

Quality Assurance Manual Hume MRF

ISSUE NO # 1	[REDACTED]	[REDACTED]	17/12/15
	PRINCIPLE CONTRACTOR'S NAME:	SIGNATURE	DATE
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QUALITY POLICY

We are an Australian owned company, focusing on providing high quality solutions for recycling and recover resources from waste.

Re.Group prides itself on being a nimble and effective organisation. We are committed to delivering high quality solutions without unnecessary administration. We aim for the between documenting systems to provide structure, and giving our staff the ability to explore opportunities. When our way of working impedes our projects, and at appropriate formal reviews, we adapt and improve our policies and procedures to drive better outcomes for our clients.

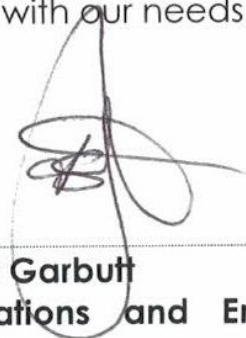
Our systems ensure we comply with the law and relevant regulations, we adopt best practise industry standards, we review our performance, and we learn from both our successes and our failures. We do what we say, and we audit our actions against our promises. Delivering projects to meet stakeholder needs is core business for Re.Group, and all staff are expected to work within our systems, and to work on our systems when it is time for them to evolve.

The Directors of Re.Group take responsibility for leading this approach and developing this culture of quality. This includes providing the tools, knowledge and training needed for staff.

This policy is part of the Re.Group policy and procedure system, and is reviewed regularly so it can evolve and change with our needs.



David Singh
Managing Director



Stuart Garbutt
Operations and Engineering
Director

1 PURPOSE

Re.Group Pty Ltd is a leading company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document has been put together to outline the quality management systems for the operation of the Hume Materials Recovery Facility (MRF).

2 SCOPE

This QA Manual applies to the Hume MRF. The facility generally consists of a single warehouse-style structure and associated outbuildings, loading and storage areas. Internally, the facility includes conveyors, sorting equipment and manual sorting stations for the separation of recyclables.

3 OBJECTIVES

This QA Manual is designed to achieve safe operation of the Hume MRF. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

Minimum KPI	<ul style="list-style-type: none"> submission of an updated Quality Plan [REDACTED]
Standard KPI	<ul style="list-style-type: none"> submission of a Monthly Report [REDACTED]
Target KPI	[REDACTED]

4 PARENT COMPANY POLICIES AND PROCEDURES

The Hume MRF will be operated in accordance with the Integrated Management System (IMS) Manual for Re.Group, which is included in this plan by reference.

5 SITE-SPECIFIC PROCEDURES




The Hume MRF provides services to waste generators, and produces recyclable commodities. Each services or product has quality parameters that are relevant and must be monitored during the operation of the MRF. These are summarised in the table below.

Product or Service	Parameter	Target/Range	Measurement	Controls
Waste Processing	Availability of Facility	Available to receive trucks (inside building) in agreed hours	Plant logs and weighbridge logs	[REDACTED]

Product or Service	Parameter	Target/Range	Measurement	Controls
	Waste to landfill	Monthly average 10-13% (or less)	Weighbridge logs	[Redacted]
	Recyclables to market	Monthly average 80-92% (or more)	Weighbridge logs	[Redacted]
	[Redacted]	[Redacted]	Weighbridge logs	[Redacted]
Steel	Contamination		Product audits	[Redacted]
	Bale condition		Visual inspection Truck weights	[Redacted]
Aluminium	Contamination		Product audits	[Redacted]
	Bale condition		Visual inspection Truck weights	[Redacted]
HDPE HDPE - Coloured PET- clear Mixed Plastics	Contamination		Product audits	[Redacted]
	Bale condition		Visual inspection Truck weights	[Redacted]
Fibre (Commons)	Contamination	[Redacted]	Product audits	[Redacted]
	Bale condition	[Redacted]	Visual inspection	[Redacted]

Product or Service	Parameter	Target/Range	Measurement	Controls
			Truck weights	
Cardboard (OCC)	Contamination	[REDACTED]	Product audits	[REDACTED]
	Bale condition	[REDACTED]	Visual inspection Truck weights	[REDACTED]
Glass Sand	Contamination		Product audits	[REDACTED]

Transport Management Plan

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1 PURPOSE

Re.Group is a leading Engineering company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document outlines the procedures governing vehicle movements into and around the Hume Materials Recovery Facility (MRF).

2 SCOPE

This Management Plan applies to the Hume MRF. The facility generally consists of a single warehouse-style structure and associated outbuildings, loading and storage areas. Internally, the facility includes conveyors, sorting equipment and manual sorting stations for the separation of recyclables.

This plan covers all trucks, passenger vehicles and support vehicles that enter or move around the site. Mobile plant is included.

3 OBJECTIVES

This Transport Management Plan is designed to achieve ensuring safe and efficient vehicle movements around the Hume MRF. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

<p>Minimum KPI</p>	<ul style="list-style-type: none"> • Achieving nominated KPIs on average and actual vehicle delivery times, as described in the Services Agreement with the ACT Government • Submission of an updated Transport Management Plan [REDACTED] [REDACTED] [REDACTED]
<p>Standard KPI</p>	<ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] [REDACTED] [REDACTED]
<p>Target KPI</p>	<ul style="list-style-type: none"> ■ [REDACTED]

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4 DEFINITIONS

Following are a list of definitions used in the Transport Management Plan procedures:

TMP- Transport management plan

Re.Group – Re.Group Pty Ltd and related companies**MRF**- Material Recovery Facility

PM- Planned Maintenance

Sub Contractors- Outside services that design and/or manufacture products from the customer's specifications

Plant- Recycling & waste recovery facilities, plant & equipment which have been designed supplied installed and/or operated by Re.Group.

5 STATUTORY REQUIREMENTS

The personnel and contractors who operate and work within Re.GroupMRF's or on Re.Groupmanaged recycling equipment must ensure that they work within the guidelines detailed in the following documents and standards:

5.1 RE.GROUP STANDARD DOCUMENTS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

5.2 AUSTRALIAN STANDARDS

All relevant Australian Standards and Legislation including but not limited to the following

- State and local government workplace health and safety regulations
- BCA- building Code of Australia
- ISO 9001- Quality management systems
- AS IEC 61882- HAZOP Studies

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6 AUTHORITY & RESPONSIBILITIES

All employees are allocated with authority to perform their allocated responsibilities. The following provides a summary of the principal responsibilities of each job role.

All employees, contractors and visitors to the site share the authority and responsibility of working and moving safely around the site, including following the policies and procedures in this plan.

The MRF Manager is responsible for the implementation of this plan, either directly or by delegation to Re.Group employees.

7 TRANSPORT MANAGEMENT SYSTEM

7.1 STAGGERING OF VEHICLE MOVEMENTS

The deliveries of waste to the MRF follow a predictable pattern, determined by the collection routes and methods used. Although Re.Group has little control of the timing of deliveries, Re.Group can control other vehicle movements on site, including shift start and finish times, arrival of service vehicles, and outgoing shipments of recyclables. Where possible, these other vehicle movements will be timed to avoid the peak delivery times.

7.2 TRAFFIC RULES ON SITE

The following traffic rules are to be followed by all visitors, contractors, delivery drivers and employees:

- Speed limit on site is 5 kph
- Trucks must pass over the weighbridge on arrival, obeying the signage and traffic lights
- Exiting traffic has right of way on weighbridge
- Light/passenger vehicles must go directly to the parking area (not weighbridge).
- Mobile plant has right of way
- Drivers must honk horn at marked corners/doors
- While loading, drivers must remain in the "safety zone" (in line with cab) and not approach the rear of the truck.

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Transport Management Plan

- Drivers are not permitted on site while under the influence of alcohol (blood alcohol more than 0.00), illegal drugs, or medicines which might affect driving ability
- Drivers without PPE are to remain inside the vehicle at all times

These traffic rules are included in training and inductions, and are signposted around the site. Damaged signs will be replaced or repaired.

7.3 TRAINING AND INDUCTION

All drivers must be inducted to site on their first visit to site. This induction is brief but thorough, and is accompanied by written reference material. The induction includes:

- Site traffic rules
- Weighbridge operation procedures
- Routes to and from delivery/pick-up areas
- Site minimum PPE
- Amenities for drivers

Transport Management Plan

7.4 TRAFFIC PLAN

Major traffic movements around the site are shown on the aerial photo below:



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Visual Amenity Plan

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Visual Amenity Plan

1 PURPOSE

Re.Group Pty Ltd is a leading company in the Recycling Industry and prides itself on operating its plant in an environment which is well maintained, safe and cleaned to minimise the visual impact and ensure the health and safety of its neighbours. This document has been put together to outline our visual amenity policy for recycling facilities operated by Re.Group and provides for maintenance framework to ensure that the integrity of its immediate surroundings are retained to reduce visual impact and ensure a safe working environment providing for an improved visual amenity.

2 SCOPE

This Visual Amenity Plan applies to Recycling Facilities which are operated and maintained by Re.Group. These recycling facilities generally consist of the following items:

- MRF Operations – Plant and Equipment including mobile equipment
- Building infrastructure- MRF Buildings, Offices, Sumps ,and bunker walls,
- External Structures – Internal roads, vehicle parking, weighbridge, signs, drains, fences and gates
- Landscaping - trees, bushes, gardens

3 OBJECTIVES

This Visual Amenity Plan is designed to achieve an excellent standard of presentation at the Hume MRF, to improve amenity for neighbours, visitors and staff. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

<p>Minimum KPI</p>	<ul style="list-style-type: none"> • Submission of an updated Visual Amenity Plan
<p>Standard KPI</p>	<ul style="list-style-type: none"> • Weekly site inspection checklist completed • Submission of a Monthly Report, including details from inspection checklist,
<p>Target KPI</p>	<ul style="list-style-type: none"> • [Redacted] • [Redacted]

4 DEFINITIONS

Following are a list of definitions used in the Asset & Maintenance Management Plan procedures:

VAP- Visual Amenity Plan

MRF- Material Recovery Facility

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Visual Amenity Plan

Sub Contractors- Outside services that design and/or manufacture products from the customer's specifications

Plant- Recycling & waste recovery facilities, plant & equipment which have been designed supplied installed and/or managed by Re.Group

5 STATUTORY REQUIRMENTS

The personnel and contractors who operate and work within Re.Group MRFs or on Re.Group managed recycling equipment must ensure that they work within the guidelines detailed in the Integrated Management System (IMS), including but not limited to:

5.1 RE.GROUP STANDARD DOCUMENTS

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

5.2 APPLICABLE AUSTRALIAN STANDARDS AND LEGISLATION

All relevant Australian Standards and Legislation including but not limited to the following

- State and local government Workplace Health and Safety acts and regulations
- State and local government Environmental Protection acts and regulations
- BCA - Building Code of Australia
- ISO 9001- Quality management systems

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6 AUTHORITY & RESPONSIBILITIES

6.1 AUTHORITY

All staff are allocated with authority to perform their allocated responsibilities. The following provides a summary of the principle responsibilities of each job role.

