

# Health and Safety Plan

Version 10

**Envirocorp Group Pty Ltd**  
**Trading as Enviropoles Australia**  
47 Rodeo Drive,  
Dandenong South, VIC 3175  
Last Update: 01/12/2022

## HEALTH AND SAFETY POLICY STATEMENT

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

Putting safety first and never compromising it

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

Being accountable by exercising integrity in moments of truth

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

Believe that every incident is preventable

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

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

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

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



Cameron Fox  
General Manager  
Enviropoles

## 1. PREAMBLE

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

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

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

## 2. POLICY AND PROCEDURES

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

## 3. EMERGENCY RESPONSE AND RISK MANAGEMENT CONTACT LIST

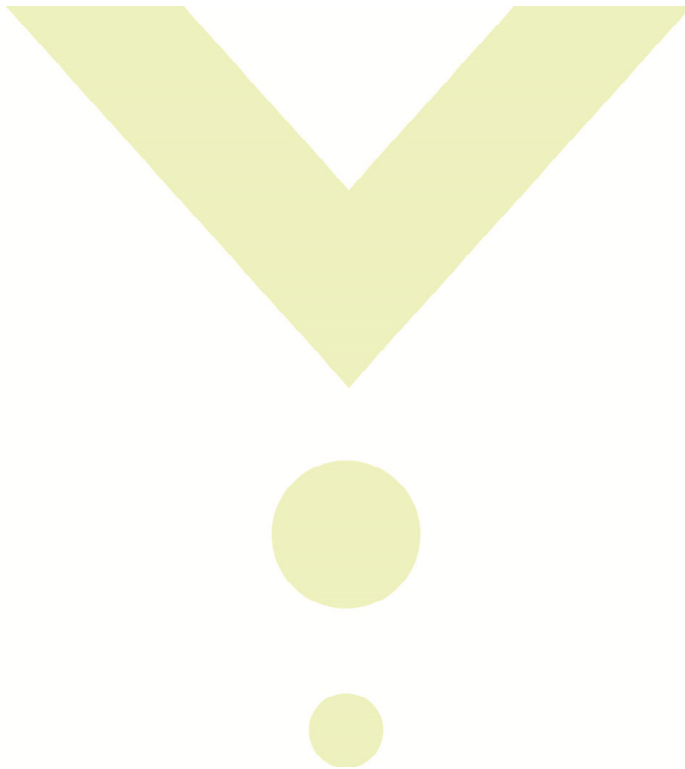
| OH&S              |                                       |                                 |
|-------------------|---------------------------------------|---------------------------------|
| Senior Management | Coordinator OHS&W                     | Cameron Fox – CEO               |
|                   | Deputy Coordinator OHS&W              | Shelley Coonan – Admin Manager  |
| Staff Manager     | Assistant Deputy Coordinator OHS&W    | Jade Williams – Human resources |
| Risk Management   |                                       |                                 |
| Senior Management | Coordinator Risk Management           | Cameron Fox – General Manager   |
|                   | Deputy Coordinator Risk Management    | Shelley Coonan – Admin Manager  |
| Staff Manager     | Assistant Coordinator Risk Management | Jade Williams – Human Resources |

**EnviroPoles 24 Hour Emergency telephone number:  
0425 205 018 / 0411 596 505 / 0468 941 285**

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

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|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|
| <b>Records</b>                                                                | <p>The project file and associated records and reports are to be retained 3 years post contract expiry.<br/>In accordance with the company policy, the client may view any contract related records at any reasonable time.</p> <p>Records to be included:</p> <ul style="list-style-type: none"> <li>• Hazard identification, risk assessment and control/OH&amp;S general issues</li> <li>• Job site Environment analysis (JSEA)</li> <li>• Client Occupational health, safety and welfare procedural guide</li> <li>• Enviropoles incident / injury / hazard and near miss report</li> <li>• Responses to Enviropoles incident / injury / hazard report</li> <li>• On site post Incident report by Enviropoles management</li> <li>• Vehicle accident/ incident report</li> </ul> |             |            |
| <b>Resources</b>                                                              | <ul style="list-style-type: none"> <li>• Enviropoles Occupational Health &amp; Safety and Welfare manual.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |            |
| <b>Customer communications</b>                                                | <p>Any queries with the specifications are to be raised with the client through the Project manager at project meetings.<br/>Communications from the customer (queries, complaints, compliments) should be routed through the project manager.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |            |
| <b>Hazard identification, hazard and risk assessment and control of risks</b> | <p>Enviropoles Online portal which includes Hazard assessment forms, procedures, JSA forms and procedures, incident and near miss forms and procedures, MSDS for all chemicals are available 24hours through mobile phone, tablet or desktop computer for access and reference to all staff and contractors.<br/>Via <a href="http://www.enviropoles-online.com.au">www.enviropoles-online.com.au</a></p>                                                                                                                                                                                                                                                                                                                                                                            |             |            |
| <b>Monitoring and Measurement</b>                                             | <p>The project progress will undergo ongoing monitoring; site inspections Job site analysis and risk assessment are carried out at the commencement of the contract and at regular intervals throughout the project. Random management audits are conducted to ensure all staff are operating with health and safety at the forefront of mind. All reports and audits are completed as forms these forms are kept as records at Enviropoles Head office.<br/>A report will be presented monthly and discussed in Project progress meetings with the client monthly.<br/>Records will be kept by the client and company for any reported issues.</p>                                                                                                                                  |             |            |
| <b>Internal Audit</b>                                                         | <p>An audit of the implementation and effectiveness of the health and safety plan shall take place at intervals throughout the contract. Internal audits are carried out randomly by management and observe the operations of the staff to ensure all Health and safety procedures and policies are being taken into consideration with daily operations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |             |            |
| <b>Project Manager:</b>                                                       | Cameron Fox                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date</b> | 01/12/2023 |
| <b>Version</b>                                                                | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |            |
| <b>Review date</b>                                                            | 01/09/2024 (12 months)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |            |

