a pollution incident.
- Walkways and ladders should be constructed to allow safe access and movement on tanks.
- Removable tanks must be provided with a means of safely securing the tank to the vehicle.
- Electric pumps must be an intrinsically safe type approved for handling flammable liquids and be fitted with remote emergency stop switches.
- Hoses and fittings must be of a design approved for use with fuels. Hose masts and nozzle holders should be used where fitted to keep hoses clean and dry.
- Tanks for fuel transport are to be secured and earthed to vehicle chassis.
- Ensure that containers are earthed to prevent static build up during transport. Do not convey fuel in passenger compartment of vehicles.
- Fuel containers are to be secured from movement or accidental damage.
- Vehicles carrying fuel in excess of the placarding quantity for the Class and Packing Group must carry the appropriate required placards and class labels.
- Avoid direct contact with petrol and fuels on skin. Avoid splashing of fuel and avoid getting petrol or fuel in eyes.
- Do not leave pump or fuel hose unattended during refuelling.
- Restrict entry to site to persons directly involved in refuelling operation.
- Do not overfill fuel tanks and clean up spills or leaks immediately using the spill kit and absorbent materials provided.
- Eliminate static electricity sources.

REFUELLEING LPG

- Ensure LPG cylinders are labelled appropriately.
- Ensure that all components are matched and in good working condition.
- Eliminate all ignition sources before commencing refuelling operation.
- Avoid contact with gas and prevent contact with liquid.
- Shut off gas supply at tank immediately in case of leak in filling system. Do not overfill LPG fuel tank fill only to 80% of capacity.
- Replace caps over all LPG filling fittings to protect seals.

INCIDENT OR EMERGENCY SITUATION

- Contact emergency services (Police, Fire Brigade) immediately giving details of type of emergency.
- Immediately notify the Site Manager and implement the Spill Response Procedure in the event of a spill. The Site Manager shall notify relevant authorities depending on the nature and extent of the spill.
- Secure site and prevent entry of persons not involved in emergency.
- Consider evacuation of area if risk of fire or explosion is possible. Follow advice and instructions given by emergency response personnel.
- Avoid contact with skin and eyes and remove contaminated clothing.
- Avoid inhalation of vapours, work upwind if possible, or use respirator.

 Safe Work Instruction	Ref: SWI – 0003
	REFUELLING EQUIPMENT
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number:

 Safe Work Instruction	Ref: SWI – 0004
	PRE-START AND MAINTENANCE SHREDDER OPERATIONS
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Shredder Operations Pre-Start and Maintenance (Tattersall Road, Blacktown NSW)					
	Potential Hazards: Ignition sources causing sparks, flames, hot engine components. Unsafe handling of fuel/oil. Fire and explosion if in contact with ignition sources. Crush, entrapment and entanglement significant injuries.					
Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☒	☒	☒	☐	☒	☒	☒
Safe Work Procedure Checklist:						
PRE-OPERATION PRE-START • Ensure the machine is switched to “PRE START’ MAINTENANCE’ • Ensure safety pins are accessible prior to pre-operation and pre-start maintenance. • Ensure operators are wearing all PPE. • Emergency stops should be placed at accessible positions. • Ensure the machine is not being refuelled at the time of pre-operation/pre-inspection. • Ensure there are NO IGNITION sources in the area.						

 Safe Work Instruction	Ref: SWI – 0004
	PRE-START AND MAINTENANCE SHREDDER OPERATIONS
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 2 of 3

PRE-START AND MAINTENANCE

- Only trained competent operators are to undertake pre-start and maintenance activities.
- Know how to stop the machine and disengage it quickly in the event of an incident.
- Keep bystanders well clear from the machine and control panel prior to commencing pre-start and maintenance activities.
- Never undertake activity unless all safety pins are engaged and in use.
- Do not put hands and feet near rotating parts or in the feeding chambers.
- If it becomes necessary to push material through the shredder hopper, use a small diameter stick. Do not use your hands or feet.
- Do not allow an accumulation of processed material to build up in the discharge area.
- If the impeller strikes a foreign object or if the machine should start making an unusual noise or vibration, immediately shut the engine off. Inspect for damage and make repairs as necessary.
- Never attempt to unclog either the feed intake or discharge opening or inspect and repair the machine while the engine is running.
- Before cleaning, repairing, or inspecting, stop the engine and make certain the impeller and all moving parts have stopped.

