

Darwin Recycling Centre Emergency Response Plan Policy

Overview

The Darwin Recycling Centre emergency response plan relates to all aspects of emergency response and has the following objectives. Darwin Recycling take a practice approach to emergency and has robust WHS and Hazard management strategies in place to avoid and emergency. Both the WHS and hazard management are constantly updated and reviewed.

Darwin Recycling ensures:

- a) To provide a safe and healthy work environment for all our employees, contractors and other persons;
- b) To provide emergency response plan for all employees
- c) To identify and eliminate or reduce hazards and risks
- e) To continually monitor and improve work health and safety;
- f) To provide education and training resources; and
- g) To comply with all relevant laws, rules, standards and codes of practice.

Employers have a duty of care to control risks and have an emergency plan in place in relation to ULBA's in storage and transportation this also includes all plant and equipment

Darwin Recycling has emergency procedures and equipment in place.

- Fire Extinguishers

A fire extinguisher is located on vehicles and in the workshop. This extinguisher is best mounted in the workshop for quick and easy access. All personnel are trained in the safe use of extinguishers and minor fire-fighting techniques. The fire extinguisher is serviced regularly in accordance with *Maintenance of fire protection equipment*

- First Aid Kits

A first aid kit is available in each vehicle and on site. All kits are maintained and regularly inspected. Employees are trained in the use of first aid kits usage.

- Signage and Marking

All signage and marking is appropriate for hazard identification safety.

Emergency Response Training

Darwin Recycling staff are trained in emergency response as listed below:

- Nominated First Aid Officers are provided with First Aid training
- Nominated Fire Wardens are provided with Fire and Evacuation Training
- Health and Safety Training is provided to all new employees
- Health and Safety Alerts are posted via mini-training sessions or posters or in staff meetings.

Risk management

- The Darwin Recycling Risk Management Framework adopts a risk management approach to manage health and safety risks.

Emergency procedures and drills

Darwin Recycling Firewardens are responsible for co-ordinating Fire Drills at least annually.

First Aid Officers are responsible for ensuring First Aid Kits are inspected, refilled, identified and accessible to all staff.

Fire equipment is inspected annually.

Incident/accident reporting

Darwin Recycling Incident and accident reporting forms are accessible to all staff.

In accordance with all State and Territory WH&S Acts and Regulations, Darwin Recycling Centre management will provide a safe workplace and safe work methods for all employees, contractors and visitors. A key to this is the identification and control of all hazards associated with the supply of goods and services through our transport network.

Hazard Management

Darwin Recycling Centre approach to Hazard Management is a staged process encompassing the following areas;

Identification, Documentation, Risk assessment, Consultation with all parties in the development of; Safe Operating Procedures Personal Protective equipment, investment in Safety Systems Monitoring

Identification

For hazard and incident identification, management, employees, contractors and third party providers all play a role here. Through a clear and defined recording and reporting process all parties are made aware of the importance to report potential hazards, incidences and hazardous practices. All the defined potential high risk activities are identified by Management, and have Safe Operating Procedures attached. Regular workplace inspections additionally form a critical part of the identification process.

Documentation

Once a hazard has been identified, there are four steps followed. The appointed safety representative in consultation with the "hazard reporter" completes the Hazard/Incident Report Form. This form additionally includes a risk assessment. The Hazard or Incident Report Form is processed for risk assessment, and responsible site person to action. Per the hazards level of risk, a course of action is taken to control. If the Hazard is ongoing and controlled, then this is documented on the Branch Hazard Register.

Risk Assessments -Hierarchy of Control

Risk assessments are performed at the time of the Hazard Report on the same document.

Once the Risk assessment is complete, it is tabled on the Risk Assessment Register The standard hierarchy of control mechanism is invoked to firstly eliminate the risk place controls around the risk.

Consultation/Safe Operating Procedures

All parties involved in the activity are consulted to establish a resolution for on-going safe work practices, or risk elimination. This includes consultation with all relevant parties and generally leads to a revision of current standard operating procedures, or the developing of new.