# Safe work Plan Table



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**Trading as Enviropoles Australia**

47 Rodeo Drive,

Dandenong South, VIC 3175

Last Update: 01/03/2023

**SAFE WORK PLAN**

| Will the proposed work involve the following hazard | Yes /No | What is the specific hazard                                                                                                                                                                        | Method of controlling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working in areas used by the public                 | Yes     | Risk of you and others being injured by not been seen carrying out works.<br>Any trip hazards from cables, tools or equipment on the ground.<br>Risk of community transmitted diseases. (COVID-19) | Be aware of others around. <ul style="list-style-type: none"> <li>• Use safety barriers if necessary to ensure people know you are working in the space.</li> <li>• Use safety lights on Vehicles to inform other vehicles you are carrying out works in the area.</li> <li>• Ensure correct PPE – Masks and Gloves at all times</li> <li>• Wash hands regularly and use sanitiser</li> <li>• Clean vehicle interior, door handles and tools regularly with alcohol based cleaner.</li> <li>• Adhere to 1.5 meter social distancing rules</li> </ul> |
| Verbal and Physical assault                         | Yes     | Risk of verbal or physical assault by public that may be intoxicated or in groups.                                                                                                                 | Avoid people at these early hours of the morning.<br>Be aware of suspicious intoxicated or groups of people.<br><br>Do not get out of your vehicle if you feel the people around are a threat.<br>Drive to next area and come back at a later time.<br>If you see people approaching that may be a threat. Leave the area safely and come back at a later stage.                                                                                                                                                                                     |
| Load limits on pathways                             | No      |                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Use of ladders                                      | No      |                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Mechanical moving or lifting equipment              | No      |                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Manual handling                                     | Yes     | Rick of physical injury.                                                                                                                                                                           | Always assess risk first.<br>Consider : <ul style="list-style-type: none"> <li>• Altering the workplace or environmental conditions</li> <li>• Altering the systems of work</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |

|                                                              |     |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              |     |                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Changing the objects used</li> <li>• Using mechanical aids</li> </ul> <p>Planning of operations and understanding work load can reduce any manual handling.</p>                                                                                                                                                                                                                                                                 |
| Operating powered equipment                                  | Yes | <p>Risk of electrocution.</p> <p>Risk of trip hazard from extension or power leads.</p>                                                          | <ul style="list-style-type: none"> <li>• Ensure all power tools are regularly tagged and tested.</li> <li>• Always check maintenance of power tools before using.</li> <li>• Check path of any extension cords if using to ensure they are not a trip hazard.</li> <li>• Use barriers to isolate the area so others do not enter the area.</li> <li>• Consider options and avoid using electric power tools if possible. Air or battery tools are preferable.</li> </ul> |
| Moving vehicles/ Machinery / traffic                         | Yes | <p>Risk of other vehicles not seeing you.</p>                                                                                                    | <ul style="list-style-type: none"> <li>• Ensure you are wearing Vic Roads approved High Viz vest at all times before exiting the vehicle.</li> <li>• Ensure your vehicles led safety warning lights are on while carrying out operations to let others know you may be stopping or may be entering / exiting the vehicle.</li> <li>• Always be mindful of others around.</li> </ul>                                                                                      |
| Restricted access / egress                                   | No  |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Security boundary restrictions                               | No  |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Access requirements by other contractors / public / visitors | Yes | <p>Other people/ vehicles in area are working and may not see you.</p> <p>You may be restricting the view of other vehicles at access areas.</p> | <p>Always check access areas where you may be parked, ensure you are not restricted views from other vehicles/ people.</p> <p>Do not block access areas.</p>                                                                                                                                                                                                                                                                                                             |
| Vehicle unloading areas                                      | Yes | <p>Risk of not seeing people loading and unloading, exiting vehicles. And may not be looking properly when stepping out onto the road.</p>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                               |     |                                                                                                    |                                                                                                                                                                                                                      |
|-----------------------------------------------|-----|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work in confined spaces                       | No  |                                                                                                    |                                                                                                                                                                                                                      |
| Working at night / dusk / dawn                | Yes | Not been seen by other people and vehicles.<br>Not being able to see properly straining eyes.      | If working whilst dark, ensure Vic Roads approved Safety vest with reflectors is on at all times.<br>Use head torches and hand held torches when operating in low light situations                                   |
| Working over water                            | No  |                                                                                                    |                                                                                                                                                                                                                      |
| Working in Inclement weather at exposed sites | Yes | Slip and trip hazards. Risk of being injured by flying debris, hail.                               | Avoid working in inclement weather situations. Re-schedule works to be carried once inclement weather subsides.                                                                                                      |
| UV sunlight risks                             | Yes | Risk of UV exposures. Sunburn, skin cancers.<br>Eye damage from Sun reflecting on Stainless steel. | Use sunscreen when working in daytimes with moderate - high UV radiation.<br>Wear hat and sunglasses.                                                                                                                |
| Using chemicals                               | Yes | Risk of chemicals entering the system including inhalation, inducing, skin contact and absorption  | Understand chemicals using Material safety Data sheets, (MSDS)<br>If necessary, use gloves and safety glasses when handling. Refer to MSDS if unsure.<br>Ensure chemicals are not accessible by unauthorised people. |
| Any other risks or hazards identified         |     |                                                                                                    |                                                                                                                                                                                                                      |