INCIDENT OR EMERGENCY SITUATION

- Contact emergency services (Police, Fire Brigade) immediately giving details of type of emergency.
- Secure site and prevent entry of persons not involved in emergency.
- Consider evacuation of area if risk of fire or explosion is possible. Follow advice and instructions given by emergency response personnel.

 Safe Work Instruction	Ref: SWI – 0004
	PRE-START AND MAINTENANCE SHREDDER OPERATIONS
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number:

 Safe Work Instruction	Ref: SWI – 0005
	EXCAVATOR OPERATION
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Excavator Operations (Tattersall Road, Blacktown NSW)
	Potential Hazards: Crush, entrapment and entanglement significant injuries. Property damage, equipment failure.

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☒	☐	☐	☐	☒	☒	☒

Safe Work Procedure Checklist:
PRE-START • All operators must be trained and hold appropriate verification of competency. • Do not operate the machine under the influence of drugs or alcohol. • Inspect machine to ensure it is in safe operating condition before using. Report any damage to the cabin structure. • Ensure all mirrors in place prior to operation. • Ensure all operators are wearing appropriate PPE. • Ensure the work area is appropriately barricaded to prevent inadvertent access. • Ensure all audible and visual warning signals are operating prior to use. • Ensure ground conditions will support the machine and load. • Never operate machine near overhead power lines.

 Safe Work Instruction	Ref: SWI – 0005
	EXCAVATOR OPERATION
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 2 of 3

EXCAVATOR OPERATION

- Ensure the lock lever is in the lock position when starting.
- Ensure you know where the emergency stop lever is before starting.
- Wear seat-belts while operating machine.
- Keep doors closed so that guarding is effective when working.
- Ensure good housekeeping is maintained (no loose articles in cab)
- Operate at a safe speed.
- Exercise due caution while working on hillsides.
- Do not travel across a slope that is too steep for maintaining proper stability of the machine.
- Ensure a radio man-check system is established.
- If you leave the machine notify your co-workers by radio and secure the machine while not in use.
- If at any time the machine becomes unstable, shut it down, and request assistance.
- Always enter and leave the machine in a safe manner. Use 3-point mount/dismount. Use the handholds for stability.
- Keep all parts of body within the frame at all times.
- Bring machine to a stop before shifting controls.
- Sound horn before moving and when turning.
- Avoid turning engine off or applying park brake when moving as machine could stop abruptly causing load to shift or fall.
- Always stop the engine before removing or changing equipment or attachments.

INCIDENT OR EMERGENCY SITUATION

- Contact emergency services (Police, Fire Brigade) immediately giving details of type of emergency.
- Secure site and prevent entry of persons not involved in emergency.
- Consider evacuation of area if risk of fire or explosion is possible. Follow advice and instructions given by emergency response personnel.

 Safe Work Instruction	Ref: SWI – 0005
	EXCAVATOR OPERATION
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number:

 Safe Work Instruction	Ref: SWI – 0006
	PICKING AREA
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Picking Area (Tattersall Road, Blacktown NSW)
	Potential Hazards: Hazards relate to falls, the risk of electrocution, overloading, loss of control when operating on the picking line and the operator falling or being crushed. Other hazards include plant and equipment failure and property damage.

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☒	☒	☒	☐	☒	☒	☒

Safe Work Procedure Checklist:
PRE-START - DO NOT commence on the picking line without authorisation or being familiar with the hazards and safety controls. - Complete a prestart safety check including checking condition and operation of controls and safety/emergency stop and the condition of belts and guards. - You should report to the manager any malfunction or condition likely to affect safe operation and not use the conveyor, which cannot be repaired before use. This includes guards that are damaged or missing, or where there are exposed moving parts of machines causing safety hazard. - All operators must be trained. - Do not operate the conveyor under the influence of drugs or alcohol. - Ensure all operators on the line are wearing appropriate PPE. - Ensure the work area is appropriately barricaded to prevent inadvertent mobile plant access. - Ensure all audible and visual warning signals are operating prior to use.

 Safe Work Instruction	Ref: SWI – 0006
	PICKING AREA
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 2 of 3

PICKING OPERATION

- Ensure you know where the emergency stop lever is before starting.
- Ensure good housekeeping is maintained (no loose articles in cab).
- Operate at a safe speed.
- If you leave the picking platform notify your co-workers by radio and secure the conveyor while not in use.
- If at any time the line becomes unstable, shut it down, and request assistance.
- Always enter and leave the line in a safe manner. Use 3-point mount/dismount. Use the handholds for stability.
- Keep all parts of body away from motors or rotating parts on the line.
- Bring conveyor to a stop before finishing.
- Take adequate rest breaks and rotate positions to avoid repetitive actions in a short timeframe.

