

# OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT POLICY

## REVISION 3

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## 1. PURPOSE

Advanced Technology Products Pty Ltd (ATP) is committed to achieving the principles of occupational health, safety and environmental sustainability. We recognise our moral and legal responsibilities to provide a safe and healthy work environment for employees, contractors, suppliers and customers. All injuries and industry related diseases are preventable, and we can undertake our activities to avoid adverse affects without compromising the capability of the Company to deliver on its promises.

The purpose of this Occupational Health Safety and Environment (OHS&E) policy is to outline the steps taken by ATP in relation to ensuring a safe place of work for our employees, contractors, suppliers and customers and the management of all work-related activities ensuring they are designed and executed so as not to adversely affect the environment.

ATP recognise that our Corporate Social Responsibility (CSR) is of utmost importance to interested parties, including employees and clients, and is fundamental to the continued success of the organisation.

ATP believes that its CSR shall provide long-term benefits to its employees, clients and individuals in communities around the world, and will focus on ensuring health and safety is the main focus in all activities and processes and that ATP maximise recycling opportunities and minimise the risk of pollution, waste and nuisance to neighbours.

**This policy is communicated with all staff and contractors via the induction process when they commence with ATP.**

**This policy is available via ATP's website and is displayed at our reception and warehouse areas.**

## 2. SCOPE

This policy applies to all ATP employees, contractors and visitor and is in accordance with;

- Occupational Safety and Health Act 1984 of Western Australia
- Occupational Safety and Health Regulation 1996 of Western Australia
- Environmental Protection Act 1986

## 3. OBJECTIVES

ATP's objectives of this policy are:

- To achieve a workplace free of incidents, injury or hazards.
- To ensure our employees are fit to perform their duties.
- To ensure that our people have the knowledge, skills, and other resources necessary to meet our obligations and fulfil our commitment to occupational health, safety and the environment.
- To ensure all operations are managed in an environmentally friendly manner by emphasising conversation through source reduction, recycling and the use of renewable resources.
- To consult with all employees and contractors as it is imperative to ensure health, safety and the environment is considered in all planning and work activities.
- To involve our employees in decision making processes through regular communication, consultation and training.
- To provide a work environment with a zero-tolerance attitude to violence, aggression and bullying at work.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential injuries and incidents are controlled and prevented.

## 4. RESPONSIBILITIES

ATP is responsible for the success of our occupational health, safety and environment management by:

- Identifying, accessing and managing hazards in all stages of business planning to reduce risk levels to as low as reasonably practicable.
- Delaying or stopping activities where effective controls are not in place to manage identified hazards.
- Complying with all applicable legislation, regulations and community standards and apply responsible standards where laws and regulations do not exist.
- Applying management systems and set objectives and targets to achieve and demonstrate continuous improvement.
- Actively seeking viable opportunities to reduce injuries and impact on our employees.
- Developing and maintaining the competency of our employees to control the risks we generate.
- Foster a positive culture that empowers everyone to act with integrity in preserving the well-being of themselves, their colleagues and the natural environment.
- Ensuring the employee and senior Management is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.
- Ensuring all employees and contractors are appropriately educated and training in health, safety and environment, **including informing staff of the company's Fit for Duty policy pertaining to their role. At a minimum, staff are notified during the induction that they are required to attend work unaffected by alcohol or another drug which may endanger their own or any other persons' health and safety.**

Position	Responsibilities
<b>Managing Director / Managers</b>	<p>Will be accountable for providing a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health, safety and environment objectives and implement supporting strategies. In particular, the Director and Managers will ensure:</p> <ul style="list-style-type: none"> <li>▪ health, safety and environmental policies and procedures are developed and implemented and reviewed to enable the effective management of HSE and control of associated risks;</li> <li>▪ monitoring of control measures to ensure effectiveness;</li> <li>▪ recording of environmental risks on <a href="#">ATP Risk Register (REG-0026)</a>;</li> <li>▪ employees in a management/supervisory role are provided with necessary knowledge and skills to effectively enable them to carry out their HSE responsibilities, including hazard identification;</li> <li>▪ all procedures relating to HSE are reviewed annually to ensure it remains accurate and in line with legislative requirements.</li> <li>▪ <b>workers are monitored for unsafe behaviours and removing workers from site if necessary;</b></li> <li>▪ any failure to follow this policy by individuals are investigated and dealt with in the appropriate manner.</li> </ul>
<b>Supervisors/Line Managers</b>	<p>Will be held accountable for their areas of control to ensure:</p> <ul style="list-style-type: none"> <li>▪ relevant HSE policies and procedures are effectively implemented in their areas of control;</li> <li>▪ employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs, including hazard identification;</li> <li>▪ employees are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;</li> <li>▪ workers are performing tasks safely and removing workers from site if necessary;</li> <li>▪ all incidents within their area of control are reported and investigated, and basic cause and control strategies are identified.</li> </ul>

**Employees,  
Contractors, and  
Visitors**

Have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Employees, Contractors and Visitors have a responsibility to:

- report any incident or hazards at work immediately when safe to a Supervisor or Manager;
- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety;
- Advise their supervisor if they are fatigued or taking prescriptions that may impair their ability to work safely.

## 5. ENVIRONMENTAL STANDARDS AND COMPLIANCE

ATP is committed to the following, in relation to environmental standards and compliance:

- Conform with legislation, regulations and community standards to ensure Environmental Protection.
- Record of proper administration of waste management, recycling and resource utilisation.
- Implement management systems to ensure efficient consumption of materials, fuels, water and energy.
- Emergency procedure for Hazardous Substances, developed and tested to ensure quick, effective action to prevent environmental damage in the event of an accident or spillage.
- Material Safety Data Sheets, classified according to the criteria of the National Occupational Health and Safety Commission (NOHSC, Australia) for all hazardous materials.
- Manage hazardous materials in strict conformity with instructions contained on Material Safety Data Sheets.
- Material Safety Data Sheets readily available to employees, transporters and customers.
- Conduct regular internal audits of procedures to identify, manage or eliminate environmental risks, which are subject to annual review.
- Where reasonably possible, find alternatives for hazardous materials and offer to the customer an alternative product.

## 6. HAZARDS

ATP is committed to ensuring potential hazards are identified and corrected as to avoid future incidents. Action shall be taken to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

It is the responsibility of all employees, contractors and visitors to report a hazard to their Supervisor/ Manager, the Director. All reported hazards must be reviewed and assessed for potential risk.

ATP will take steps to investigate all reported hazards and incidents within a reasonable time.

## 7. CONSEQUENCES OF BREACH OF THIS POLICY

Disciplinary action, including termination of employment, may be taken against you if you breach this policy or any aspect of this policy.

## 8. REVIEW

This Occupational Health, Safety & Environment Policy shall be reviewed annually to ensure that it remains current and relevant to ATP's standards of practice. Internal control systems and procedures will be audited regularly to ensure that they are effective in minimising the risk of non-compliance with this policy.

**Any updates to this policy are communicated with all staff and contractors via workshop and publication.**

All employees are required to understand and comply with this policy and to follow the requirements set out in this policy.

## 9. RELATED DOCUMENTS

POL-0001 Code of Conduct & Ethics Policy

POL-0002 Quality Policy

POL-0014 Working Hours and Fatigue Management Policy