

Phoenix Environmental Sciences
Health, Safety and Environment Policies

Contents

1	PURPOSE	2
2	DEFINITIONS.....	2
3	RESPONSIBILITY.....	2
4	POLICY STATEMENT	2
5	RECORD KEEPING	2
6	SUPPORTING DOCUMENTS.....	3
	HEALTH, SAFETY AND ENVIRONMENT POLICY	4
	VEHICLES AND DRIVING POLICY.....	5
	FITNESS FOR WORK POLICY	7
	DANGEROUS GOODS POLICY	8

1 PURPOSE

This document outlines Phoenix Environmental Sciences Pty Ltd's (Phoenix's) principal Health, Safety and Environment (HSE) policies. Collectively, they define how Phoenix manages HSE in its workplaces. Maintaining the wellbeing, safety and health of people in our workplaces is critical for the growth and success of the Company, and is also mandated through our general duty of care.

2 DEFINITIONS

Word/Term	Definition (with examples if required)
Standard	Standards dictate an action in particular circumstance or the state of affairs on a particular issue. They establish a principle from the Company or a recognised authority with no deviation. The company will adhere to its own standards or to those of its client, whichever is the highest.
General duty of care	Describes requirements that <i>Occupational Health and Safety Act 1984</i> places upon people to ensure their own safety at work and that of others who are at the workplace or who might be injured by the work. Refer to the Act for current definitions and guidelines regarding duty of care.
Hazard	A source of potential harm (AS/NZS 2004)
Likelihood	A general description of probability or frequency (AS/NZS 2004)
Consequence	An outcome or impact of an event (AS/NZS 2004)
Risk	The chance of something happening that will have an impact on objectives, measured in terms of the likelihood and consequence of an event.
Workplace	Refers to all locations that Phoenix employees work in.

3 RESPONSIBILITY

This policy applies to all employees and contractors of Phoenix Environmental Sciences Pty Ltd, and is relevant in all work environments.

4 POLICY STATEMENT

Refer to policy statements below.

5 RECORD KEEPING

Ensure that any relevant forms, data sheets or other documents that result from implementing this policy have been incorporated into the Records Register (PES0011) listing how and where they should be stored.

6 SUPPORTING DOCUMENTS

The following documents are relevant to this policy:

- Health, Safety and Environment Management System (PES0001)
- Health, Safety and Environment Procedures (PES0007).

HEALTH, SAFETY AND ENVIRONMENT POLICY

HSE Policy Statement

Date of approval/last review: 27 August 2015

Approved by: Karen Crews

Policy to be reviewed: 27 August 2017

Our Philosophy

Phoenix Environmental Sciences Pty Ltd was established in 2008 having one overriding goal in mind: to build a specialised environmental services company that valued service and client relationships as much as technical excellence. We offer biological and environmental management services to the mining and exploration, oil and gas, land development and infrastructure sectors. The core values of Phoenix are strongly based around technical excellence, innovation and positive working relationships.

We are dedicated to providing the highest standard of service to our clients and delivering projects on time and on budget. This requires a focus on exceptional communication, the continuous improvement of our internal business systems and our provision of services to clients.

These attributes, coupled with commitment to the professional development of our staff, help us to deliver excellence in everything we do.

This Health, Safety and Environment Policy aims to drive continual improvement in our workplace and in our work practices. Specifically, we need to:

- ensure compliance with relevant Health, Safety and Environment legislation, standards or practices that are relevant to our business and workplace
- provide safe work places, systems and processes so that all employees can work in a manner that does not present a risk to themselves, others, or the environment
- identify hazards and use management measures to reduce the likelihood of perceived risks to as low as reasonably practicable, such that consequences including work-related injuries, illnesses and accidents are minimized
- communicate safe work policies and procedures and 'continuous improvement' updates, so that all stakeholders (including employees) are empowered to take responsibility for safe work practice
- require contractors to work in accordance with safe work systems and processes that align with this policy
- regularly review and report Health, Safety and Environment Performance so that continuous improvement can be enacted.

VEHICLES AND DRIVING POLICY

Vehicles and Driving Policy Statement

Date of approval/last review: 27 August 2015

Approved by: Karen Crews, Director

Policy to be reviewed: 27 August 2017

Phoenix Environmental Sciences Pty Ltd is committed to ensuring the safety of its employees when driving during the course of normal duties. This Policy describes the Company's expectations regarding vehicle standards and safe use of vehicles. It aims to establish a clear position on safe vehicle operation by all employees where the risk of loss, injury and damage is minimized by implementing low-risk driving behaviours at all times.

Driving is a necessary part of Phoenix's work, particularly field work. Employees are sometimes required to drive long distances, in remote locations and on non-sealed roads. Our vehicle and driving policy and its supporting procedures take these important factors into account, including managing fatigue from long-distance driving.

Our key strategies for ensuring use of vehicles and safe driving in our workplace are outlined below.

Standard of vehicles

All company, hire and site vehicles must meet accepted safety standards and HSE requirements and these standards will be maintained. Phoenix will meet this commitment by:

- ensuring that all employees adhere to relevant Company policies, procedures and checklists related to vehicle standards
- requiring that employees report any vehicle non-compliance or hazards as soon as identified
- ensuring that employees refuse to drive any vehicle that does not meet these requirements.

Safe use of vehicles

To minimise the risks associated with operating a vehicle, Phoenix requires that all designated drivers operate vehicles in a manner that is safe and that complies with all relevant legislation and guidelines. To meet these objectives, all drivers of company, hire, or site vehicles must:

- ensure safety is always a priority when driving and minimise risk of harm to self, others, vehicles, property and the environment
- comply with Australian road rules at all times
- hold a current Western Australian driver's licence (or equivalent) appropriate for the class of vehicle to be driven
- be familiar with and adhere to Phoenix's Vehicle and Driving Procedures (PES0007)

- undertake accredited driver training (e.g. DTEC 4WD or similar) and follow the procedures for four wheel driving in Vehicle and Driving Procedures (PES0007)
- always assess and drive to road conditions
- adhere to any specific vehicle and driving safety requirements at client sites
- wherever possible avoid driving between dusk and dawn; however if this cannot be avoided, follow the Vehicle and Driving Procedures for night driving (PES0007)
- ensure two licensed and capable staff members per vehicle for all remote driving, except in specific circumstances (at the discretion of HSE Manager and agreed by the Directors).
- follow the fatigue management procedure located in the Vehicle and Driving Procedure (PES0007).

FITNESS FOR WORK POLICY

Fitness for Work Policy Statement

Date of approval/last review: 27 August 2015

Approved by: Karen Crews, Director

Policy to be reviewed: 27 August 2017

The Fitness for Work Policy drives continual improvement in our workplace and in our work practices. Specifically, we will:

- ensure compliance with relevant Health, Safety and Environment legislation, standards or practices that are relevant to our business and workplace
- provide safe work places, systems and processes so that all employees can work in a manner that does not present a risk to themselves, others, or the environment
- communicate safe work policies and procedures and 'continuous improvement' updates so all stakeholders are empowered to take responsibility for safe work practice
- provide education and training to employees on fitness for work issues
- maintain a professional decorum at all times while representing the company either directly (in person) or via other means (e.g. via electronic means)
- ensure employees are not, by use of drugs and alcohol, illness or fatigue, in a state which may endanger their own safety and health or the safety of other persons at work
- ask sub-contractors or employees to leave the workplace if they are considered to be unfit for work
- ensure employees who are deemed unfit for work are dealt with in a fair and constructive manner. Note that the consumption of illicit drugs or excess consumption of alcohol in the workplace or on the way to the workplace, or when in control of Company vehicles, property or machinery is grounds for instant dismissal
- provide assistance to employees who may be experiencing fitness for work issues
- review and revise our Fitness for Work Policy and procedures to maintain their relevance
- ensure that support is provided as soon as practicable to any employee who becomes ill or injured as a result of their work, to commence rehabilitation and return to meaningful and productive work in accordance with medical advice.

DANGEROUS GOODS POLICY

Dangerous Good Policy Statement

Date of approval/last review: 15 January 2015

Approved by: Jarrad Clarke, Director

Policy to be reviewed: 15 January 2017

The safety and health of our employees relies on the safe handling, use and storage of Dangerous Goods and Hazardous Substances. It is important that all employees understand and comply with all legal and other regulations related to Dangerous Goods and Hazardous Substances, to minimise the risk of harm to themselves and others.

The Dangerous Goods Policy drives continual improvement and safety in our workplace and in our work practices. Specifically, we need to:

- ensure compliance with relevant Health, Safety and Environment legislation, standards or practices that are relevant to our business and workplace
- communicate safe work policies and procedures and 'continuous improvement' updates with respect to chemicals and agents, so that all stakeholders (including employees) are empowered to take responsibility for safe work practice
- provide education and training to employees on Dangerous Goods as relevant to their employment
- adhere to legislative requirements for Dangerous Goods management, labeling, placards, administration, storage and transport
- ensure that there is adequate spillage containment in Dangerous Goods storage and handling areas in accordance with the Dangerous Goods Handling Management and Disposal Procedure (PES0154)
- ensure that there is appropriate fire protection in areas where Dangerous Goods are stored and handled.