Darwin Recycling provides standard operating procedure (SOP) for jobs that pose a significant risk to health and safety of employees or subcontractors, to ensure that all employees and sub-contractors are aware of the safest and most appropriate way to do their job to minimise the risk of injury, illness or damage.

For Safe Operating Procedures, each job is broken into tasks using a job analysis process. The various tasks are then assessed using risk assessment and control principles. Where a significant risk has been identified that requires administrative control, an SOP will be developed. The SOP will document the safest and most efficient method of carrying out the job.

All employees and sub-contractors are trained in the relevant SOPs for the jobs they are involved in, and are provided with copies of the appropriate SOPs.

Safety Systems and Equipment

Darwin Recycling work to ensure that all necessary and compliant resources, equipment, and facilities are provided to promote the general health and safety of employee's contractors and visitors in their daily duties.

There are four key areas of focus. 1. Staff and Contractors are trained and/or have suitable awareness in hazard management practices. 2. All plant which is purchased, designed, manufactured, supplied, or installed complies with relevant Australian and NZ Standards. 3. Preventative maintenance programs are in place to ensure equipment is compliant and operating safely. 4. Personal Protective equipment is supplied made mandatory to all Staff and Contractors, when working in hazardous environments.

Monitoring

Once hazards are identified, documented, risk assessed and controlled, the requirement for further monitoring of these controls is essential, ensuring that the controls in place are practical and working and the users are conforming to the safe work methods.

Hazards at Darwin Recycling are monitored through the following areas: 1. Hazard Registers - Hazard registers are checked each month through the safety committees, and control measures monitored. 2. Safe Operating Procedures - are reviewed annually through internal Safety audits. 3. Awareness and Training - Hazard awareness is promoted through our regular Branch bulletins, and notice board information. Training Induction packages, regular bulletins training programs

Policy Statement

Darwin Recycling Centre is committed to environmental best practice, and to the continual improvement of its environmental performance, recognising its obligations both nationally and globally, to the present and succeeding generations.

It is Darwin Recycling Centre policy to achieve a high standard of environmental care by complying with current Commonwealth, State and Local regulations and, where possible, exceeding any relevant minimum requirements.

Darwin Recycling Centre will monitor its use of natural resources, both renewable and non-renewable, and maximise the efficiency and effectiveness with which they are used, with a view to minimising environmental impacts.

Pollution and Waste

Darwin Recycling Centre is committed to waste avoidance, waste reduction, re-use and recycling. Darwin Recycling Centre aims to reduce its consumption of materials and energy and to implement environmentally sound waste management practices. Wherever possible, Darwin Recycling Centre will promote schemes for the collection of materials appropriate for recycling.

On company premises, attention will be given to the storage and transport of Dangerous Goods, containment of run off from workshops and wash-down areas, and the safety and integrity of underground fuel tanks. Darwin Recycling Centre always will seek ways of disposing of waste in environmentally acceptable ways.

Darwin Recycling Centre is particularly mindful of the effect that heavy vehicle emissions have on the environment. Darwin Recycling Centre have developed programs to monitor our diesel fuel usage, procuring vehicles and equipment which have the least environmental impact, and perform regular servicing and maintenance of all company vehicles.

Procurement

Darwin Recycling Centre will regularly monitor and review wherever practicable, its acquisition of materials and energy and its disposal of waste. When services, materials, equipment or energy are purchased, preference will be given to items produced in ways which cause least harm to the environment, and which generate fewest waste materials.

Other things being equal, preference will be given to local suppliers and subcontractors who also conform to these standards.

Grounds

Darwin Recycling Centre is committed to sustainable design principles in land use, transportation, landscape and new building planning and construction. Darwin Recycling Centre aims to minimize adverse environmental impacts on its sites through the efficient use of water, energy, landscaping, and the promotion of integrated pest control management.