

**SOLO RESOURCE RECOVERY  
RICHMOND WASTE SERVICES  
RICO RECOVERY SYSTEMS**

**QUALITY MANUAL**

**OHS POLICY**

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**SECTION 1**

**ISSUE: 4**

**DATE 08/04**

**APPROVED:**

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It is the policy of this company to provide our customers with only the highest standard of service. This can only be achieved through total commitment to efficiency and safe working practices.

The health and safety of employees, those with whom it does business and the general public is of utmost importance to the company.

The company's policy towards Occupational Health, Safety and Welfare of its employees is as follows:

- Commitment to comply with current OHS Act 2000 No 40 and OHS Regulation 2001.
- To provide and maintain a safe place to work including company vehicles, plant and systems of work.
- To provide the necessary information, instruction, training and supervision on use of company equipment.
- To provide all permanent and long term casual employees with an up to date Staff Manual. Short term casuals will be inducted using the Branch Staff Manual. All policies and procedures will be reviewed at least every three years.
- To provide a safe and healthy working environment.
- To provide a smoke free workplace.

It is the responsibility of the employees to be aware of the safety of their fellow workers and themselves at all times. Employees are required to follow safe working rules and to report any safety hazards to their supervisor. Safety is everybody's responsibility.

### **The Employee**

All employees are expected to:

- Work safely and maintain a safe work place.
- Avoid taking risks.
- Ensure that before they start a new job they know how to do it.
- Report any new hazard!
- Submit their own ideas towards safety.
- Keep the work place, including vehicles, clean and tidy.
- Wear protective clothing.
- Know who their safety representative is.

It is the responsibility of **every employee** to identify and report any unsafe practice either in the system of work or an individual in their performance of his or her work.

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**Managers and Supervisors**

All managers and supervisors are expected to:

- Ensure a safe workplace
- Induct all new employees into the workplace.
- Adequately train staff and contractors prior to them commencing a new job.
- Provide continuous training where necessary
- Monitor site for risks and hazards and ensure adequate control measures are taken.
- Understand hazard reporting and record keeping.
- Encourage ideas and feedback from staff and contractors.
- Supervise site, plant and equipment for tidiness and security
- Provide PPE and instruct staff and contractors on the correct usage.
- Ensure contractors are certified, inducted and competent.

**Contractors**

All contractors are expected to:

- Provide Safe Work Procedures for the job they are contracted to do.
- Provide competent staff.
- Provide certified operators of plant and machinery.
- Ensure plant and equipment is in good condition.
- Ensure staff have been instructed in Safe Work Procedures.
- Ensure staff wear appropriate PPE.
- Solo Resource Recovery safety instructions are abided by.
- Ensure they have all applicable insurance cover.

**Visitors**

All visitors are expected to:

- Report to the Office and complete Visitors Log.
- Be accompanied by a staff member at all times.
- Wear appropriate PPE when required.
- Know where the emergency assembly point is.
- Obey site speed limits.
- Report accidents/incidents to a supervisor or the Office.
- Not to operate company vehicles unless authorised.

**Only through close attention to the systems of work, use of equipment, the selection, training and direction of people, the application of ones common sense and remaining alert at all times, can accidents be prevented.**