All staff share the authority and responsibility of identifying tasks or possible improvements to ensure the sites visual amenity is maximised, and recording these instances such that corrective action can be taken, both to rectify the immediate situation and to prevent reoccurrence which will impede the sites visual amenity.

The Managing Director continually reviews the company's resources to ensure that adequate staff, equipment and materials are available to meet requirements and maintain the visual amenity standard.

RESPONSIBILITIES OF GENERAL MANAGER – OPERATIONS THE MANAGER IS ULTIMATELY RESPONSIBLE FOR ESTABLISHING, IMPLEMENTING AND MAINTAINING THE VISUAL AMENITY SYSTEM. SPECIFIC RESPONSIBILITIES COMPRISE:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6.1.1 RESPONSIBILITIES OF MRF MANAGER

- Controlling MRF operations, maintenance and visual amenity
- Management of MRF operations staff
- Management of Maintenance staff
- Management and control of transport operations
- Liaise with senior management and support staff
- Implementation of all management plans

7 VISUAL AMENITY MANAGEMENT SYSTEM

7.1 MRF VISUAL AMENITY SYSTEM

The following information is recorded to help maintain visual amenity on MRFs operated by RDT which will improve visual impact and ensure a safe working environment.

- MRF Operations – Plant and Equipment including mobile equipment
- Building infrastructure- MRF Buildings, Offices, Sumps, and bunker walls,
- External Structures – Internal roads, vehicle parking, weighbridge, signs, drains, fences and gates
- Landscaping - trees, bushes, gardens

7.1.1 MRF OPERATIONS

This section records the details of the MRF Operations in relation to its effect on visual amenities and applies to the plant and equipment of the MRF including mobile equipment such as Forklifts and Loaders.

- The operation of the plant is to be in accordance with the operating hours of the Operations Contract for the site to minimise the noise impact on residents.
- All vehicles, plant and equipment to be maintained in accordance with the manufacturers' specifications to minimise the impact of noise generated by operations.
- The management and processing of untreated material will be indoors with all untreated waste stored within the MRF building to protect the visual amenity of the area. No unprocessed waste is to be deposited outside the building to minimise noise and odours and as this leads to stray waste around the MRF yard.
- The monitoring of dust, noise, and odours shall be on a periodic basis determined on a site by site basis to ensure that the MRF minimises the impact on the surrounding residents.

7.1.2 BUILDING INFRASTRUCTURE

This section records the details of all maintenance required for visual amenity on the MRF Building, Offices, Sumps and Bunker Walls.

- All building, offices and bunker walls are to be checked monthly to ensure security and visual appearance is maintained. This is to be included in monthly preventative maintenance (PM) checklists.

7.1.3 EXTERNAL STRUCTURES

This section records the details of all maintenance tasks relating to the external structures including internal roads, vehicle parking, weighbridge, signs, drains, fences and gates.

- Drains are to be maintained and rubbish free to improve water quality and improve the visual amenity of the area.
- All internal roads, parking and weighbridge are to be cleaned of rubbish once per week
- All fences and gates are to be checked monthly to ensure security and visual appearance is maintained.
- External Safety Signs for traffic management and warnings to pedestrians are to be maintained and replaced when necessary.

7.1.4 LANDSCAPING

This section details maintenance tasks relating to Landscaping of the MRF.

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- [REDACTED]
- Landscaping and screening vegetation will be planted and maintained o provide adequate screening and ensure the visual amenity of the site.
- The maintenance of garden beds means that they are to be mulched and to be weed free. Maintenance of trees and bushes is necessary to ensure a tidy appearance on MRF land.
- Replanting of native trees to protect the visual amenity of the area will be done on an as needed basis.

8 PLANNED CHECKLIST

Planned Checklist to ensure the Visual Amenity is maintained for the MRF site a checklist is to be conducted by the following departments:

- MRF Operations Staff
- Specialist Sub Contractors
- Direct Management by MRF Manager.


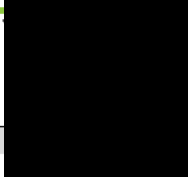

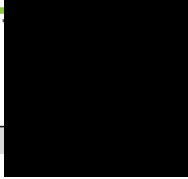
[REDACTED]

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Workplace Health & Safety Plan

Hume MRF

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WORK HEALTH & SAFETY POLICY

Re.Group is firmly committed to enabling that all work activities are carried out safely and with all possible measures taken to reduce and manage risks to the health, safety and welfare of workers, contractors and visitors to the Re.Group premises and sites where Re.Group is operating.

We are committed to complying with the requirements of AS/NZS 4801 as well as all relevant safety legislation, codes of practice, and Australian Standards.

Employer/Management

Re.Group accepts the responsibility for the effective implementation of the Work Health & Safety policy and provide systems, training, supervision and visible support to ensure a safe work environment and to continually improve our Work Health & Safety performance by setting and achieving measurable objectives and targets. Management will provide and maintain:

- A safe working environment
- Safe systems of the work place environment
- Plant and equipment in safe condition
- Appropriate facilities for the welfare of workers
- Information, instruction, training and supervision to ensure that each worker is safe from injury and risks to health
- Mechanisms to consult and cooperate with workers in all matters relating to health and safety in the workplace
- Monitoring of Occupational Health & Safety performance
- A commitment to continually improve performance through effective safety management.

Employee

Health and Safety is a responsibility of all Employees and all Employees must behave in a manner that is safe and consistent with the policy.

All Employees and contractors are empowered to refuse to work in an unsafe manner, an unsafe area or with unsafe equipment. If a safety issue is not addressed in a timely manner, all Employees and contractors have the right to approach Re.Group Management to have the issue resolved. Each worker has the obligation to:

- Comply with safe work practices, with the intent of avoiding harm to themselves and others and damage to equipment.
- Take reasonable care of the health and safety of themselves and others.

Workplace Health & Safety Plan Hume MRF

- Wear personal protective equipment and clothing where necessary.
- Comply with any direction given by Management for health and safety.
- Not misuse or interfere with anything provided for health and safety.
- Report all accidents and incidents on the job immediately, no matter how trivial it may seem.
- Report all known or observed hazards to their supervisor or Manager.

Application of this Policy

Re.Group demands the co-operation of all Employee's, customers, contractors and visitors. Re.Group encourages suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

This policy shall be reviewed periodically and these objectives communicated to all Employees and other interested parties upon request.



David Singh
Managing Director



Stuart Garbutt
Operations and Engineering
Director

1 PURPOSE

Re.Group Pty Ltd is a leading Engineering company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document has been put together to outline the safety systems and management that are required for the operation of the Materials Recovery Facility (MRF).

2 SCOPE

This WHS Plan applies to the Hume MRF. The facility generally consists of a single warehouse-style structure and associated outbuildings, loading and storage areas. Internally, the facility includes conveyors, sorting equipment and manual sorting stations for the separation of recyclables.

3 OBJECTIVES

This WHS Plan is designed to achieve safe operation of the Hume MRF. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

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<p>Minimum KPI</p>	<ul style="list-style-type: none"> • Compliance with regulatory requirements • [REDACTED] • Submission of an updated WHS Plan [REDACTED]
<p>Standard KPI</p>	<ul style="list-style-type: none"> • Formal workplace safety inspections, undertaken monthly • [REDACTED] • Submission of a Monthly Report [REDACTED]
<p>Target KPI</p>	<ul style="list-style-type: none"> • [REDACTED] • [REDACTED] • [REDACTED] • [REDACTED]

4 PARENT COMPANY POLICIES AND PROCEDURES

[REDACTED]

5 SITE-SPECIFIC PROCEDURES

5.1 SAFETY BEHAVIOURAL OBSERVATIONS

Safety Behavioural Observations (SBOs) are to be conducted by managers, supervisors and production leading hands and other persons where accountabilities, responsibilities are placed for the safety, health and welfare of persons in their control whilst at work. SBOs may be conducted at any time or place relating to the workplace including the travel to and from work. SBOs may cover any task from simple (e.g. accessing a work area, office ergonomics) to complex (major maintenance tasks).

The objective of SBOs is to prevent poor safety habits being accepted as normal behaviour. This "normalisation" has the potential to allow a negative safety culture to establish within the organisation. SBOs should also allow open and calm discussion in relation to observations between the employee/contractor and the person conducting the observation, to allow the person to discuss the positive and negative findings from the observation.

[REDACTED]

PROCEDURE

- [REDACTED]
- [REDACTED]
- [REDACTED]

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Workplace Health & Safety Plan Hume MRF

[Redacted content]



Asbestos Management Plan

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Asbestos Management Plan

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Asbestos Management Plan

1 PURPOSE

Re.Group Pty Ltd is a leading company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document outlines the procedures governing asbestos management at the Hume Materials Recovery Facility (MRF).

2 SCOPE

This Asbestos Management Plan applies to the Hume MRF. It applies to all received waste.

3 OBJECTIVES

This Asbestos Management Plan is designed to minimise the OHS and Environmental risks associated with asbestos at the Hume MRF. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

Minimum KPI	<ul style="list-style-type: none"> • Compliance with regulatory requirements • Submission of an updated Asbestos Management Plan [REDACTED] [REDACTED] [REDACTED]
Standard KPI	<ul style="list-style-type: none"> • All workers undertake an induction process, including explanation of safe handling procedures for asbestos • Submission of a Monthly Report [REDACTED] [REDACTED]
Target KPI	<ul style="list-style-type: none"> • [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

4 DEFINITIONS

Following are a list of definitions used in the Asbestos Management Plan procedures:

ACM – Asbestos containing material

AMP- Asbestos management plan

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Asbestos Management Plan

Re.Group- Re.Group Pty Ltd and related companies

MRF- Material Recovery Facility

Asbestos – Fibrous form of mineral silicates belonging to the serpentine and amphibole group of rock forming minerals, including amosite (brown asbestos), chrysotile (white asbestos), crocidolite (blue asbestos) or any mixture containing one or more of the above groups

Asbestos Assessor – Person licensed by Workcover NSW to carry out air monitoring and clearance inspections and issue clearance certificates

Asbestos Inspection Register – On-site document that records details of each MRF load that is inspected for ACM

Competent Person - Person who has acquired, through training, qualifications or experience or a combination of the three the knowledge and skills to carry out a task

NATA – National Association of Testing Authorities

Occupational Hygienist – Person who specializes in the assessment and control of chemical, physical and biological hazards and is a full member of the Australian Institute of Occupational Hygienists (AIOH)

PPE – Personnel protective equipment

Reject load Register – On-site document that records details of a rejected load

Trained site personnel – Person who has successfully completed the non friable asbestos removal course

5 STATUTORY REQUIREMENTS

The personnel and contractors who operate and work within Re.Group MRFs or on Re.Group managed recycling equipment must ensure that they work within the guidelines detailed in the Integrated Management System (IMS), including but not limited to:

5.1 RE.GROUP STANDARD DOCUMENTS

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

5.2 AUSTRALIAN STANDARDS

All relevant Australian Standards and Legislation including but not limited to the following

- State and local government workplace health and safety regulations
- BCA- building Code of Australia

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Asbestos Management Plan

- ISO 9001- Quality management systems
- AS IEC 61882- HAZOP Studies

6 AUTHORITY & RESPONSIBILITIES

All employees are allocated with authority to perform their allocated responsibilities. The following provides a summary of the principal responsibilities of each job role.

All employees, contractors and visitors to the site share the authority and responsibility of working and moving safely around the site, including following the policies and procedures in this plan.

The MRF Manager is responsible for the implementation of this plan, either directly or by delegation to Re.Group employees.



7 ASBESTOS MANAGEMENT PROTOCOL

There are no specific regulations in Australia that address asbestos management within MRF facilities. Based on our experience and literature review the most appropriate document that addresses asbestos management in resource recovery facilities is the July 2014 NSW EPA "Draft Protocol for the managing asbestos during resource recovery of construction and demolition waste". Although this document was released in draft form in 2014, a final version has not been published.

The Hume Asbestos Management Plan (AMP) is based on the above protocol, modified for a MRF operation as opposed to a construction and demolition resource recovery facility. The primary difference is that MRF facilities receive their materials within an enclosed compactor truck which makes it impossible to inspect the load prior to tipping as opposed to construction and demolition resource recovery facilities that generally receive materials via skip bins that when the covers are removed allow visual inspection of the material.

The Protocol was developed by the NSW EPA and WorkCover NSW in consultation with the resource recovery industry. The Protocol provides practical procedures to manage asbestos containing material (ACM) when identified at resource recovery facilities. It is these procedures that have been adopted for the Hume AMP.

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Asbestos Management Plan

The protocol embraces a system of core activities which include:

- Visual inspection by the front-end loader operator (a trained site person) of material when tipped into the receivals hall. As mentioned above, inspection of materials at the weighbridge is not possible due to the delivery truck configuration
- If ACM is identified within a load delivered, load is isolated within the recievals hall and the delivery truck registration is recorded on the Asbestos Inspection Register
- Take a digital photo of the asbestos and provide signage identifying the contaminated load
- A trained person to retrieve a sample of the suspect material for verification testing by a NATA accredited laboratory
- Notify the regulator
- If verification testing is positive, hence identified material is ACM then proceed to arrange for disposal at the Mugga Lane disposal facility

8 TRAINING AND DOCUMENTATION

Training requirements for MRF employees will be determined by the MRF manager. [REDACTED]
[REDACTED]

- [REDACTED]
- [REDACTED]

Documentation of inspections, suspected asbestos and confirmed asbestos will be recorded [REDACTED]
[REDACTED]

- [REDACTED]
- [REDACTED]

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Asset and Maintenance Management Plan

ISSUE NO # 1	[REDACTED]	[REDACTED]	15/12/2014
AMENDMENT NO # 1 REVISED DETAILS:			
Updated Logos	[REDACTED]	[REDACTED]	30/03/2015
AMENDMENT NO # 2 REVISED DETAILS:			
Updated Planned Maintenance sheets	[REDACTED]	[REDACTED]	01/12/2015
AMENDMENT NO # 3 REVISED DETAILS:			
Updated to reflect Re.Group branding, document references, asset register and new maintenance checklists	[REDACTED]	[REDACTED]	FEBRUARY 2018
	PRINCIPLE CONTRACTOR'S NAME:	SIGNATURE	DATE

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1 PURPOSE

Re.Group Pty Ltd is a leading company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document has been put together to outline management procedures of assets associated with recycling facilities and provides inspection, operation and maintenance information to ensure that the integrity of plant and equipment are maintained to reduce the risk of operational failure.

2 SCOPE

This Asset & Maintenance Management Plan applies to recycling infrastructure and equipment which are operated and maintained by Re.Group as part of the Hume MRF. This generally consists of the following items:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

3 OBJECTIVES

This Asset & Maintenance Management Plan is designed to ensure effective maintenance of the equipment in the Hume MRF, to ensure the facility is available to provide waste processing services. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

Minimum KPI	<ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted]
--------------------	--

<p>Standard KPI</p>	<ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted]
<p>Target KPI</p>	<ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted]

4 DEFINITIONS

Following are a list of definitions used in the Asset & Maintenance Management Plan procedures:

- **AMP**- Asset & Maintenance management plan
- **Re.Group**- Re.Group Pty Ltd
- **MRF**- Material Recovery Facility
- **PM**- Planned Maintenance
- **Sub Contractors**- Outside services that design and/or manufacture products from the customer's specifications
- **Plant**- Recycling & waste recovery facilities, plant & equipment which have been designed supplied installed and/or managed by Re.Group.

5 STATUTORY REQUIRMENTS

The personnel and contractors who operate and work within Re.Group MRFs or on Re.Group managed recycling equipment must ensure that they work within the guidelines detailed in the Integrated Management System (IMS), including but not limited to:

5.1 RE.GROUP STANDARD DOCUMENTS

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

5.2 AUSTRALIAN STANDARDS

All relevant Australian Standards and Legislation including but not limited to the following

- State and local government workplace health and safety regulations
- BCA- building Code of Australia
- AS1657- Fixed platforms, walkways, stairways and ladders
- AS2000- Conveyors- Safety Requirements
- AS4024- Safety of machinery
- AS3990- Mechanical equipment steelwork
- AS3000- Electrical Installations
- ISO 9001- Quality management systems
- AS IEC 61882- HAZOP Studies

6 AUTHORITY & RESPONSIBILITIES

6.1 AUTHORITY

All staff are allocated with authority to perform their allocated responsibilities. The following provides a summary of the principal responsibilities of each job role.

All staff share the authority and responsibility of identifying maintenance tasks or possible improvements, and recording these instances such that corrective action can be taken, both to rectify the immediate situation and to prevent reoccurrence.

[Redacted text block]

6.1.1 RESPONSIBILITIES OF GENERAL MANAGER: OPERATIONS

The Manager is ultimately responsible for establishing, implementing and maintaining the Asset & Maintenance Management System. [Redacted text]

- [Redacted bullet point]
- [Redacted bullet point]
- [Redacted bullet point]
- [Redacted bullet point]
- [Redacted bullet point]

6.1.2 RESPONSIBILITIES OF COMMERCIAL DIRECTOR

- [Redacted bullet point]
- [Redacted bullet point]
- [Redacted bullet point]

- █ [Redacted]
- █ [Redacted]

6.1.3 RESPONSIBILITIES OF MRF MANAGER

- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]

6.1.4 RESPONSIBILITIES OF MAINTENANCE SUPERVISOR [Redacted]

- █ [Redacted]
- █ [Redacted]
- █ [Redacted]
- █ [Redacted]

7 ASSET & MAINTENANCE MANAGEMENT SYSTEM

7.1 MAINTENANCE MANAGEMENT SYSTEM

The following information is recorded to help maintain the correct operation of equipment and to decrease the risk of mechanical failure.

- Equipment Details;
- Planned Maintenance;
- Unplanned Maintenance;

7.1.1 EQUIPMENT DETAILS

This section records the details of all equipment located throughout the facility, including equipment identification numbering. See Table in Section 8.

7.1.2 PLANNED MAINTENANCE (PM)

- This section records the details of all PMs required for the successful operation of the facility. See Table in Section 9 and Section 10.

- [Redacted]
- [Redacted]

7.1.3 DAILY MAINTENANCE

- [Redacted]
- [Redacted]
- [Redacted]

8 Planned Maintenance (PM)

8.1 PLANNED MAINTENANCE REQUIREMENTS

Planned Maintenance is conducted by the following departments:

- [Redacted]
- [Redacted]
- [Redacted]

Each department has a schedule detailing which PM is to be conducted and when. All PM tasks are issued to the work order system and scheduled and monitored by the Maintenance supervisor. Once each PM is completed, a work order is created for any purchases associated with the item requiring repair.

9 Alternative Arrangements for Waste

If any equipment is unavailable due to repairs, maintenance, inspection or testing, waste will be stockpiled in the receiving area up to the capacity of that area.

If equipment unavailability results in the facility being unavailable to receive waste, alternative arrangements for the receipt and processing/disposal of that waste will be implemented. [REDACTED]

[REDACTED]

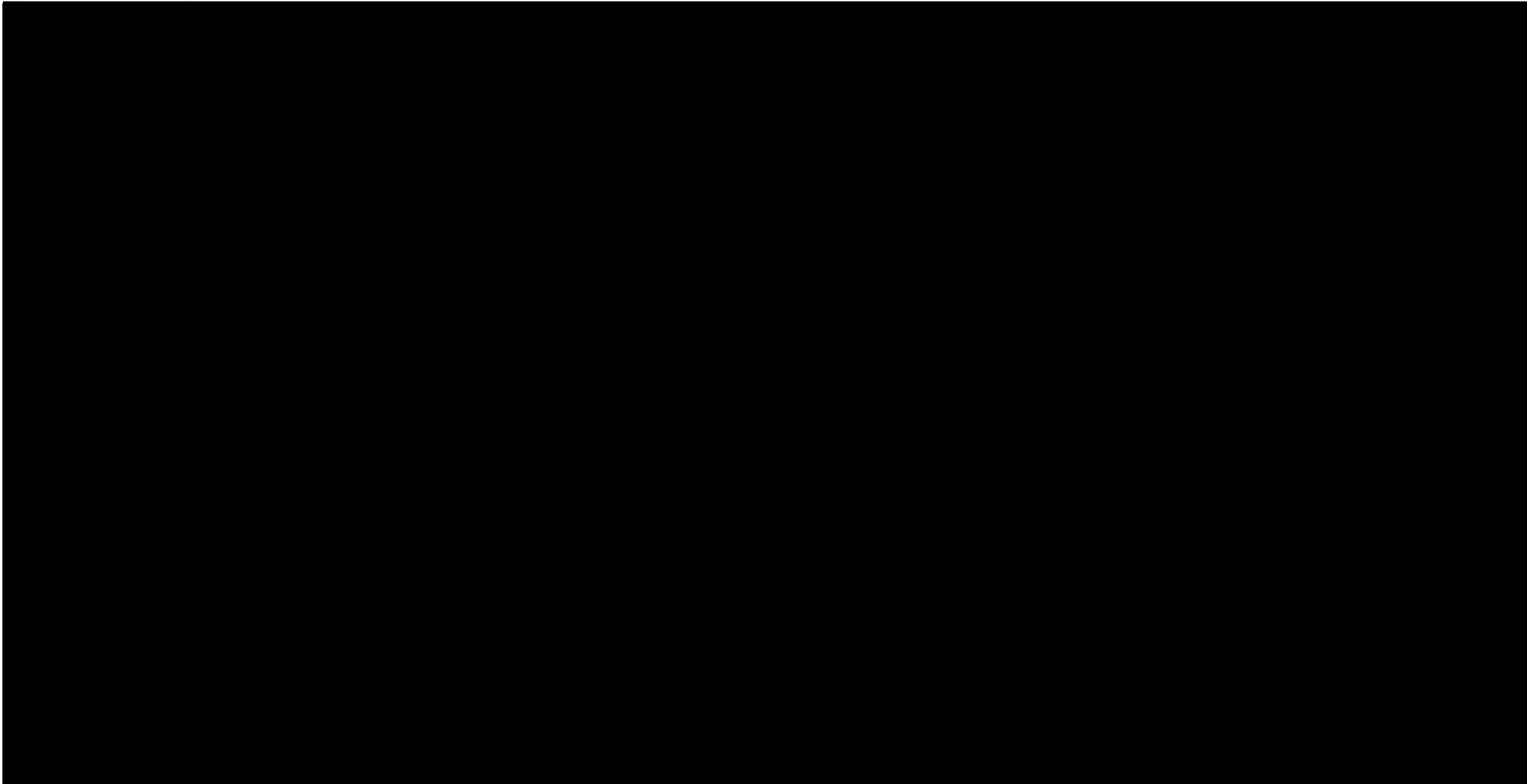
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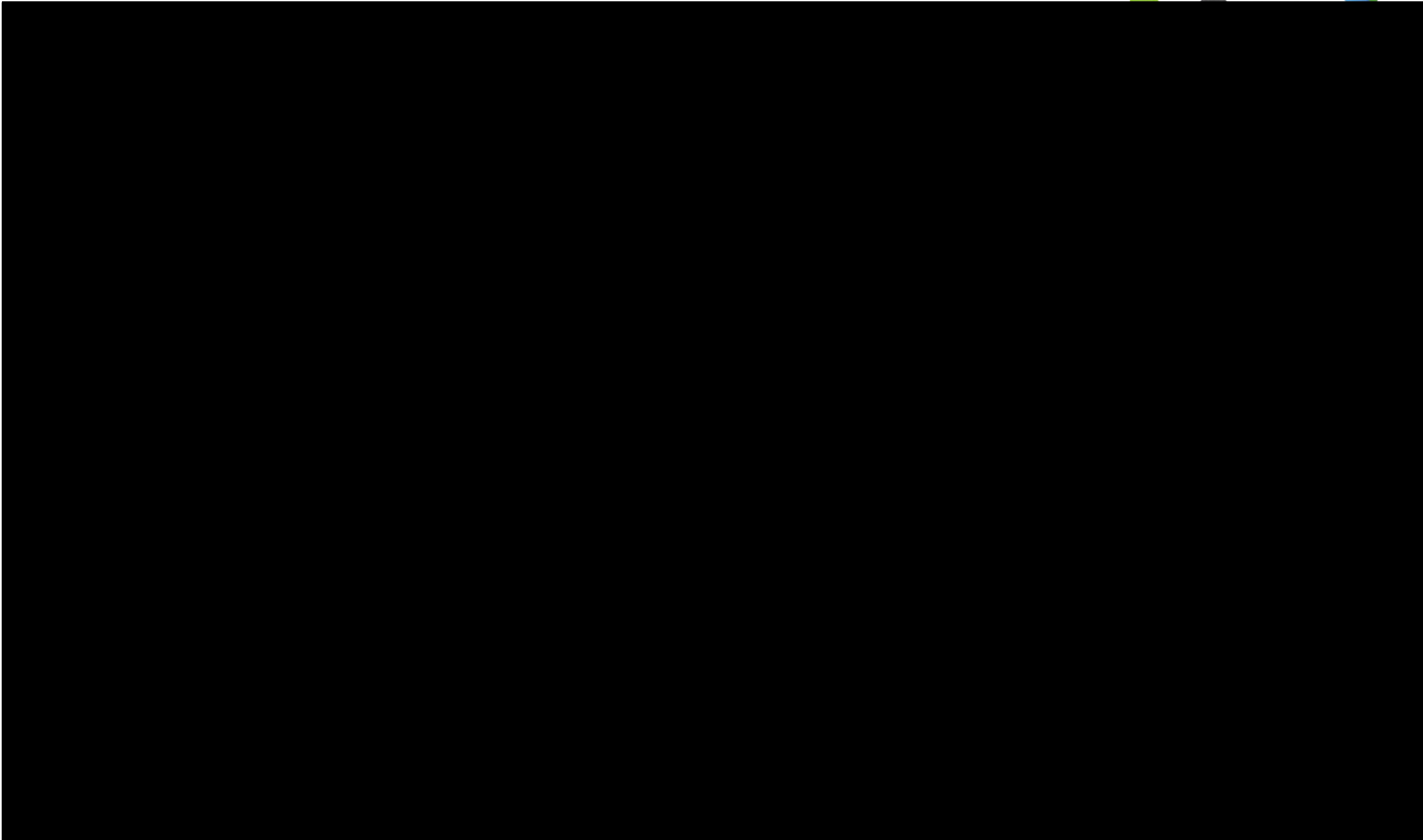
 - [REDACTED]

- [REDACTED]

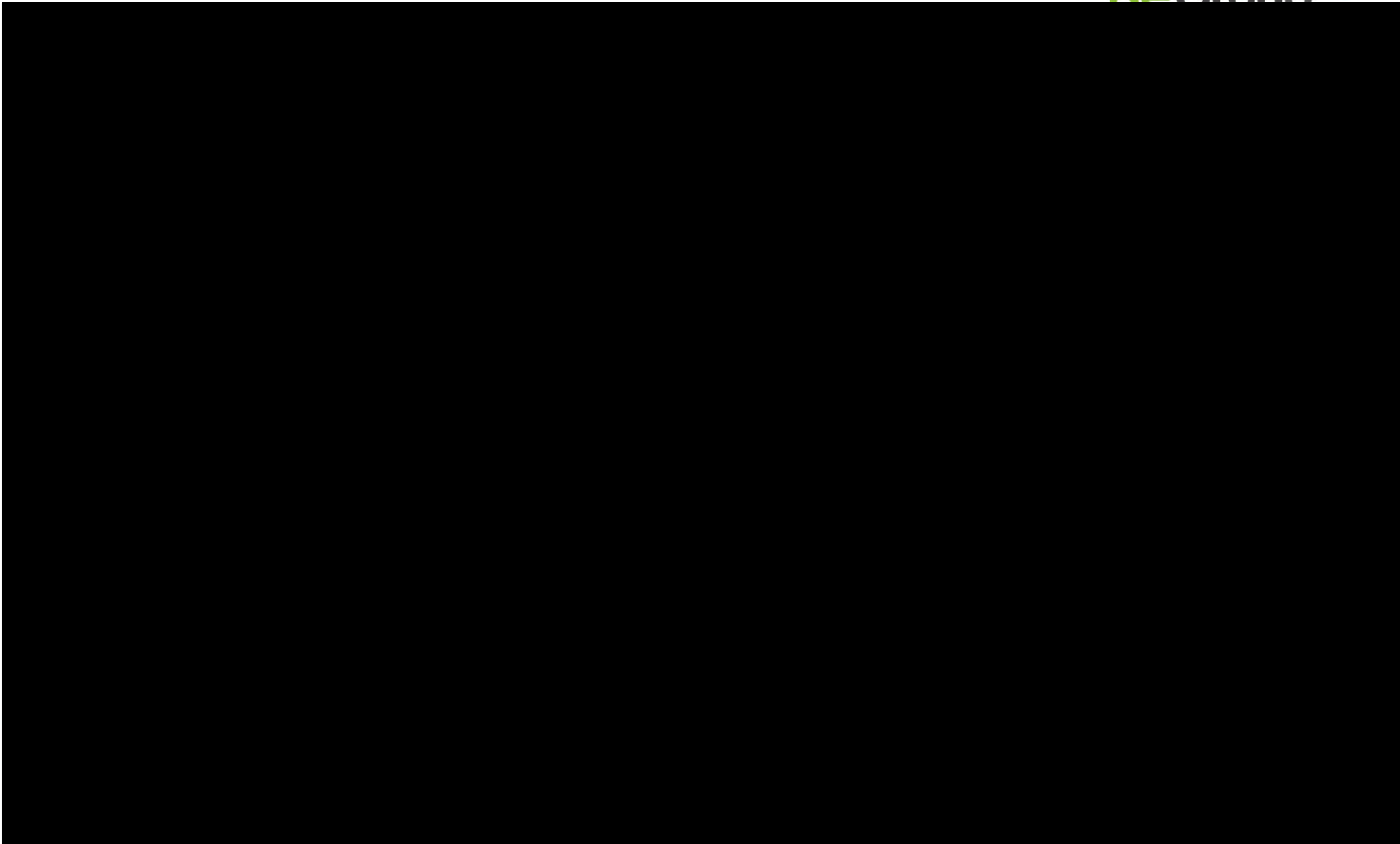
 - [REDACTED]

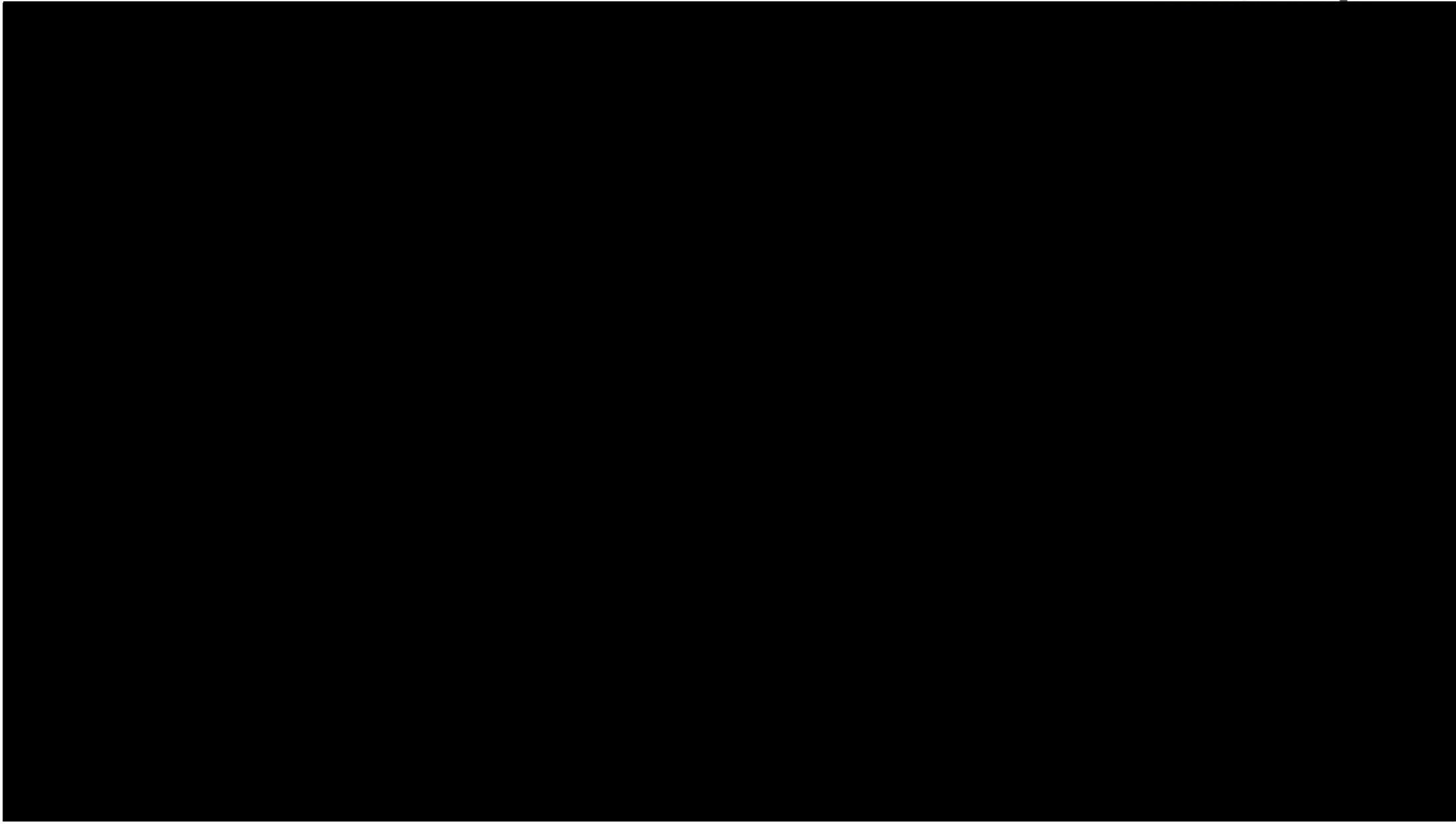
10 Equipment Details

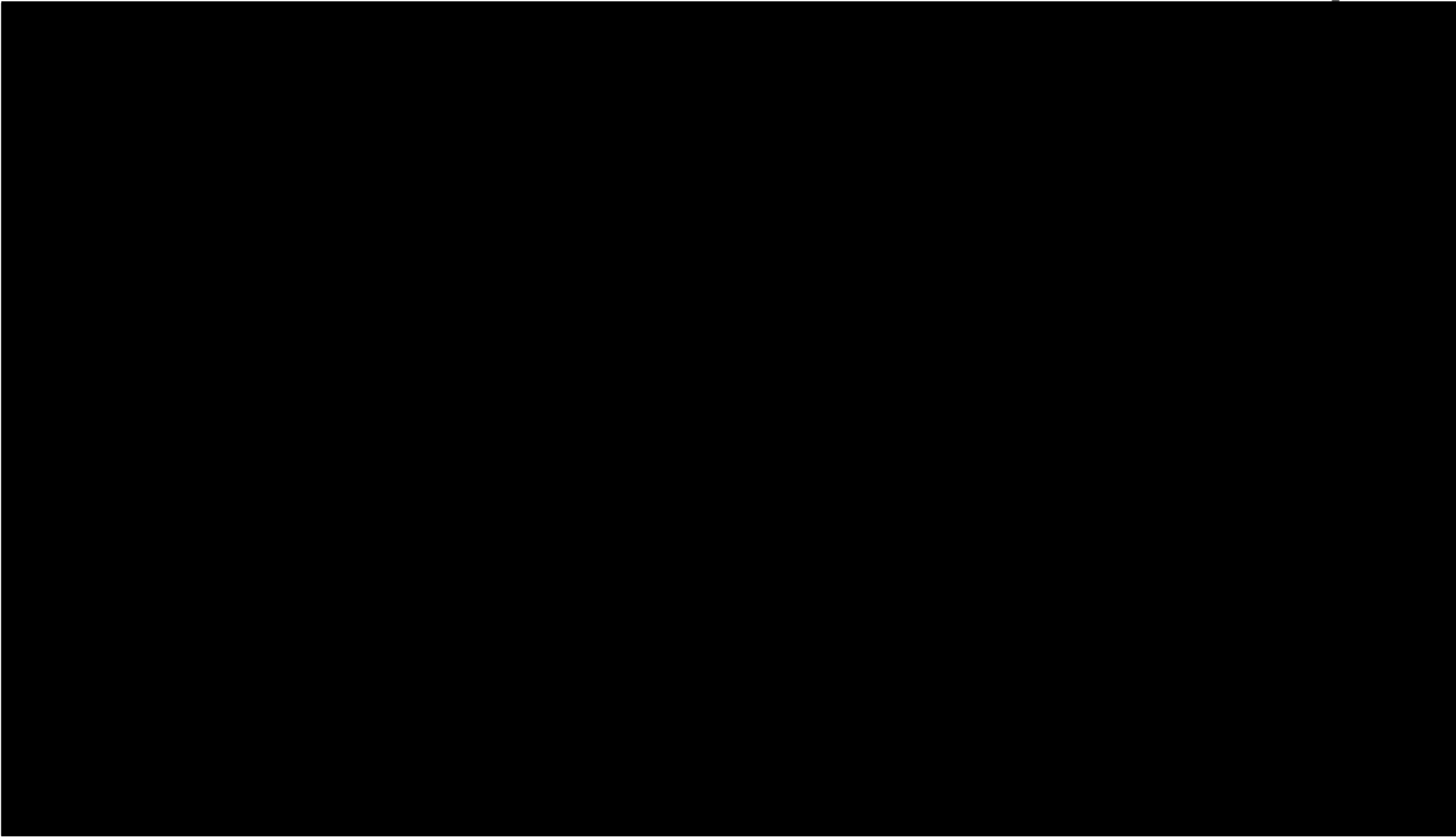


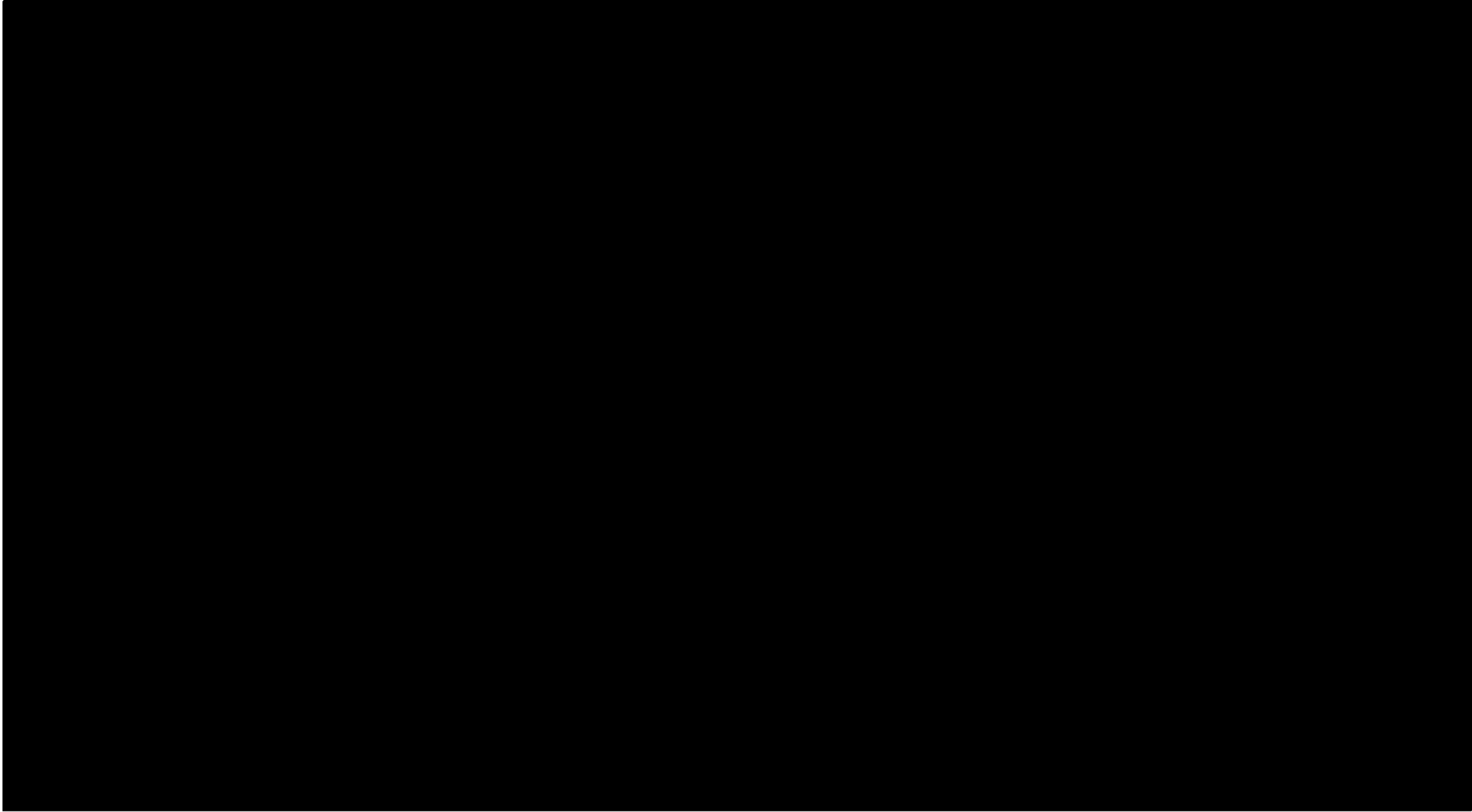


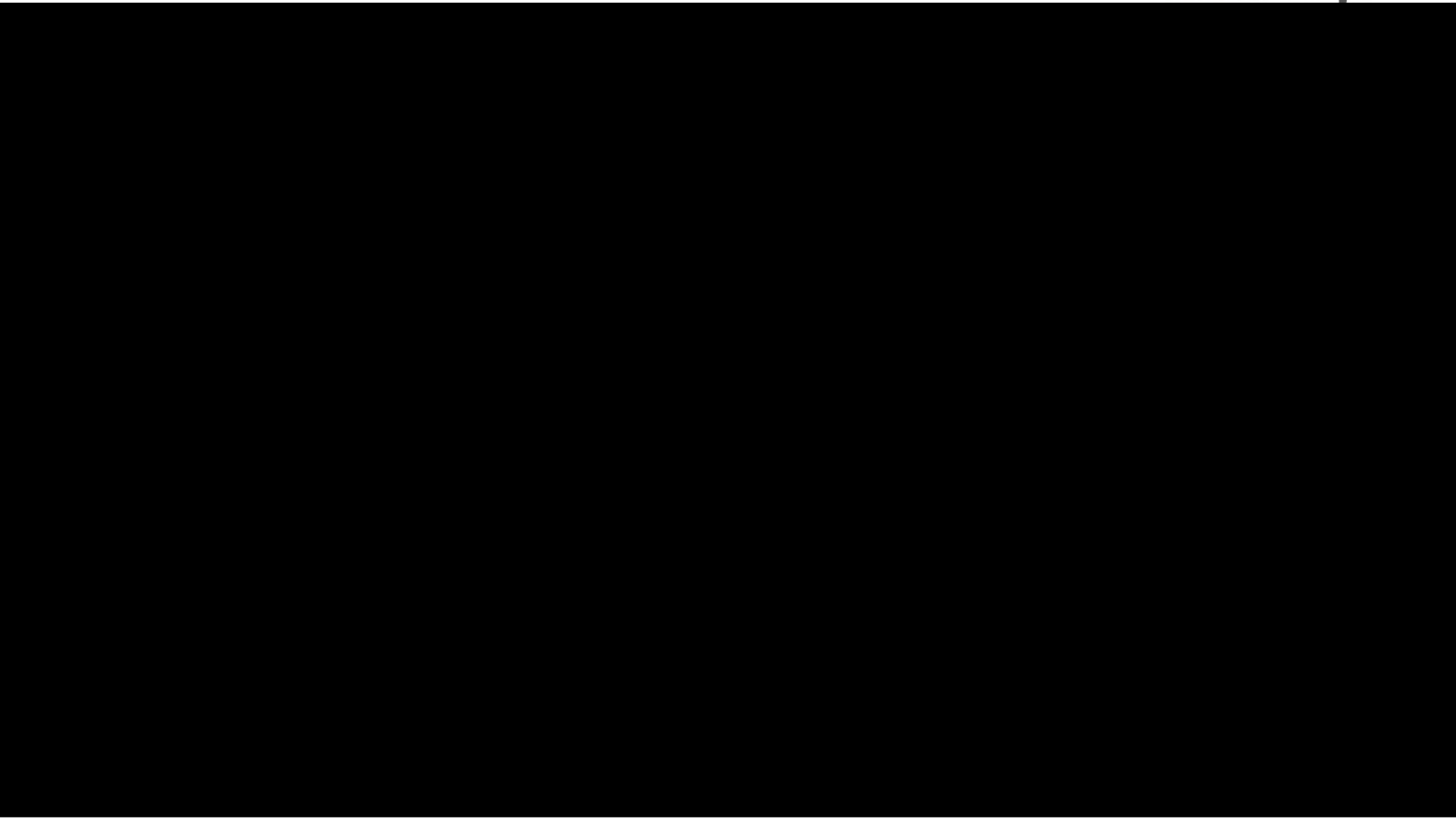


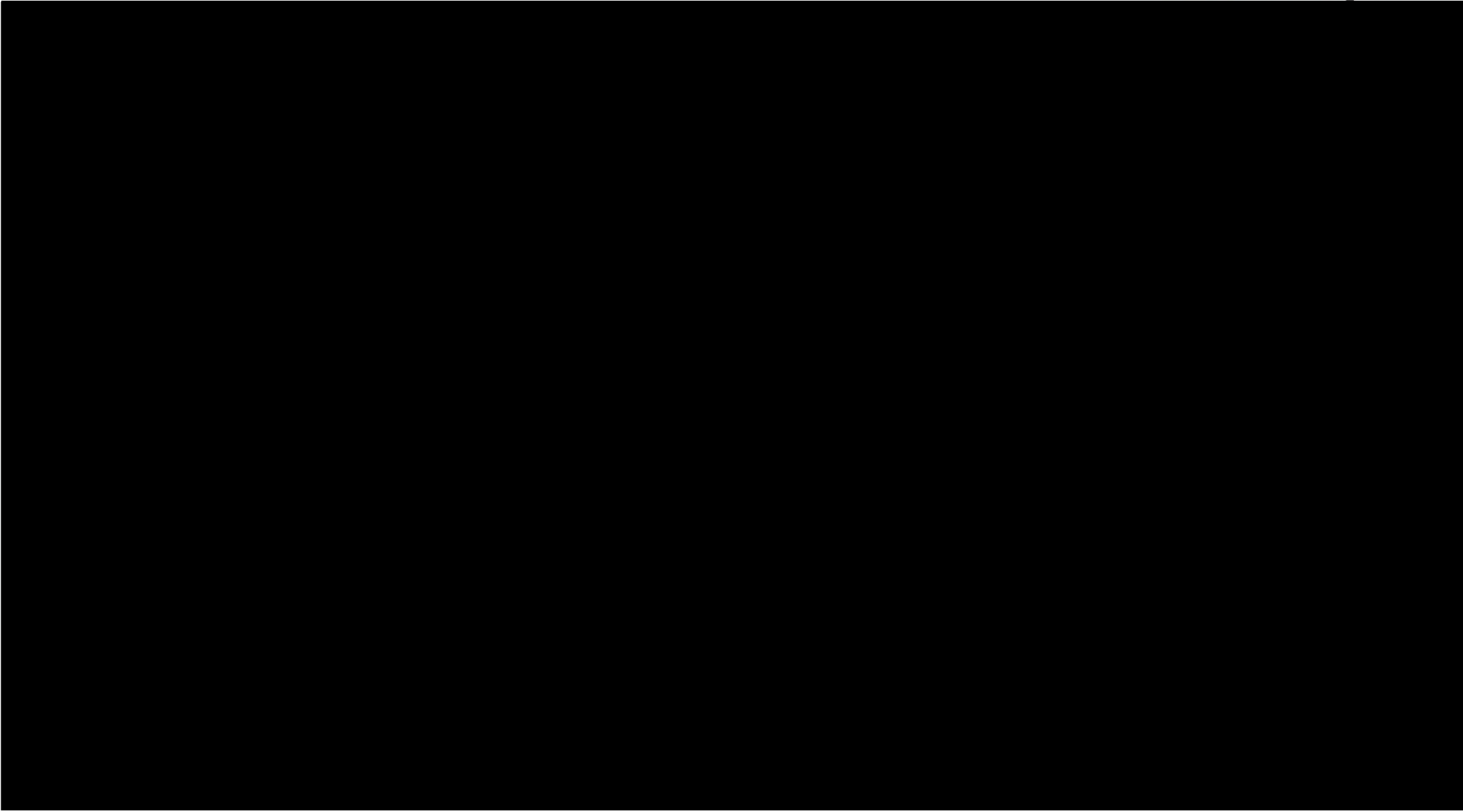










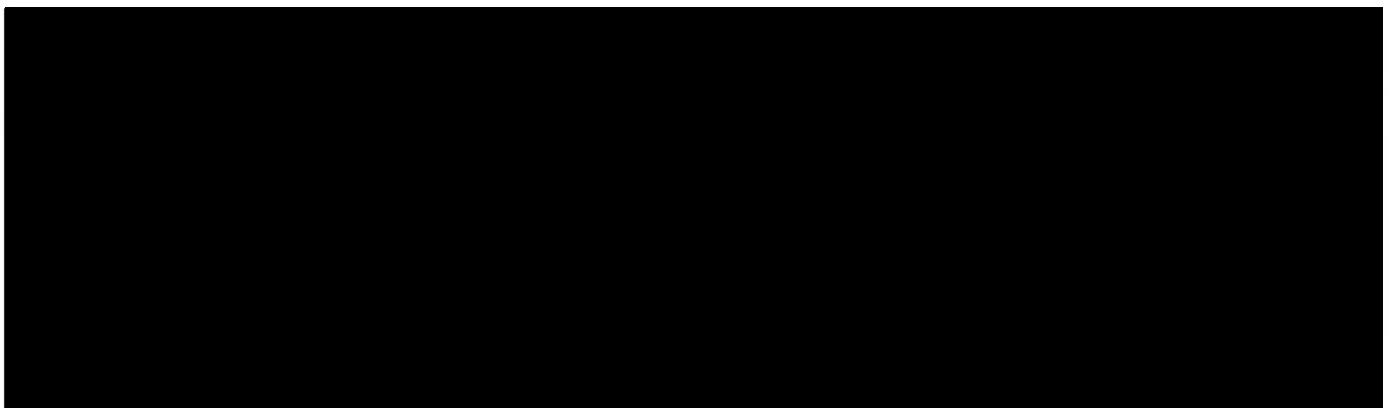


Note: Plant maintenance schedules and Work order systems are developed specifically for each individual plant operation

11 Planned Maintenance – MRF

Hume MRF Maintenance Inspection Log

Week Commencing	
Inspected By:	



Task	OK	Fail	Comment
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	

[Redacted]

Task	OK	Fail	Comment
------	----	------	---------

[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]	Ok	Fail	
------------	----	------	--

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[Redacted]

Task	OK	Fail	Comment
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	

[Redacted]

Task	OK	Fail	Comment
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	

[Redacted]

Task	OK	Fail	Comment
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	

[Redacted]

Task	OK	Fail	Comment
[Redacted]	Fail	Fail	

[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

Building Infrastructure

Task	OK	Fail	Comment
------	----	------	---------

██████████	Ok	Fail	
██████████	Ok	Fail	
████████████████████	Ok	Fail	
██████████	Ok	Fail	
██████████	Ok	Fail	

Comments

Equipment Name	Comments

Date Inspection Commenced	
Date Inspection Completed	
Signature:	

12 Planned Maintenance – Glass Plant

Hume MRF Glass Plant Maintenance Inspection Log

Week Commencing	
Inspected By:	

[Redacted]

Task	OK	Fail	See Comment
[Redacted]	Ok		
[Redacted]	Ok		
[Redacted]	Ok		

[Redacted]

Task	OK	Fail	See Comment
[Redacted]	Ok		
[Redacted]	Ok		
[Redacted]	Ok		

[Redacted]

[Redacted]

Task	OK	Fail	See Comment
[Redacted]	Ok	Fail	
[Redacted]	Ok	Fail	

[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	See Comment
[REDACTED]	Ok		
[REDACTED]	Ok		
[REDACTED]	Ok		

[REDACTED]

Task	OK	Fail	See Comment
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	
[REDACTED]	Ok	Fail	

[REDACTED]

Task	OK	Fail	See Comment
[REDACTED]	Ok		
[REDACTED]	Ok		

[REDACTED]	Ok		
------------	----	--	--

[REDACTED]

Task	OK	Fail	See Comment
[REDACTED]	Ok		
[REDACTED]	Ok		
[REDACTED]	Ok		
[REDACTED]	Ok		

[REDACTED]

Task	OK	Fail	See Comment
[REDACTED]	ok		
[REDACTED]	Ok		
[REDACTED]	Ok		
[REDACTED]	Ok		
[REDACTED]	Ok		
[REDACTED]	Ok		

Comments

Equipment Name	Comments
----------------	----------

Emergency Management Plan

ISSUE NO # 1	[REDACTED]	[REDACTED]	15/12/2015
AMENDMENT NO # 1 REVISED DETAILS:			
Updated to reflect Re.Group branding and document references	[REDACTED]	[REDACTED]	February 2018
AMENDMENT NO # 2 REVISED DETAILS:			

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1 PURPOSE

Re.Group Pty Ltd is a leading company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document has been put together to outline the preparation for, and response to, emergencies which may arise in the operation of the Hume Materials Recovery Facility (MRF).

2 SCOPE

This Emergency Management Plan applies to the Hume MRF. The facility generally consists of a single warehouse-style structure and associated outbuildings, loading and storage areas. Internally, the facility includes conveyors, sorting equipment and manual sorting stations for the separation of recyclables.

This plan covers Emergencies, defined as unexpected and sudden events which represent a major risk for human safety or property. It is separated into the immediate response to an emergency (to preserve life and, if possible, property), and recovery plans (to get back to operation safely and effectively).

3 OBJECTIVES

This Emergency Management Plan is designed to protect life and property in an emergency at the Hume MRF, and allow the operation to recover from an emergency as soon as practicable. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

Minimum KPI	<ul style="list-style-type: none"> Compliance with regulatory requirements Submission of an updated Emergency Plan [REDACTED]
Standard KPI	<ul style="list-style-type: none"> All workers undertake an induction process, including explanation of the site emergency plan Submission of a Monthly Report [REDACTED]
Target KPI	<ul style="list-style-type: none"> [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

4 DEFINITIONS

Following are a list of definitions used in the Emergency Management Plan procedures:

EMP- Emergency management plan

ERP- Emergency response plan

BCP- Business continuity plan

MRF- Material Recovery Facility

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PM- Planned Maintenance

Sub Contractors- Outside services that design and/or manufacture products from the customer's specifications

Plant- Recycling & waste recovery facilities, plant & equipment which have been designed supplied installed and/or operated by Re.Group

5 STATUTORY REQUIRMENTS

The personnel and contractors who operate and work within Re.Group MRFs or on Re.Group managed recycling equipment must ensure that they work within the guidelines detailed in the Integrated Management System (IMS), including but not limited to:

5.1 RE.GROUP STANDARD DOCUMENTS

- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]

5.2 AUSTRALIAN STANDARDS

All relevant Australian Standards and Legislation including but not limited to the following:

- State and local government workplace health and safety regulations
- BCA- building Code of Australia
- ISO 9001- Quality management systems
- AS IEC 61882- HAZOP Studies

6 AUTHORITY & RESPONSIBILITIES

6.1 AUTHORITY

All employees are allocated with authority to perform their allocated responsibilities. The following provides a summary of the principal responsibilities of each job role.

All employees share the authority and responsibility of identifying emergencies and taking action to initiate the relevant emergency procedure(s). All staff are authorised to identify gaps in training or emergency preparedness and alert the

[REDACTED]

6.1.1 ROLES IN EMERGENCY PREPARATION AND TRAINING

[REDACTED]

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Emergency Management Plan

Re.Group

6.1.2 ROLES IN AN EMERGENCY

The following roles apply in an emergency:

- **Chief Warden** (the most senior person on site at the time)
 - Ensure appropriate emergency services have been notified and co-ordinate evacuation;
 - Wait in the middle of the car park for the arrival of emergency services and pass on relevant information regarding status of emergency.
- **Area Wardens** (Leading hands)
 - Are responsible for co-ordinating personnel in the workplace to ensure that they follow the Chief Warden instructions and to ensure that personnel within their areas of control are aware of the necessary response following an emergency event.
 - Proceed to evacuation assembly area if evacuation required;
 - Nominate personnel to check all areas including car parks, toilets and change rooms etc.
 - Proceed to assembly area and ensure everybody is accounted for, pass on relevant information to Chief Warden.
- **First Aid Officer** (the shift first aid officer, or any other first aid trained person delegated by the Chief Warden)
 - Provide first aid to injured people as directed by the Chief Warden

The MRF Manager is responsible for ensuring that at any time there are enough trained employees on site to fill these roles in an emergency. When the plant is not operating, one person may fill several roles.

Additionally, any person who brings onto site a visitor or contractor is responsible for the evacuation of that visitor or contractor. This **Responsible or Contact Person** must ensure that the visitor or contractor is alerted to the emergency and assist that person to evacuate if needed.

6.1.3 ROLES IN CRITICAL INCIDENT RECOVERY

Following an emergency, responsibilities will be divided amongst management as follows:

- **MRF Manager:**
 - Take overall control of the recovery effort.
 - Brief the media if authorised to do so by the MD or a director.
 - Notify neighbours (if not already done).
 - Notify ACT NoWaste if required.
 - Assist the Environmental Protection Authority (EPA) to investigate the emergency if required.
 - Assess any damage to the plant and arrange repairs as required.
 - Assess any impact on the process and arrange interim operations as required.
 - Assist WorkCover and/or the police to investigate the emergency as required.

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

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Emergency Management Plan

Given the unpredictable nature of emergencies and incident recovery, all employees will assist as required with recovery operations.

6.1.4 RESPONSIBILITIES OF SENIOR MANAGEMENT

[Redacted text]

- [Redacted text]
- [Redacted text]
- [Redacted text]
- [Redacted text]

7 EMERGENCY MANAGEMENT SYSTEM

7.1 SUMMARY EMERGENCY PLAN

A summary emergency plan has been developed to quickly explain the appropriate response to an emergency. [Redacted text]

[Redacted text]

7.2 EMERGENCY RESPONSE PROCEDURES

Emergency response procedures (ERPs) will be developed for the most likely emergency situations. Each ERP provides a step-by-step guide to the emergency controller on how to handle the situation. The ERPs are listed below. [Redacted text]

[Redacted text]

ERP Number	Emergency Response Procedure
H-ERP-01	On-Site Medical Emergency
H-ERP-02	On-Site Fire Emergency
H-ERP-03	Vehicle Compactor Fire (Hot Loads)
H-ERP-04	On-Site Chemical Spill (Hazardous Substances)
H-ERP-05	Vehicle Liquid Spills (Vehicle Hydraulic/Fuel/Oil Systems)
H-ERP-06	Vehicle Dangerous Goods Spills (Vehicle Bulk Transport)
H-ERP-07	Toxic or Hazardous Materials
H-ERP-08	Bomb Threat
H-ERP-09	Suspicious Packages
H-ERP-10	Impact of Neighbouring Emergencies

[Redacted text]

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Emergency Management Plan

7.3 BUSINESS CONTINUITY PLANS

Business continuity plans (BCPs) will be developed to document strategies for recovery from an emergency. These plans will cover the alternative arrangements and information required for recovery from an emergency or loss of critical resources.

BCP Number	Business Continuity Plan
H-BCP-01	Loss of Utilities or Fuel
H-BCP-02	Interruption of Waste Deliveries
H-BCP-03	Loss of Major Mobile Plant
H-BCP-04	Loss of Major Static Plant
H-BCP-05	Loss of Data, Records or Office Resources
H-BCP-06	Major Damage to the Facility
H-BCP-07	Denial of Access to the Facility
H-BCP-08	Loss of PLC or SCADA Systems

[Redacted]

7.4 EMERGENCY PREPAREDNESS (TRAINING & DRILLS)

Training and drills are conducted to ensure that relevant people understand their roles in an emergency, and can perform the tasks required of them. This training includes, but is not limited to:

- Emergency evacuation drills (all employees, at least once every 12 months);
- Fire extinguisher training (all employees, at least once every 12 months);
- Fire hose training (all employees, at least once every 12 months);
- First aid training; and
- Training in emergency response and the ERPs.

7.5 INSPECTION OF EMERGENCY EQUIPMENT

The following emergency equipment shall be tested and maintained by specialist consultants in accordance with statutory requirements:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

7.6 DOCUMENT CONTROL

[Redacted]

Issued on:

Issued by:

7.7 CONTINGENCY PLAN FOR WASTE

Each ERP will include instructions for short-term diversion of collection vehicles away from the site. In the event that an emergency is extended or causes long-term availability issues for the facility, the relevant BCP will include options for longer term diversion of waste.

Emergency Management Plan



Managing Director: _____

Date: _____

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Industrial Relations Management Plan

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Industrial Relations Management Plan

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1 PURPOSE

Re.Group Pty Ltd is a leading Engineering company in the Recycling Industry and prides itself on operating its plant and equipment in a safe and controlled manner to decrease the risk of failure and increase the operational life span of the equipment. This document has been put together to outline the conditions and policies that apply to employees at the Materials Recovery Facility (MRF).

The policies and procedures also provide guidelines to Employees regarding their rights and responsibilities. These policies and procedures do not form part of a contract or give rise to any contractual rights, however it forms part of the policies which all Employees must adhere to. Re.Group reserves the right to amend all or any of the policies and / or procedures and / or the Employee's duties from time to time at its discretion. These policies and procedures supplement legislative requirements and award conditions, but do not replace those requirements and conditions.

As part of the Employment terms, the Employee agrees to follow, at all times, the Employer's instructions and to act in accordance with Re.Group policies and procedures as amended from time to time.

2 SCOPE

This IR Management Plan applies to all employees of Re.Group working at the Hume MRF.

3 OBJECTIVES

This IR Management Plan is designed to provide clear and fair procedures for handling disputes and promote industrial harmony in the operation of the Hume MRF. It is a living document and will be regularly updated to ensure that the objectives below are achieved regularly and predictably:

Minimum KPI	<ul style="list-style-type: none"> Compliance with regulatory requirements Submission of an updated Industrial Relations and Workforce Plan
Standard KPI	<ul style="list-style-type: none"> Submission of a Monthly Report
Target KPI	

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4 DEFINITIONS

Following are a list of definitions used in the IR Management Plan procedures:

IRMP- Industrial Relations management plan

MRF- Material Recovery Facility

Sub Contractors- Outside services that design and/or manufacture products from the customer's specifications

Plant- Recycling & waste recovery facilities, plant & equipment which have been designed supplied installed and/or operated by Re.Group

5 STATUTORY REQUIRMENTS

The personnel and contractors who operate and work within Re.Group MRF's or on Re.Group managed recycling equipment must ensure that they work within the guidelines detailed in the following documents and standards:

5.1 RE.GROUP STANDARD DOCUMENTS

- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]
- █ [REDACTED]

5.2 AUSTRALIAN STANDARDS

All relevant Australian Standards and Legislation including but not limited to the following

- State and local government workplace health and safety regulations
- ISO 9001- Quality management systems
- AS IEC 61882- HAZOP Studies

6 POLICIES AND PROCEDURES

6.1 CODE OF CONDUCT

General principles of conduct for all Employees:

- The Employee is responsible for maintaining high ethical standards in carrying out their duties and providing services.
- The Employee is expected to perform their duties with integrity, commitment and diligence, working to the best of their ability.
- The Employee must comply with relevant legislation and corporate policies, procedures and guidelines related to the performance of their duties.
- The Employee is expected to comply with any lawful instruction by an officer of Re.Group authorised to give such instruction.
- The Employee should not behave in a manner which may bring Re.Group into disrepute.

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- They identify, prevent and address potential problems before they become formal grievances;
- They are aware of, and committed to the principles of communication and information sharing with their Employees;
- All decisions relating to employment practices are made with consideration given to the individual as well as the organisation;
- Any grievance is handled in the most appropriate manner at the earliest opportunity;
- All employees are treated fairly;
- Reasonable support and guidance is provided to all employees in relation to employment and communication issues.

It is the responsibility of the Employee to ensure that:

- They attempt to resolve any issues directly at the earliest opportunity;
- They follow the Conflict/Grievance Resolution Policy & Procedure;
- They treat all Employees fairly and with respect.



6.5 COPYRIGHT

Re.Group is the owner of the copyright and of all copyright works produced by an Employee who has been engaged by RE.GROUP to prepare such work.

Any invention, improvement, design, process, patent, trademark, copyright, system or intellectual property right whatsoever made or discovered by the Employee during the term of employment, whether capable of being patented or registered or not, and whether or not made or discovered during the course of the Employee's employment whether or not during normal business hours, shall forthwith be disclosed to the Employer and shall belong to and be at the absolute disposal of RE.GROUP even after termination of employment. The Employee shall, if and whenever required so to do (whether during or after the termination of employment):

- Join in applying for letter patent or other similar protection in Australia or any other part of the world for any such invention, improvement, design, process or system discovered as aforesaid; and ;
- Execute all instruments and do all things necessary for vesting the said letter patent or other similar protection when obtained and all right, title and interest to in the same in the Employer (or its assignee) absolutely and as sole beneficial owner.

6.6 DISCIPLINE POLICY

Re.Group aims to ensure that Employees deliver a quality service to clients and are aligned with the RE.GROUP values and mission. The Purpose of the Discipline Policy is to outline the guidelines to Employees when performance problems are ongoing and /or become serious. If appropriate, disciplinary measures may be taken when Employees behave in a way that:

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- Detracts from Re.Group's ability to deliver a quality services;
- Contradicts Re.Group's Code of Conduct and Quality Policy, or other corporate policies; or
- In any other way affects Re.Group's values, mission and reputation.

Re.Group Employee discipline shall be respectful and equitable. Discipline measures shall be appropriate to the infraction and may include termination of employment (please refer to termination policy).



6.7 HARASSMENT POLICY

The purpose of the Harassment Policy is to ensure that all Employees have the right to be treated with fairness, dignity and respect by supervisors, peers and subordinates. Re.Group recognises its responsibilities and obligations in employment under State and Federal anti-discrimination and equal opportunity laws. Re.Group is committed to providing an environment for effective work, free from unlawful discrimination and unacceptable harassment. Employees must refrain from acts of discrimination and harassment against other individuals. Such acts are unacceptable and will be subject to disciplinary action. These include:

- Sex or gender, and sexual harassment;
- Marital status, pregnancy, potential pregnancy, parental status and family responsibility;
- Sexual preference, sexuality or gender identity;
- Disability, impairment or handicap.
- Race, colour, national or ethnic origin, nationality, ethnicity, descent or ancestry, immigration;
- Age;
- Religious or political belief or activity;
- Personal association with or relation to any person who is identified on the basis of any of the above attributes.

Should an Employee believe that he or she is a victim of discrimination or harassment, a Director must be notified and the appropriate actions shall be taken (Please refer to the conflict/grievance policy & discipline policy).

6.8 PROFESSIONAL DEVELOPMENT

In alignment with Re.Group's values of innovation and excellence, RE.GROUP encourages the continuous learning of Employees. Managers may identify, with input from Employees, opportunities to attend conferences, meetings or training sessions that may result in the acquisition of knowledge and skills that may further their personal career development.



6.9 PRIVACY POLICY

The Employee consents to:

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- (a) the Employer; and
- (b) each person to whom the Employer discloses personal information,

to collect, use and disclose personal information for any purpose relating to the Employer's business or the Employee's employment or its termination.



6.10 TERMINATION/RESIGNATION POLICY

Notice of termination of any permanent Employee of Re.Group shall be given in writing in accordance with the terms of the Employees Conditions of Employment and/or the relevant Award. Employment may be terminated by either party. In the event that Re.Group terminates the contract, it will either pay base salary in lieu of notice or it will give the Employee notice in writing of such termination with full benefits being paid up to the date of termination only. However, Re.Group may, at its election (where permitted by law), terminate the employment without notice in the event of serious misconduct, and no notice or payment in lieu of notice will be required.

Serious misconduct includes, but is not limited to, the following:

- unauthorised possession of any Re.Group property;
- theft or dishonesty;
- a serious breach of the Re.Group policies and procedures, and in particular, the policies and procedures relating to health and safety;
- being under the influence of alcohol or drugs on a Re.Group premise;
- wilful disobedience to a lawful and reasonable order;
- vandalism;
- assault or fighting; or
- behaviour which brings Re.Group into disrepute.



6.11 DIVERSITY POLICY

Re.Group recognise the value of a diverse and skilled workplace and is committed to creating and maintaining an inclusive and collaborative workplace culture that will provide sustainability for RE.GROUP into the future.

6.12 HOURS OF WORK POLICY

Regular attendance to work and punctuality are important factors to the success of Re.Group as a whole. Re.Group Employees work as a team to provide services to affiliates and clients, this requires that each Employee or Re.Group Contractor be at work or at their project sites at the assigned times.

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Normal hours of work are as specified in the Employee's letter of offer, conditions of employment, or employment agreement as appropriate.

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]

6.15 OTHER ACTIVITIES BY EMPLOYEE

The Employee will be expected to devote his / her full-time energies to this position and for this reason, together with a need to protect the Re.Group commercial interests, the Employee will

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not be permitted to engage in any other business activities without RE.GROUP's consent during the course of the Employee's employment. The Employee agrees that if Re.Group requires it he / she will disclose any other business interest that he / she had prior to, or have during his / her employment with RE.GROUP.

6.16 INJURY MANAGEMENT

6.16.1 ACCIDENT & INCIDENT NOTIFICATION

Re.Group endeavours to safeguard its workers, equipment and facilities by doing all that is reasonably practicable to provide a safe and healthy work environment. In the event that a worker is injured during the course of his or her employment Re.Group will attempt to determine the causes and take remedial action if required, to ensure the safety and welfare of its employees.

For all injuries and incidents, an investigation report is to be completed in accordance with the Re.Group OH&S Management Plan.

6.16.2 MINOR INJURIES

Where a worker sustains a minor injury, they should advise their Supervisor or Manager and report to the First Aid Officer for treatment and lodgement of the injury into the First Aid Register of Injuries & Illness.

[Redacted]

[Redacted]

6.16.3 SERIOUS INJURY

- (i) In the event that an employee is seriously injured and requires expert outside medical assistance,

[Redacted]

- (ii)

[Redacted]

[Redacted]

[Redacted]

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6.16.4 NOTIFICATION REQUIREMENTS

[REDACTED]

[REDACTED]

Notification to WorkSafe ACT

Incidents involving a "notifiable incident" must be reported to WorkSafe ACT immediately on 02 6207 3000. A notifiable incident is outlined in the WHS ACT as:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

[REDACTED]

When a worker submits a Work Cover Claim Form to Re.Group, the Company is obligated to forward it to the Insurer. Generally the timeframe to submit claims to the Insurer is within 7 days of receipt of a claim from the employee.

The employee's claim form must be accompanied by a Work Cover medical certificate.

The Supervisor or Manager must complete a Work Cover Employer Report and submit it to the Insurer with the injured employee's claim form. A Work Cover Medical Certificate (also known as Work Cover Certificate of Capacity) must be attached with the injured worker's claim and forwarded to the Insurer with any medical invoices.

If there are witnesses to the accident / injury, a Witness Report should be completed and forwarded to the Insurer with the other completed documentation.

The employer and worker claim form must be lodged with the Work Cover Agent within 7 days. The Insurer has 21 days, in which to assess the claim and make a decision on liability. Notification will be provided in writing by the Insurer.

6.16.6 RETURN TO WORK POLICY

Re.Group is committed to reducing the impact of an injury to an employee, by taking steps to actively manage their stay at work or return to work as soon as possible following their work related injury or illness. The purpose of the return to work policy is:

- To establish that rehabilitation is the normal accepted practice following injury, illness or disease.
- To ensure that the return to work plan is established as soon as possible following the injury or illness. This plan will be developed in consultation with the treating doctor, rehabilitation provider (if utilised), the Rehabilitation Co-ordinator, company management and the injured/ill person.
- To ensure that the rehabilitation plan is implemented and that the necessary elements and resources are available for an effective rehabilitation programme.

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- To provide suitable employment, included modified or alternative duties, consistent with medical opinion.
- To maintain the confidentiality of rehabilitation records.
- To guarantee that rehabilitation participants will not be disadvantaged by their involvement in a rehabilitation programme.
- Provision of training to assist the Rehabilitation Co-ordinator undertake their duties effectively and to oversee this procedure.

[Redacted]

[Redacted]

(a) Minor Injuries

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

(b) Injuries Involving Lost Time

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

When arranging the transfer of the injured worker to suitable alternate duties, the Rehabilitation [Redacted]

[Redacted]

[Redacted]

[Redacted]

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[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
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- [Redacted]

- [Redacted]
- [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

Assess:

- Need for Occupational Rehabilitation Services
- Suitable employment options

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