INCIDENT OR EMERGENCY SITUATION

- Contact emergency services (Police, Fire Brigade) immediately giving details of type of emergency.
- Secure site and prevent entry of persons not involved in emergency.
- Consider evacuation of area if risk of fire or explosion is possible. Follow advice and instructions given by emergency response personnel.

 Safe Work Instruction	Ref: SWI – 0006
	PICKING AREA
Issue Date: JUNE 2018 Last Reviewed: NEW SWI Next review Date: JUNE 2019	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number:

 Safe Work Instruction	Ref: SWI – 0009
	COPPER GRANULATOR
Issue Date: OCTOBER 2019 Last Reviewed: NEW SWI Next review Date: OCTOBER 2020	Page Number: 1 of 3

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Copper Granulator Operation (57-69 Tattersall Road, Blacktown NSW)
	Potential Hazards: Exposed moving parts with the potential to cause harm through entanglement, crush, impact and cutting, shearing, electricity, noise, vibration, dust, slips, trips or falls and fire and explosion. Forklift and excavator movement in the area. Generation of noise; Emissions to air; Generation of general and recyclable wastes Unexpected personnel in operational area.

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☒	☐	☒	☐	☒	☒	☒

Safe Work Procedure Checklist: PRE-OPERATION COPPER GRANTULATOR <i>This should be read in conjunction with Safe Work Instructions for Forklift Operation and Excavator Operation.</i> • All operators must adhere to all Personal Protective Equipment requirements identified in this Safe Work Instruction. • Implement traffic management controls for access, egress and operations prior to running the Copper Granulator. • Install any traffic management barricades and signage prior to running the Copper Granulator. • Licensed operators only on forklifts and excavator – See Safe Work Instruction for Forklift Operation and Excavator Operation. • Undertake formal Pre-Start Inspection of Copper Granulator. • Identify and inspect all emergency stops. • Report any faults to your supervisor. DO NOT operate granulator if any faults are found and isolate equipment by Lock Out/Tag Out and report. • Remove any debris from the area prior to and post operating the Copper Granulator. • Ensure guards are in place prior to start-up?

 Safe Work Instruction	Ref: SWI – 0009
	COPPER GRANULATOR
Issue Date: OCTOBER 2019 Last Reviewed: NEW SWI Next review Date: OCTOBER 2020	Page Number: 2 of 3

OPERATION

- One (1) Primary trained Operator to stand at monitoring panel.
- Operator and staff must not be within 3 meters of the excavator operating arm (reach) when loading.
- Ensure the load is balanced and can be safely lifted into the hopper.
- DO NOT exceed the carrying capacity of hopper.
- Ensure that the operator has a clear line of sight to any moving plant and other operators in the area.
- No pedestrian movement in the working area.
- Mobile plant to utilise designated paths of travel as per the Site Traffic Management Plan.
- STOP the granulator if any faults are detected.
- DO NOT clean or unblock the hopper, conveyor or any moving part while operating.
- Keep all body parts away from any moving parts.
- Operate with approved hours only (8am-5pm Monday to Sunday). Obtain approval from the ARA for any planned out of hours works.
- Service and maintain plant and equipment with due regard to noise.
- Ensure the area is appropriately ventilated and exhaust components do not trigger POEO licence requirements.
- Switch off the granulator, lights etc. when not in use.

POST OPERATION

- Report any issues identified with use of the granulator to the Supervisor.
- Clean the area of debris.
- Power down the granulator and remove keys.
- Minimise generation of waste where possible. Segregate waste and facilitate recycling to reduce waste going to landfill, e.g. plastic.
- Keep lids on bins or store them in a covered area to prevent the wind blowing waste away.

MAINTENANCE AND SERVICING

- Maintenance and servicing are to be conducted while the Copper Granulator is NOT operational.
- Only competency trained fitters to undertake maintenance and servicing in line with manufacturers operating manual requirements.
- All faults are to be reported to the manufacturer and tagged out.

 Safe Work Instruction	Ref: SWI – 0009
	COPPER GRANULATOR
Issue Date: OCTOBER 2019 Last Reviewed: NEW SWI Next review Date: OCTOBER 2020	Page Number: 3 of 3

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).		
Name:	Title:	Contact Details:

Employee Sign Off (The following persons have read and understood the requirements contained within this document).			
Date:	Name:	Title:	License Number: