ATTACHMENT 2
LEX Enviro Services HSEMP

Lex Enviro Holdings Pty Ltd

(TA Lex Enviro Services)

Health, Safety and Environmental Management Plan

88 Lee Holm Road, St Marys

Vision - A healthy, safe and productive workforce operating in a healthy and safe community

Prepared by

GEMS
Environmental
Management and
Training Services
RTO 90708

A HARD COPY OF THIS HSEMP MUST BE KEPT ON SITE AT ALL TIMES

LexHSEMP01 Health, Safety and Environmental Management Plan

LexHSEMP01 with ULAB Version #	6
Date	January 2026
Author	Chris Gray, GEMS Environmental Management and Training
Reviewed by	
Review Date	January 2027

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Lex Enviro Holdings Pty Ltd (TA Lex Enviro Services) must rely at all times on its own enquiries

Read and Understood
I have read the Health, Safety and Environmental Management Plan carefully and completely understand each of the Sections and what my responsibilities are. I understand I am legally bound to meet the requirements of all relevant legislation.

Signature:

Name:

Date:

Lex Enviro Services Health, Safety and Environmental Management Plan (HSEMP) 5
Introduction 5
Your Company 5
Who We Are 5
What We Do 6
How We Minimise Occupational Health, Safety and Environmental Risk 6
Our Legal Responsibilities 7
HSEMP Detail 8
Roles and Responsibilities 8
Legislative Requirements 9
Our Occupational Health, Safety and Environmental Management System 9
i. Safe Work Australia Codes of Practice 9
ii. Policies and Protocols 10
iii. Site specific Safe Work Method Statement and standard operating procedures 10
iv. Hazard identification and rectification procedure 10
v. Staff training 11
vi. Incident and emergency response procedures 11
vii. Fire 11
viii. Hazardous and dangerous goods storage 14
ix. Employee health management program 14
x. Reviewing, Reporting and Records Management 14
Staff Engagement 15
Conclusion 15
List of Attachments 16
Attachment 1 – ASIC Company Summary 17
Attachment 2 - Traffic Management Plan 19
Attachment 3 - Metals Storage Site 21
Attachment 4 - LEF03 – Site Specific Occupational Health and Safety Risk Assessment 22
Attachment 5 – LEF04 - Environmental Review Tool 24
Attachment 6 - LEPP01 – Occupational Health and Safety Policy 25
Attachment 7 - LEPP02 – Environmental Management Policy 26
Attachment 8 - LEPP03 – PPE Protocol 27

Attachment 9 - LEPP04 – Managing the Impacts of Heat and Hydration 32
Attachment 10 – LEPP05 – Daily Start-up Protocol 37
Attachment 11 - LEPP06 – General Traffic Management Plan and Protocol 41
Attachment 12 - LEPP07 – Consultation and Communication Policy 43
Attachment 13 - LEF05 - Safe Work Method Statement 44
Attachment 14 - Standard Procedures 51
LEP01 - Incident Response Procedure 52
LEP02 - Emergency Response Procedure 57
LEP03 - Minimising Electrical Hazard Risk Procedure 60
LEP04 - Correct Lifting Procedure 63
LEP05 - Pre-loading Inspection Tool 66
LEP06 A- Truck Unloading and Loading 68
LEP06 B – Working Safely When B Doubles or Semi-Trailers Are On Site 70
LEP07 - Weekly Procedural Checklist 72
LEP08- Odour and Fume Management 74
LEP09 - Packaging Metal for Dispatch 76
Attachment 15 - Curriculum for Staff Induction Training Program 77
Attachment 16 - LEF06 - Worker Training Instructions and/or Information Register 87
Attachment 17 - Local Emergency Contact List 88
Attachment 18 - Fire Safety Statement 89
Attachment 19 – LEF07 - Hazardous Chemicals Register 93
Attachment 20 - Safety Data Sheets (SDS) 95
Attachment 21 – LEF01 - Environment Incident Report Form 96
Attachment 22 - LEF02 - Injury and Incident Report Form 97
Attachment 23 - Fire Risk Mitigation Systems 100
Attachment 24 - LEP10 – Working with Onsite Tug 101

Lex Enviro Services Health, Safety and Environmental Management Plan (HSEMP)

Introduction

Welcome to the Health, Safety, and Environmental Management Plan (HSEMP) for our Resource Transfer Station at 88 Lee Holm Road, St Marys.

As an employee or contractor for Lex Enviro Services, it is your responsibility to read this document. You are expected to know and understand the role you will play in helping to minimise occupational health, safety, and environmental risks throughout all parts of our operations, including metals collection, delivery, storage, and dispatch.

You will be 'walked through' this HSEMP as part of your employee or contractor induction. It will also feature significantly in your ongoing training programs.

If you have any questions or concerns about what is outlined in this HSEMP, please do not hesitate to contact either the Operations Manager, Ramandeep Singh or the Managing Director, Andy Jackson

Your Company

Lex Enviro Services is absolutely committed to:

1. Protecting and preserving the occupational health and safety of our employees, contractors, visitors, and the community.
2. Extending that commitment to protecting the local environment.

We have two key policies:

- Lex Enviro Policy and Procedure (LEPPO1 – Occupational Health and Safety Policy)
- LEPPO2 – Environmental Management Policy

Copies of these policies can be found in Attachments 6 and 7 within this HSEMP.

We also have our own Occupational Health, Safety, and Environmental Management System in place. This HSEMP outlines the key components of that system and detailed tools and resources are included in the attachments.

By committing to work for Lex Enviro Services or completing projects on our behalf, you are expected to comply with all aspects of these policies.

Who We Are

Since our inception in 2003, Lex Enviro Services has transitioned from a small 'traditional' scrap metal operator with a door trade and public purchase facility, to a bespoke operation with zero door trade, no public interaction and no processing or sorting of any kind. We focus on purchasing only a limited range of specific, clean pre-prepared metals and products that we can supply to our large national and international buyers in quantities in a finished state that attract a premium. Some examples are electric motors, compressors, transformers and various grades of aluminium, clean cable and structural steel and machinery parts.

We allow traditional scrap dealers, vehicle dismantlers, engineering and machining companies to do the 'dirty work' of dismantling, sorting, breaking, cleaning, removing and disposing of fluids and categorising. This requirement allows us to offer materials wholesale.

What We Do

Lex Enviro Services has approval to store the following metals on site.

- Electric motors
- Compressors
- Transformers (drained)
- Aluminium
- Steel
- Copper cable
- Soft Lead
- Brass

We are currently seeking approval to also store Used Lead Acid Batteries. This HSEMP has been revised to also incorporate the necessary controls associated with the short term storage of ULAB if approval is granted.

We collect these metals from a variety of suppliers, aggregate them at our warehouse and when we have sufficient quantities, transport the metals to smelters or exporters.

NB – we <u>never</u> accept mixed chemistry batteries on our site (eg. lithium-ion batteries). If a lithium-ion battery is identified please remove it from the storage area and inform the site manager immediately.

How We Minimise Occupational Health, Safety and Environmental Risk

We have, over the years, developed a number of systems that, when applied effectively, significantly reduce occupational health, safety and environmental risks.

Key components of that system include:

1. **A single contracted transport company (Sangha Transport Pty Ltd) will collect more than 95% of the metals that are stored in our facility**

Our suppliers contact us when they have sufficient quantities of our required metals for collection.

Our first step in mitigating the risk of metal collection is to provide all our suppliers with high quality bins or IBCs for non-ULAB metals. The ULAB is collected on pallets, shrink wrapped and securely strapped in line with the requirements of the Association for the Battery Recycling Industry (ABRI) Safe and Sustainable Used Lead Acid Battery (ULAB) Logistics Guideline. (link to ABRI Guideline)

2. **All suppliers are required to ensure the metals they are providing are clean.**

Metals must be presented in a way that does not require Lex Enviro Services to do any dismantling, sorting or breaking. They also need to be emptied of any liquids.

Indicators of our expectations can be gathered from our Product Price List and our Pre-loading Inspection Tool. Our price list, which is distributed to our suppliers, makes it very clear what will be accepted. Our pre-loading inspection tool (LEP05 – Attachment 14) ensures all our drivers record an inspection of every load prior to it being placed on their trucks.

3. Our drivers / collectors inspect every single load before it is put on our trucks.

If a load does not meet our expectations, is not packaged or, in the case of ULAB, is not packaged in line with ABRI guidelines, that load must be rejected.

4. Our major customers are significant metals processors.

Our major customers do not want deliveries of mixed metals that they then have to sort. That drives us to ensure we also do not accept deliveries of mixed metals, nor do we mix metals at our storage facility.

Our fully covered and bunded onsite storage warehouse will have designated areas for different metals.

Full details of those storage areas are provided in the Metals Storage Site Map (Attachment 3).

5. Onsite management.

All our unloading, storage and loading activities at the warehouse are guided by rigorously applied standard procedures.

Our stored metals are checked daily for any residual leaks. We have a strictly adhered to policy of immediate clean up of all leaks and spills.

We complete a weekly environmental and occupational health and safety review of all our storage areas and other operations. Copies of the review tools are provided as attachments. LEF03 – Site Specific Occupational Health and Safety Risk Assessment (Attachment 4) and LEF04 - Environmental Review Tool – (Attachment 5).

6. Used Lead Acid Batteries (ULAB).

Our business model ensures we minimise the risk associated with the transport and storage of ULAB. Key components of that model include;

- Packaging aggregated consignments of ULAB in line with the requirements of the ABRI Safe and Sustainable Used Lead Acid Battery (ULAB) Logistics Guideline. (link to ABRI Guideline)
- Only using fully licenced transporters to carry ULAB. Lex Enviro Services is a licenced transporter for the transport of ULAB. Sangha Transport Pty Ltd, who are responsible for 95% of our collections and deliveries are also a licenced transporter. Copies of the licences are provided in the PIRMP.

Through the development and application of these practices we managed to operate our Mount Druitt yard for more than 20 years without a single environmental incident.

Our Legal Responsibilities

In NSW, there are a variety of laws that guide the work that we do.

The overarching principle of both the occupational health and safety and environmental laws is that we must "act at all times with due diligence or all reasonable care" to ensure we provide a safe work environment and protect the local environment.

To ensure we meet that responsibility, we have developed a variety of policies, plans, tools, procedures and training programs. These are provided as Attachments, and it is important that you familiarise yourself with them. They include:

- LEPP01 - Occupational Health and Safety Policy (Attachment 6)
- LEPP02 - Environmental Management Policy (Attachment 7)
- LEPP03 - PPE Protocol (Attachment 8)
- LEPP04 – Managing the Impacts of Heat and Hydration Protocol (Attachment 9)
- LEPP05 – Daily Start-up Protocol (Attachment 10)
- LEF04 – Environmental Review Tool (Attachment 5)

HSEMP Detail

Roles and Responsibilities

A total of six people will be employed onsite in initial operations. The senior staff member onsite will be Andy Jackson, Managing Director who will have overall responsibility for the site. He also has specific responsibility for:

- Ensuring occupational health and safety policies and programs are implemented
- Ensuring environmental management policies and programs are implemented
- Ensuring all personnel are properly trained
- Ensuring all personnel, including site contractors, complete the detailed site induction
- Management of all incident response programs
- Key contact for any emergency response activities
- Driving the development of a positive occupational health and safety and environmental management culture
- Ensuring all site visitors are appropriately inducted and accompanied at all times

The second most senior person onsite will be the Operations Manager. Their responsibilities, along with the smooth operations at the facility, will include:

- Ensuring all the requirements of the safe work method statements and standard operating procedures are being applied
- Encouraging the development of a positive hazard identification and risk reduction culture
- Driving the occupational health and safety and environmental risk reduction programs across the site
- Convening regular toolbox talks
- Ensuring all maintenance is carried out in line with standard procedure and manufacturer's requirements

The Managing Director and the Operations Manager will be supported by trained and competent personnel.

It is the responsibility of all employees of Lex Enviro Services to ensure:

- All safe work method statements and standard operating procedures are applied diligently
- All hazards are identified and processes implemented to reduce risk of those hazards occurring

Legislative Requirements

The plan complies with a wide range of legislative requirements.

The key pieces of legislation from an environmental management perspective are the:

- Protection of the Environment Operations Act (1997)
- Environmental Planning Assessment Act (1979)
- Protection of the Environment Operations (Waste) Regulation 2014
- State Environmental Planning Policy (Biodiversity and Conservation) 2021
- State Environmental Planning Policy (Resilience and Hazards) 2021
- Penrith City Council Local Environmental Plan 2010
- Penrith City Council Development Control Plan 2014

All relevant components of these legislative frameworks have been considered in the development of the Health, Safety and Environmental Management Plan for this site.

The key piece of legislation from a safety perspective is the Work Health and Safety Act (2011). There are a wide variety of responsibilities required of the management of this facility. Some aspects that have been considered in the development of these plans include:

- Duty to notify hazards
- Managing risks to health and safety
- Duty to prepare, maintain and implement emergency plans
- Minimising risk associated with falling objects
- Review of control measures

Our Occupational Health, Safety and Environmental Management System

Lex Enviro Services is completely committed to the provision of a safe and healthy workplace. We are also committed to minimising the environmental risk of all our activities.

A wide variety of resources have been utilised to guide the development of our systems. These resources include;

i. **Safe Work Australia Codes of Practice**

   We have considered, in particular, the requirements of the following Safe Work Australia Codes of Practice:

   - How to Manage Work Health and Safety Risks
   - Managing the Risks of Falls at Workplaces
   - Managing Noise and Preventing Hearing Loss at Work
   - Code of Practice Draft Traffic Management Plan
   - Managing the Work Environment and Facilities
   - Managing of the Risk of Hazardous Chemicals in the Workplace
   - Managing Electrical Risks in the Workplace

Copies of all these Codes of Practice are always available on site.

ii. Policies and Protocols

Lex Enviro Services has developed a number of policies and protocols to provide a framework for our Occupational Health and Safety and Environmental Management Systems.

These are provided as Attachments and include:

- LEPP01 - Occupational Health and Safety Policy (Attachment 6)
- LEPP02 - Environmental Management Policy (Attachment 7)
- LEPP03 - PPE Protocol (Attachment 8)
- LEPP04 – Managing the Impacts of Heat and Hydration Protocol (Attachment 9)
- LEPP05 – Daily Start-up Protocol (Attachment 10)
- LEPP06 – General Traffic Management Plan and Protocol (Attachment 11)
- LEPP07 – Consultation and Communication Policy (Attachment 12)

iii. Site specific Safe Work Method Statement and standard operating procedures

There are a number of unique tasks completed on this site that require the guidance of a site specific Safe Work Method Statement and standard operating procedures. A copy of the Safe Work Method Statement (LEF05) for the site is provided as Attachment 13 to this document.

This Safe Work Method Statement refers to several standard procedures, which are all found in Attachment 14 – Standard procedures.

LEP01 - Incident Response Procedure

LEP02 - Emergency Response Procedure

LEP03 - Minimising Electrical Hazard Risk Procedure

LEP04 - Correct Lifting Procedure

LEP05 - Pre-loading Inspection Tool

LEP06 - Truck Unloading and Loading

LEP07 - Weekly Procedural Checklist

LEP08- Odour and Fume Management

LEP09 - Packaging Metal for Dispatch

iv. Hazard identification and rectification procedure

All employees are encouraged to identify and, if possible, rectify hazards. This informal hazard review process is supported by a formal hazard identification process that is completed and reviewed on a weekly basis.

Copies of the tools that guide that onsite hazard assessment are provided as Attachments 4 and 5. LEF03 - Site Occupational Health and Safety Risk Assessment (Attachment 4) and LEF04 - Environmental Review Tool (Attachment 5)

v. Staff training

All staff and contractors are required to complete a detailed site induction program. This program includes training for employees in the application of standard procedures and then an assessment of competency in the application of these procedures.

A copy of the curriculum for the staff induction program is included in Attachment 15 of this document.

Toolbox talks will also be offered on a weekly basis as part of the morning shift meeting. Compulsory agenda items on the morning shift meeting will include:

- Occupational health and safety management
- Environmental management
- Production and planning output

Staff will be assessed on the application of standard procedures on a six monthly basis. If new procedures are introduced into the facility, all staff will be trained in the application of those procedures. Lex Enviro Services keep a detailed training record for all personnel. The form LEF06 - Worker Training Instructions and/or Information Register is used to keep individual records of training and professional development for all personnel and is included as Attachment 16.

vi. Incident and emergency response procedures

A detailed Pollution Incident Response Management Plan (PIRMP) has been developed for the site.

Staff will be trained in the application of the procedures outlined in the PIRMP. Staff will also be required to complete relevant reports in relation to the recording and review of any incidents or emergencies.

Our emergency risk management procedures outline when local emergency services are to be contacted.

A copy of the local emergency contact list is provided in this document as Attachment 17.

vii. Fire

With any warehousing facility there is always a risk of fire.

Lex Enviro Services has completed activities and developed documents and plans that will:

- Reduce the risk of fire
- Provide guidance when responding to a fire
- Yearly review of fire response equipment in preparation of annual fire safety statement

We have developed a detailed Fire Safety Plan and it is the responsibility of all personnel to understand the key components of that plan and ensure:

- All activities designed to mitigate risk are implemented
- They know their role in the event of a fire.

The Fire Safety Plan is covered in the induction program. Copies of the Fire Safety Plan are onsite and should be reviewed regularly during Pre Start training.

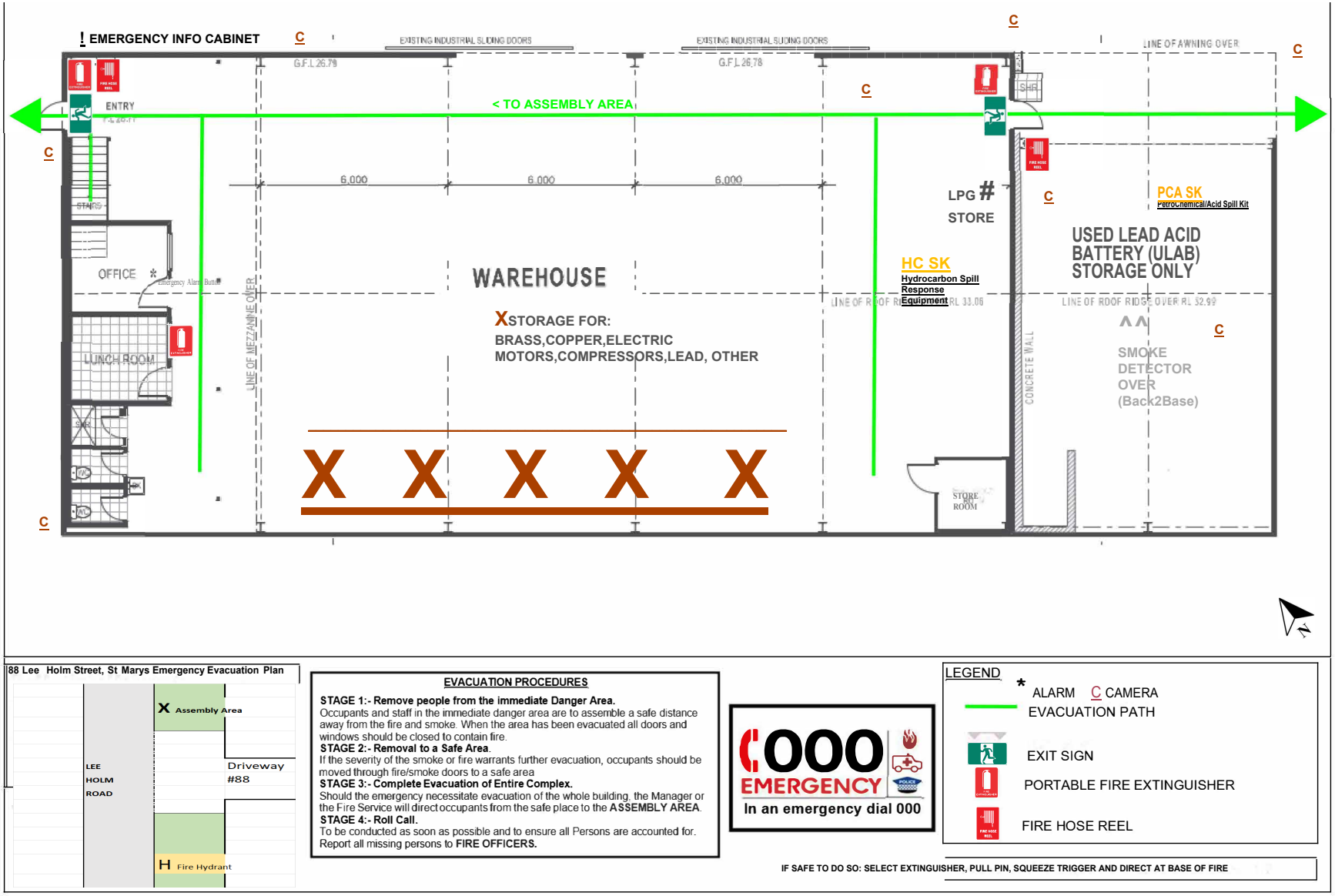
A copy of the Fire Safety Statement is included as Attachment 18 to this document.

Other fire documents include:

- Pollution Incident Response Management Plan (PIRMP)

- Emergency services information folder – a copy is provided in the red box on the side of the main building near the doorway to the upstairs office. Location noted on fire safety management plan.
- A copy of the guidance map for fire safety response is provided below. This map is also provided at many locations throughout the site.

Map 1 - Guidance Map for fire safety response



88 Lee Holm Street, St Marys Emergency Evacuation Plan

EVACUATION PROCEDURES

STAGE 1:- Remove people from the immediate Danger Area.
Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.
STAGE 2:- Removal to a Safe Area.
If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire/smoke doors to a safe area
STAGE 3:- Complete Evacuation of Entire Complex.
Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the **ASSEMBLY AREA**.
STAGE 4:- Roll Call.
To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to **FIRE OFFICERS.**

000 EMERGENCY
In an emergency dial 000

LEGEND
* ALARM C CAMERA
EVACUATION PATH
EXIT SIGN
PORTABLE FIRE EXTINGUISHER
FIRE HOSE REEL

IF SAFE TO DO SO: SELECT EXTINGUISHER, PULL PIN, SQUEEZE TRIGGER AND DIRECT AT BASE OF FIRE

viii. Hazardous and dangerous goods storage

Used Lead Acid Batteries are classified as Dangerous Goods. The controls, processes and plans in place to mitigate risk associated with storage of dangerous goods are always applied. Lex Enviro Services maintain a register of hazardous and dangerous goods. A copy of the register framework is provided as Attachment 19 (LEF07 - Hazardous Chemicals Register) to this document and also in the PIRMP.

ix. Employee health management program

An employee health management program has been developed. The components of that program include:

- A rigorous personal protective equipment regime
- A rigorous operator hygiene management protocol and program
- A rigorous heat and hydration management protocol and program

The importance of each of these components will be stressed during both the site induction and during ongoing training.

Provided as attachments to this document are LEPP03 - PPE protocol (Attachment 8) and LEPP04 - Managing the Impacts of Heat and Hydration (Attachment 9).

x. Reviewing, Reporting and Records Management

Any rigorous occupational health, safety and environmental management system must incorporate regular reviews and maintain good records.

Lex Enviro Services has worked with its operational personnel and other specialists in the area to identify the range of records that are required to ensure we achieve our occupational health, safety and environmental management goals. Lex Enviro Services is committed to developing a positive reporting and records management culture. These records are regularly reviewed to encourage continuous improvement.

Lex Enviro Services keep reports of all incidents in line with the requirements of relevant legislation.

The environment and injury incident report forms are included as Attachment 21 (LEF01 - Environment Incident Report Form) and Attachment 22 (LEF02 - Injury and Incident Report Form) to this document.

The range of forms included in the system are:

- LEF01 - Environment Incident Report (Attachment 21)
- LEF02 - Injury and Incident Report Form (Attachment 22)
- LEF03 - Site Specific Risk Assessment (Attachment 4)
- LEF04 - Environmental Review Tool (Attachment 5)
- LEF05 – Safe Work Method Statement (Attachment 13)
- LEF06 - Worker Training Instructions and/or Information Register (Attachment 16)
- LEF07 - Hazardous Chemicals Register (Attachment 19)

Staff Engagement

All staff will be encouraged to play their part in the identification and management of hazards as well as playing their role in incident and emergency response.

This will be encouraged through:

- Induction training
- Regular toolbox talks
- Opportunities to feed back to management through the nominated occupation health and safety representative

Staff engagement programs will be driven by LEPP07 - Consultation and Communications Policy (Attachment 12).

Conclusion

Lex Enviro Services understand the challenges and risks associated with the completion of this type of work. We are also completely committed to providing all of our employees, contractors and the community with a safe and healthy facility.

That is why from the very first day on the job, all of our personnel will be made aware of the risks associated working in our facility and the systems we have put in place to reduce those risks.

Training, regular communications and engagement and other supporting documentation will also enforce the role each individual is expected to play in helping us achieve our occupational health and safety and environmental management goals.

Other key components like our quality procedures, hazard identification programs and monitoring and auditing have also been designed to ensure we operate this facility in a safe and environmentally responsible manner.

We welcome all thoughts and ideas on how our programs can be even more effective.

Andy Jackson

Managing Director

List of Attachments

Attachment 1 – ASIC Company Summary
Attachment 2 - Traffic Management Plan
Attachment 3 - Metals Storage Site Map
Attachment 4 - LEF03 – Site Specific Occupational Health and Safety Risk Assessment
Attachment 5 – LEF04 - Environmental Review Tool
Attachment 6 - LEPP01 – Occupational Health and Safety Policy
Attachment 7 - LEPP02 – Environmental Management Policy
Attachment 8 - LEPP03 – PPE Protocol
Attachment 9 - LEPP04 – Managing the Impacts of Heat and Hydration
Attachment 10 – LEPP05 – Daily Start-up Protocol
Attachment 11 - LEPP06 – General Traffic Management Plan and Protocol
Attachment 12 - LEPP07 – Consultation and Communication Policy
Attachment 13 - LEF05 - Safe Work Method Statement
Attachment 14 - Standard Procedures

- LEP01 - Incident Response Procedure
- LEP02 - Emergency Response Procedure
- LEP03 - Minimising Electrical Hazard Risk Procedure
- LEP04 - Correct Lifting Procedure
- LEP05 - Pre-loading Inspection Tool
- LEP06 - Truck Unloading and Loading
- LEP07 - Weekly Procedural Checklist
- LEP08- Odour and Fume Management
- LEP09 - Packaging Metal for Dispatch

Attachment 15 - Curriculum for Staff Induction Training Program
Attachment 16 - LEF06 - Worker Training Instructions and/or Information Register
Attachment 17 - Local Emergency Contact List
Attachment 18 - Fire Safety Statement
Attachment 19 – LEF07 - Hazardous Chemicals Register
Attachment 20 - Safety Data Sheets
Attachment 21 – LEF01 - Environment Incident Report Form
Attachment 22 – LEF02 - Injury and Incident Report Form

Attachment 1 – ASIC Company Summary

ASIC

Australian Company

LEX ENVIRO HOLDINGS PTY LTD
ACN 138 392 560

Extracted from ASIC's database at AEST 16:29:14 on 06/10/2025

Company Summary	
Name:	LEX ENVIRO HOLDINGS PTY LTD
ACN:	138 392 560
ABN:	52 138 392 560
Registration Date:	20/07/2009
Next Review Date:	20/07/2026
Status:	Registered
Type:	Australian Proprietary Company, Limited By Shares
Locality of Registered Office:	HURSTVILLE NSW 2220
Regulator:	Australian Securities & Investments Commission

Further information relating to this organisation may be purchased from ASIC.

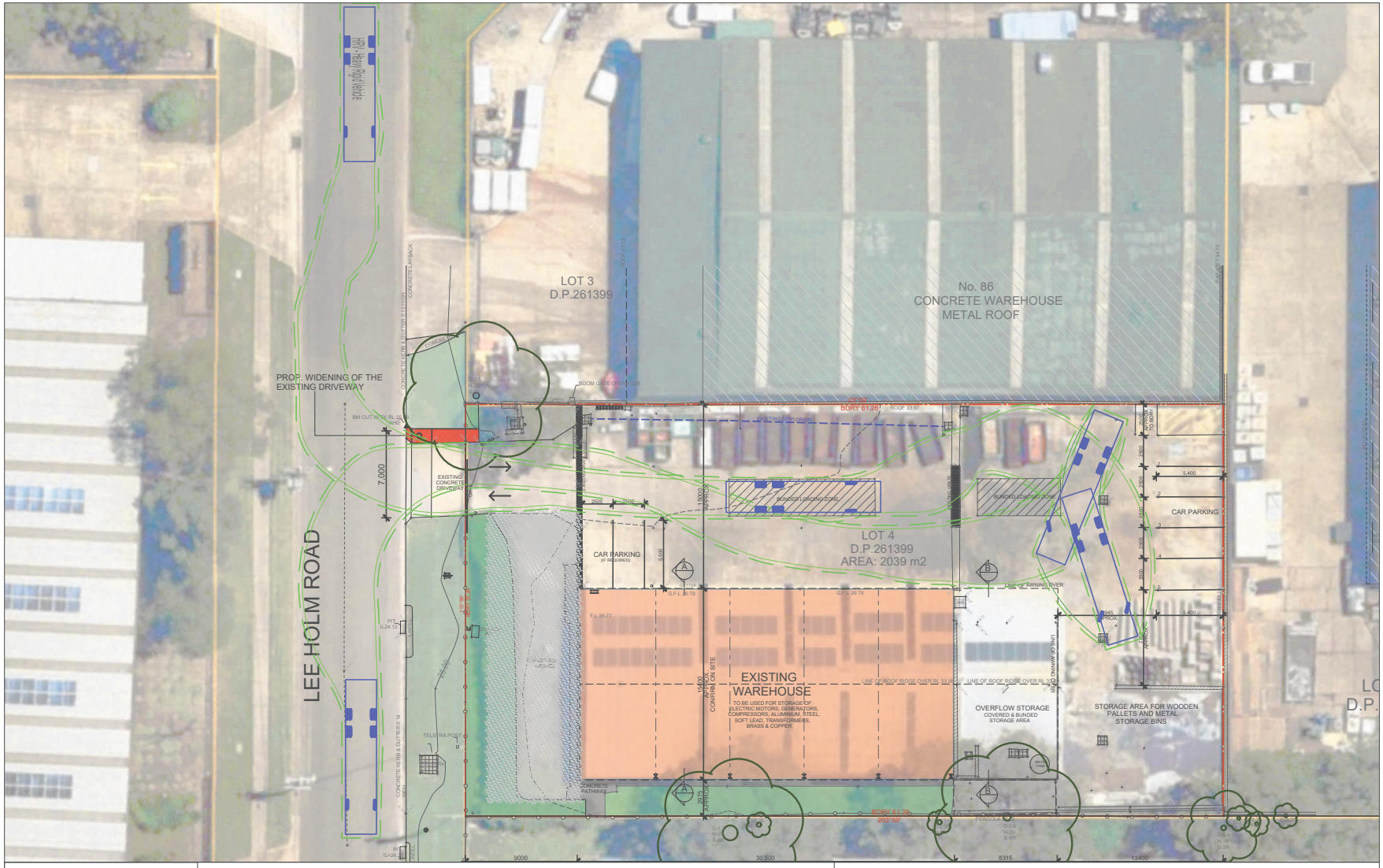
Attachment 2 - Traffic Management Plan

In its initial application for the storage of a variety of metal excluding ULAB, Lex Enviro Services engaged the services of Mr Donald Lee, Senior Engineer from Varga Traffic Planning Pty Ltd. Mr Lee was engaged to develop an on-site access and traffic management plan for the premises, taking into account the following:

i. All delivery and dispatch vehicles must enter and exit the premises in a forward direction only.
ii. Sufficient space must be available on the premises to allow vehicles to turn safely.
iii. Only one delivery or dispatch vehicle is permitted on-site at any given time.
iv. Vehicles entering or leaving the site must do so under the direction of officers from Lex Enviro Services.
v. Lex Enviro Services will ensure that a minimum of two personnel are trained as certified traffic controllers.
vi. All dispatch and delivery vehicles exiting the site will do so under the direction of Lex Enviro Services personnel.
vii. All drivers must follow the requirements and protocols outlined in the HSEMP and the General Traffic Management Plan and Protocol (Attachment 11).
viii. All personnel must comply with the requirements of the procedure associated with the use of the onsite tug which ensures semi trailers and B Doubles enter and leave the site in a forwards motion (LEP10)

Lex Enviro Services have applied to extend our operations to include the storage of ULAB which may require heavier vehicles onsite. To investigate the best way to manage this Lex Enviro Services have engaged TRAFFIX to complete the second traffic management plan.

A sample of the drawings prepared by Varga Traffic Planning and TRAFFIX are provided on the following pages. The full reports completed by Varga Traffic Planning and TRAFFIX were used to assist in refining the General Traffic Management Plan and Protocol (Attachment 11). A copy of the full reports are available on-site at any time.



VARGA TRAFFIC PLANNING Pty Ltd
ABN: 88 071 760 537
Suite 6, Level 1
20 Young Street
Neutral Bay, NSW 2089

Phone: +61 2 9904 3224
PO Box 1868
Neutral Bay, NSW 2089
www.vargatraffic.com.au
Sydney, Australia

PROJECT
INDUSTRIAL DEVELOPMENT

DRAWING TITLE
12.5M HRV TURNING PATH
Entering/Exiting Site

ADDRESS
88 Lee Holm Road,
St Marys

1:400 @ A4

PROJECT NO.
23316

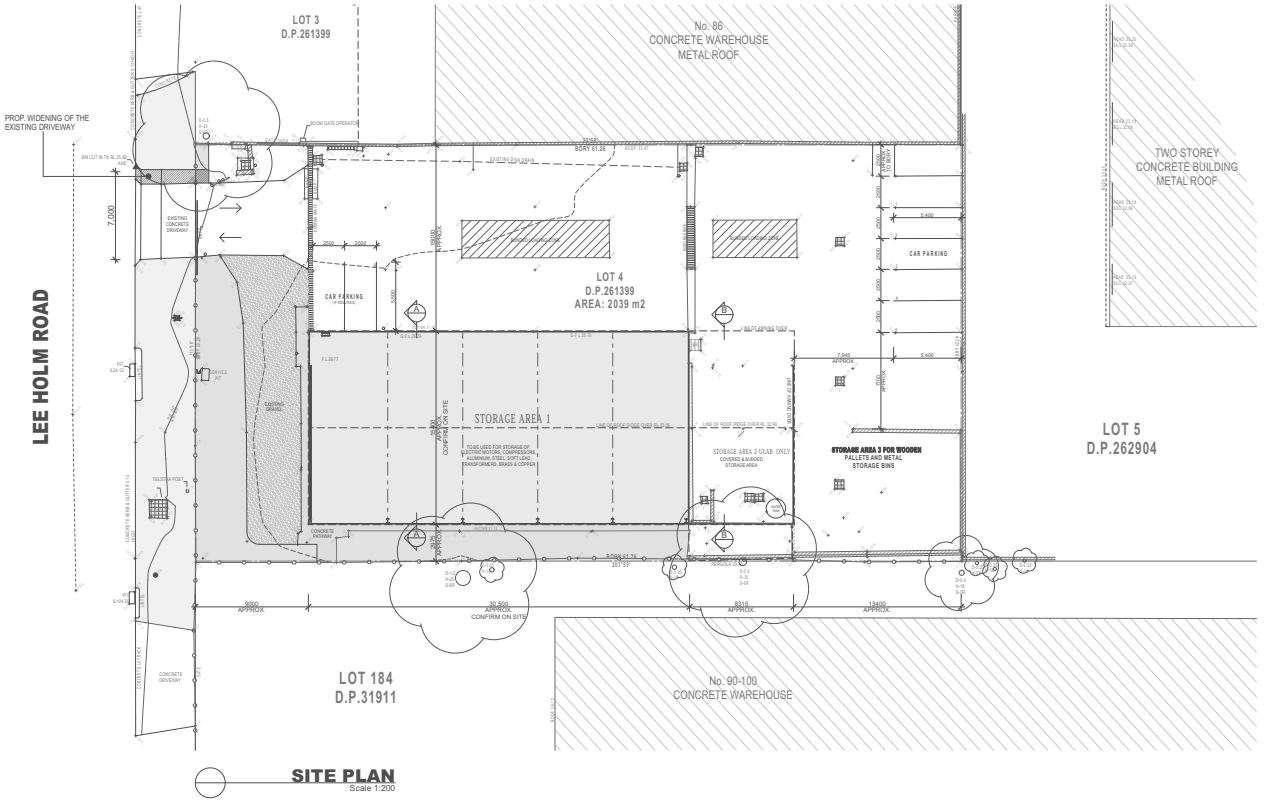
DATE DRAWN
2024-1-30

REVIEWED
DONALD LEE

PREPARED
ZACHARY CAI

VARGA TRAFFIC PLANNING Pty Ltd
Transport, Traffic and Parking Consultants

Attachment 3 - Metals Storage Site



Issue	Description	Date	Drawn	Issued
A	FOR DA	30.01.2024	CS	CZ

General Notes.
1) All dimensions and floor areas are to be verified by the Builder prior to the commencement of any building work. Any discrepancies are to be brought to the attention of the designer.
2) Levels shown are approximate unless accompanied by reduced levels.
3) Figured dimensions must be taken in preference to scaling.
4) All boundary clearances must be verified by the surveyor prior to commencement of any building work.
5) Engineering drawings & drawings are required such must take preference to this drawing.
6) Stormwater to be discharged to Councils' requirements and AS 3500.3-1998.
7) All services to be located and verified by the Builder with relevant authorities before any building work commences.

North Point

ALGORRY ZAPPIA & ASSOCIATES PTY. LTD.
Building Designers & Structural Engineers
a Suite 4, Level 1, 84 Bathurst Street, Liverpool, NSW 2170
P.O. Box 825, Liverpool Business Centre, NSW 1871
t 9602 3133
e admin@algorryzappia.com.au
w www.algorryzappia.com.au
ABN 43 064 952 692

Project
PROPOSED CHANGE OF USE
Lot 4, DP261399. No. 88 Lee Holm Road
ST MARYS

Client
Lex Enviro Holdings Pty Ltd

Title
SITE PLAN

Drawn	Checked	Date
CS	CZ	DEC 2022
Activity Type	Job #	Scale @ A0
DA	1660-23	AS SHOWN
Project #	Sheet #	Issue
P6352	A100	B

Attachment 4 - LEF03 – Site Specific Occupational Health and Safety Risk Assessment

LEF03- Site Specific Risk Assessment

Scope of works					
Start date		**Finish date**		**Time**	
Organisation's name		**Assessment undertaken by (name)**			
Site address			**Signature**		

If you have identified any of the listed or other potential hazards on the site, you will need to enter a suitable control below to show how you have controlled the hazard(s). If any further hazards are introduced, record them and update the table at the bottom on this page. If you identify any high risk construction work, you require a Safe Work Method Statement. See form 05 (Safe Work Method Statement).

#	Items to consider when conducting a risk assessment
1	Can parking arrangements at the site cause incidents and injuries to any persons?
2	Are there any slips, trips and falls risks that could impact on the safe access and egress across the site?
3	Are there any other trades or activities that may impact on my work safety?
4	Have I communicated with other trades/workers in this area?
5	Are there any amenities for the site? Can the use of amenities affect workers' health due to poor maintenance?
6	Is there a risk of injury due to fall zones and penetrations not being protected? (eg stair voids, roof areas, balconies)
7	Can something fall on me or can I cause something to fall onto someone else?
8	Is there a risk of workers or pedestrians being hit by moving plant and/or motor vehicles?
9	Are all onsite first aid kits up to date?
10	Are the eye washes and safety shower in working order?
11	Are all personnel complying with the onsite PPE guidelines?
12	Am I using correct manual handling techniques?

Date	Hazard(s) identified	Actions taken	By Whom

All corrective actions must be completed prior to work being undertaken

Attachment 5 – LEF04 - Environmental Review Tool

LEF04- Environmental Review Checklist

Regular site reviews

Lex Enviro Services will conduct weekly reviews of onsite environmental management performance. It will be the responsibility of the Managing Director. A sample of the check list that is used to guide these reviews is provided below.

Site Check List

Date:_____ Name of person conducting check:_____

Lex Enviro Services weekly site check list

Environmental Issue	Checked
Stormwater pits are in good order.	
All chemical spills have been cleaned up immediately. There is no evidence of chemical spills on site.	
All bunding is sound.	
Chemical spill response kits are 'response ready'.	
Safety Data Sheets (SDS) for all chemicals are either immediately available or stored in their designated area.	
All metals are in covered, bunded areas	
All other metals are in their designated area as specified in the on site map (Attachment 3)	

I have reviewed all these requirements and they are in line with the requirements of council, the EPA and Lex Enviro Services.

Name: _____

Signature: _____

Attachment 6 - LEPP01 – Occupational Health and Safety Policy

LEPP01
Occupational Health and Safety Policy

LEX Enviro Services believes that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset and work health and safety is everyone's responsibility. The safety of the public is given equal priority to that of our workers.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- consider WHS in project planning and work activities
- involve employees and subcontractors in the decision-making process through regular communication and consultation
- ensure employees and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance employees' WHS knowledge through a program of education and training.

The success of our WHS management depends on:

- the commitment of all persons to achieving the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

Andrew Jackson - Director		11/01/2024
Name and position	Signature	Date

I [*insert name of employee*] have read this policy and understand and support the organisation's commitment to occupational health and safety and look forward to playing my part in helping the company their occupational health and safety goals.

		/ /
Name and position	Signature	Date

Attachment 7 - LEPP02 – Environmental Management Policy

LEPP02
Environmental Management Policy

Lex Enviro Services is committed to the principles of environmental sustainability in conducting its business activities in an environmentally responsible manner.

To fulfil its commitment we will:

- Minimise our environmental impacts including pollution and promote resource use efficiency.
- Comply with or exceed the requirements for applicable laws, regulations, statutory obligations and any voluntary criteria to which we subscribe.
- Set business key results and performance indicators for environmental sustainability.
- Improve the sustainability of our products and services by encouraging innovation, minimising business and environmental risk and promoting a culture of continuous environmental improvement.
- Demonstrate sustainable environmental behaviour through all lifecycle phases of our processes and products.
- Engage, communicate and report openly on environmental sustainability to all of our stakeholders including employees, shareholders, regulators and the community.
- Effective environmental management and sustainability is a key organisational value and a business driver that underpins our licence to operate.

We will engage and support our employees, partners, clients and other stakeholders in the implementation of this policy.

Andy Jackson - Director		24 / 09 /2025
Name and position	Signature	Date

I (*insert name of employee*) have read this policy and understand and support the organisation's commitment to occupational health and safety and look forward to playing my part in helping the company their occupational health and safety goals.

		/ /
Name and position	Signature	Date

Attachment 8 - LEPP03 – PPE Protocol

LEPP03- PPE Protocol

Lex Enviro Services is committed to managing and minimising the occupational health and safety risks associated with the carrying out of all its activities. A key part of minimising risk is the rigorous use of appropriate PPE systems. Details of the PPE required for all personnel are outlined within this protocol.

Personal Protective Equipment (PPE)

The PPE requirements for Lex Enviro Services personnel and contractors are the same. They are:

1. **All areas**
   i. High-vis, overalls to comply with the requirements of Australian Standard AS/NZS4501.1, AS/NZS4501.2 and AS/NZS/ISO6529 or appropriate vests
   ii. Safety spectacles with side shields or chemical goggles that comply with the requirements of Australian Standard AS/NZS1336and AS/NZS1337 if working in areas where splashing could occur
   iii. Class 5 hearing protection that comply with the requirements of Australian Standard AS1270 when driving the forklift or working near the forklift.
   iv. Sun hat (when working in direct sunlight)
   v. Acid splash resistant steel-capped boots that comply with the requirements of Australian Standard AS/NZS2210.1-9/series (it is recommended all Lex Enviro Services personnel involved in the loading or unloading of trucks or the loading or unloading of machinery wear steel-capped boots that also offer 'hard rubber' mat protection' to the top of the foot)

2. **Site Visitors** – will only be allowed to visit the storage areas in the company of the Operations Manager at all times. When visiting the production area they are required to ensure to wear:
   i. High-vis vest
   ii. Long-sleeved shirt
   iii. Closed-in shoes

   They are also required to wash their hands thoroughly on leaving the processing area.

Management of PPE

All personnel to ensure:

- Hands to be thoroughly washed using the specially provided cleaner before and after toilet breaks and before refreshment breaks.
- It is the responsibility of all employees to ensure their PPE is maintained. It is also the responsibility of the Operations Manager to ensure all employees are appropriately protected by PPE.
- If overalls or gloves are cut or torn in any way they are to be replaced immediately.

First Aid

Lex Enviro Services will ensure a minimum of two personnel working at the site are appropriately trained and qualified to provide first aid in the event of an on-site accident or incident. Trained personnel will also be supported by an appropriately stocked and managed first aid kit.

Two first aid kits are available on site. One in the Crib Room and one in the Main Office.

Please find below a list of all the tasks that will be completed on site. Attached to that list is an outline of the required PPE. Full details of the PPE and the standards by which it must comply are provided earlier in this document.

TASK	PPE	STANDARD PROCEDURE
A. Outside delivery/dispatch area		
Task 1 – Greet / direct deliveries / dispatch vehicles	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots	LEPP06 – Traffic Management Plan / Protocol (Attachment 11)
Task 2 – Brief driver on Lex Enviro Services requirements	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots	LEPP06 – Traffic Management Plan / Protocol
Task 3 – Use forklift to unload/load delivery/dispatch vehicles	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots ● Hearing protection	LEPP06 – Traffic Management Plan / Protocol LEP06 – Truck Unloading and Loading (Attachment 14)
Task 4 – Supervised delivery/dispatch	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots	LEPP06 – Traffic Management Plan / Protocol LEP06 – Truck Unloading and Loading
Task 5 – Manage delivery/dispatch vehicle movements from site	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots	LEPP06 – Traffic Management Plan / Protocol
B. Inside Storage Facilities		
Task 1 – Ensure metals are stored in designated areas	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots	Metals storage site map – Attachment 3
Task 2 – Packing metals for dispatch	● High vis overalls (sleeve must always be worn down) or vest ● Safety boots	LEP06 – Truck Unloading and Loading
C. Office Administration		
Task 1 – Office administration	None	None

FIRST AID GUIDE

• DON'T leave the person • YOU are their best chance of survival • SEND someone for help
• ALWAYS wear gloves to avoid cross-contamination

BLEEDING

1. Apply direct pressure to the wound with a sterile pad.
2. Raise and support the injured part above the heart.
3. Fix the pad with a firm sterile bandage.

BURNS

1. Remove person from danger.
2. Cool the burn with cold running water for 20 minutes.
3. Gently remove clothing and jewellery from the burnt area.
4. Cover the burn with a sterile non-stick dressing.

CHOKING

• PARTIAL BLOCKAGE

1. Encourage the person to relax and breathe normally.
2. Encourage the person to cough.
3. Stay with the person and give reassurance. If the person becomes unable to breath, go to total blockage
4. ☎ 000 for an ambulance.

• TOTAL BLOCKAGE

1. Lay the person on their side on the floor.
2. Give 4 sharp blows between the shoulders.
3. If unsuccessful, give 4 lateral chest thrusts (hands to be placed on the side of person's chest below their armpit).
4. If still unsuccessful, begin resuscitation.
5. If still unsuccessful, ☎000 for an ambulance.
6. Repeat steps 2-4 every 60 seconds until help arrives or the blockage clears.

POISONING

1. Avoid any danger to yourself and others.
2. IF THE PERSON IS CONSCIOUS, look for evidence of the type of poison.
3. Wipe all poison away from the person's mouth.
4. Hold on to the poison container and vomited material.
5. Ring the Poison Information Centre on 13 11 26 and follow advice given.
6. Unless instructed, do not make the person vomit.
7. IF THE PERSON IS UNCONSCIOUS, turn the person on their side and follow the D-R-A-B-C of Resuscitation.
8. ☎000 for an ambulance.

EYE INJURIES

• SEVERE BLOW TO EYE OR BLEEDING EYE

1. Seek prompt medical aid.

• CHEMICAL IRRITANTS

1. Irrigate the eye for 20-30 minutes, from inner to outer corner.
2. Seek medical aid.

• WELDING FLASH

• FOREIGN BODY

1. Speck on the white of the eye may be removed with moistened corner of clean cloth.
2. Do not try to remove a foreign body on coloured part of eye.
3. If a foreign body is stuck, or penetrating the eye, do not remove it from the eye.
4. Cover both eyes lightly with a bandage

FRACTURES

1. IF THE PERSON IS CONSCIOUS, do not move the person unless they are in danger.
2. Apply a sterile dressing to any wounds and control bleeding.
3. Help the person into comfortable position.
4. Support the injured part with padding and a splint if needed.
5. Seek medical advice promptly.
6. IF THE PERSON IS UNCONSCIOUS, turn the person on their side and follow the D-R-A-B-C of Resuscitation.
7. ☎000 for an ambulance.

FAINTING

1. If possible, assist the person to the ground or other flat surface.
2. Raise the person's legs and let their body lie flat.
3. Loosen any tight clothing.
4. Check for injury or illness.
5. When recovered, let the person rest before moving.
6. If the person is unconscious, turn the person on their side and follow the D-R-A-B-C of Resuscitation. ☎000 for an ambulance.

SPRAINS & STRAINS

• Follow the P-R-I-C-E-R Management Plan.

1. Prevent injuries by doing warm up stretches before exercising.
2. Rest the injured body part.
3. Ice to be applied for at least 20 minutes.
4. Compression bandage to be wrapped around the injury.
5. Elevation of the injured part above the heart.
6. Refer the person to seek medical advice.

MINOR INJURIES

• NOSE BLEEDS

1. Sit the person forward.
2. Pinch the soft part of nose for 10 minutes.
3. Do not blow or sniff nose for 2 hours.
4. Seek medical advice if bleeding continues.

• SCRAPES & GRAZES

1. Wash area with running water to remove any dirt.
2. Cover with a non-stick sterile dressing.
3. Bandage or tape dressing into place.
4. If anything is embedded in wound, seek medical advice.

• TOOTH KNOCKED OUT

1. Clean with milk or saliva and replace into socket if possible.
2. Take the person to a dentist.
3. Store the tooth in milk if you are not able to put it back in.
4. Tooth should not be washed in water.

SHOCK

• INJURY OR SUDDEN ILLNESS MAY BRING ABOUT SHOCK

1. Do not move the person unnecessarily.
2. IF THE PERSON IS CONSCIOUS, lay the person down and raise their legs.
3. Loosen tight clothing.
4. Stop bleeding if any.
5. Place a blanket under the person and a cover over the person.
6. Do not give person any food or drink.
7. Seek prompt medical advice.
8. IF THE PERSON IS UNCONSCIOUS, turn the person on their side and follow the D-R-A-B-C of Resuscitation.
9. ☎000 for an ambulance.

The information outlined above is a guide for emergency action only. Medical assistance must be sought promptly.

FIRST AID GUIDE

• DON'T leave the person • YOU are their best chance of survival • SEND someone for help
• ALWAYS wear gloves to avoid cross-contamination

HEART ATTACK

1. Convince the person to rest from any activity.
2. Help the person to a comfortable position.
3. Obtain any information about the person's condition.
4. Comfort the person.
5. ☎ 000 for an ambulance.
6. Assist the use of prescribed medication.
7. Monitor vital signs.
8. If the person is unconscious, turn the person on their side and follow the D-R-A-B-C of Resuscitation.

HEAD INJURY

1. ☎ 000 for an ambulance.
2. Assess the person's consciousness by talking to them and touching their hands.
3. If the person is unconscious, turn the person on their side and follow the D-R-A-B-C of Resuscitation.
4. If the person is conscious, comfort and help the person to rest while waiting for the ambulance.
5. Care for any other injuries such as a scalp wound.

HEAT STROKE

1. Stop the person from any activity.
2. Get person into a cool place, give them small sips of fluid.
3. Remove any unnecessary clothing and loosen tight clothing.
4. Cool the body with cold packs to the neck, groin and armpits to accelerate cooling.
5. Cover the person's body with a wet sheet and fan to increase air circulation.
6. Stop cooling when body feels cold to touch.
7. Give clear, cool fluids when the person is fully conscious.
8. If person becomes unconscious, ☎ 000 for an ambulance.

ELECTRIC SHOCK

• HIGH VOLTAGE POWER
1. Remain more than 6m from the person until electricity supply is turned off.

• LOW VOLTAGE POWER
1. Turn off the main power supply.

• WHEN THE POWER IS TURNED OFF
1. IF THE PERSON IS CONSCIOUS, apply sterile non-stick dressing to entry and exit wounds.
2. Fix dressings with a light bandage.
3. Seek prompt medical advice.
4. IF THE PERSON IS UNCONSCIOUS, turn them on their side, follow the D-R-A-B-C of Resuscitation and ☎ 000 for an ambulance.

STROKE

1. If the person is unconscious, turn the person on their side and follow the D-R-A-B-C of resuscitation.
2. ☎ 000 for an ambulance.
3. Monitor vital signs.
4. If the person is conscious, ☎ 000 for an ambulance.
5. Help the person into a comfortable position with head and shoulders supported.
6. Do not give the person anything to eat or drink.
7. If the person is having trouble swallowing, or is drooling, place the person on their side to help fluid or vomit to drain.

DIABETES

1. Care for any life threatening injuries.
2. If conscious, look for any visible abnormalities.
3. Give the person food or fluids, lollies, fruit juices or table sugar dissolved in water.
4. The fully conscious person should eat a small meal or sandwich; this will raise and maintain the blood sugar level.
5. If the person becomes unconscious, ☎ 000 for an ambulance. Do not give anything by mouth. Turn the person on their side and follow the D-R-A-B-C of resuscitation.

EPILEPTIC SEIZURES

1. Protect the person from injury by removing all obstructions.. Do not hold or restrain the person. Do not put anything in the person's mouth.
2. Place the person on their side to allow fluid or vomit to drain.
3. Manage any injuries.
4. If the person falls asleep continue to check airway, breathing and circulation.
5. Call an ambulance if: - the seizure lasts more than a few minutes
   - seizure takes place in water
   - person has repeat seizures
   - person is pregnant
   - person is infant or child
   - person has diabetes

ASTHMA ATTACK

1. Reassure the person.
2. Assist the use of medication, which has been prescribed for the person's asthma attacks and get them to rest in a comfortable position.
3. Seek medical aid.
4. If the person is unconscious, turn the person on their side and follow the D-R-A-B-C of Resuscitation. ☎ 000 for an ambulance.

The information outlined above is a guide for emergency action only. Medical assistance must be sought promptly. This guide follows Australian Resuscitation Council guidelines. FIRST AID TRAINING SAVES LIVES

Conclusion

Our first priority will always be the safety of the people who work on our site. Through working together we can ensure all of us can work safely.

All of the controls outlined above have been designed to reduce the risk of occupational health and safety impacts with our work.

It is the responsibility of all personnel to ensure all of these controls are applied at all times.

If you have any questions or concerns about the protocols outlined above please contact your Occupational Health and Safety Representative or the Plant Manager.

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

Attachment 9 - LEPP04 – Managing the Impacts of Heat and Hydration

LEPP04- Heat Stress and Hydration Protocol

Background to heat stress

The human body has several mechanisms for rejecting heat and remaining cool, however once the air temperature exceeds 34°C the only effective mechanism is by evaporation of sweat from the skin.

While there is no major source of radiant heat involved in our production process, it is possible that air temperature will exceed 34°C regularly during spring and summer periods. It is also possible given the PPE that must be worn by all employees in the production area there is a risk of heat illness at any time.

In the scenario where the air temperature exceeds 34°C heat generated in the deep body organs and muscles is picked up by the blood and pumped to the skin. The skin is cooled by evaporation of sweat. The system operates similarly to a car with the heart being similar to the water pump, the blood similar to the car's coolant and the skin operating as the radiator.

The ability of the body to dissipate heat is a function of many factors. The key ones are:

- Cardiovascular fitness – a strong, fit heart and good circulation are essential
- Obesity – effectively insulates the body reducing heat loss
- Acclimatisation – this is the sum total of all the adaptations the body has to extended exposure to heat
- Hydration levels – the body has to remain well hydrated when working in heat. Even small degrees of dehydration cause significant decrements in the ability to work in heat.
- The clothing and personal protective equipment requirements – the more clothing and PPE worn, the greater the insulation effect therefore the greater the loss of evaporative ability the more difficult it is to stay cool
- Environmental conditions including humidity and air speed over the skin

With equal significance the amount of heat that the body needs to reject, obviously this is a primary function of the work rate. The maximum efficiency of the human body is about 20% but it is rare to be this high. The harder the body works, the greater is the metabolic heat generation rate.

Our heat stress and hydration protocol

The key to any effective risk management system is the identification of hazards and the implementation of controls designed to reduce the risk of those hazards occurring. The control of hazards related to working in heat can be considered under three categories:

i. Engineering – what engineering solutions can be put in place to reduce and maintain the risks at acceptable levels?

ii. Procedures – what procedures are required to ensure the risk can be managed at acceptable levels?

iii. Competency – what level of education, training and competence is required by all persons in assisting to ensure the risks are sustained at an acceptably low level?

Hazard management

In the development of this protocol it was considered in three respects:

i. Prevention – removing or reducing the risks from heat hazards

ii. Monitoring – monitoring the level of risk created by the hazards

iii. Contingency - contingency plans developed that minimise harm if the risk from the hazard rises to a dangerous level

Why heat stress occurs

Heat illness or heat stress occurs when the body cannot sufficiently cool itself. Factors contributing to this include:

- Temperature
- Amount of air movement
- Radiant temperatures surrounding
- Clothing
- Physical activity

What happens to someone if they suffer from heat illness

Heat illness can cause a range of medical conditions including:

- Heat exhaustion – this is characterised by weakness or extreme fatigue, faintness, nausea, vomiting, headache and restlessness. Replacement of lost water together with rest and a cool environment will cure heat exhaustion in a short time.
- Heat stroke – is a state of thermo-regulatory failure, a condition in which an uncontrolled rise in core temperature occurs and the body's tissues start to break down. It occurs when the body core temperature is above 41°C. Symptoms include confusion, staggering, delirium, calmer and often the absence of sweating. Death is imminent. Permanent tissue damage usually occurs although the longer term health impacts depend on which tissues are damaged and the severity of the damage.

Other symptoms could include:

- Fainting
- Heat cramps
- Rashes
- Worsening of pre-existing illnesses and conditions

Other factors influencing risk of heat stress:

- People should not be engaging in strenuous physical exercise including sport immediately before or after their shift
- Lack of sleep is also a factor in the ability to cope with heat
- Good recovery between shifts is essential for working on hot shifts
- Drinking water, especially in large quantities, when trying to catch up on a backlog of dehydration is believed to be a factor in producing cramping

- Persons should drink sufficient water to urinate every four hours, summer or winter whether working in heat or not
- Properly showering (removing grease, grime, sweat) and drying off is important in assisting in the prevention of heat rash or prickly heat (blockage or inflammation of the sweat glands
- Psychological stress also adds to the effects of physical stress on the job
- Women do respond differently to men when working in heat. Their smaller body size, higher fat content and lower aerobic capacity reduce their ability to dissipate heat. In addition, their core temperature is higher than males and varies throughout their monthly cycle.

Why managing hydration makes good sense?

A range of studies have shown:

- Dehydration of 1-2% of body weight results in a 6-7% reduction in physical work rate
- Dehydration of 3-4% of body weight results in a 22-50% reduction in physical work rate for 'moderate' and 'hot' environments respectively
- Mental performance (mental function) begins to decrease at 2% dehydration and thereafter is proportional to the degree of further dehydration hence the inference by numerous competent authors that working in heat when accompanied by dehydration affects safety performance either directly or indirectly

Other influencing factors

There are a range of other influencing factors that could increase a Lex Enviro Services employee's potential for suffering heat illness including:

- A lack of hydration when away from work. Our education campaign focuses on hydration both at work and away from work.
- The impact of any diuretic, including alcohol and beverages containing caffeine, on hydration levels. High levels of diuretic could result in dehydration even while the individual continues to urinate regularly.
- Many over-the-counter cold and flu remedies contain codeine. Most also contain either a sedative or a stimulant and some contain drugs that contain vaso-constriction which is a serious problem if working in heat.
- There are also many other prescription drugs that affect the ability to work in heat, examples include 'beta-blockers' which restrict the maximum heart rate and can also clamp down the blood vessels.

Therefore, Lex Enviro Services education campaign alerts all employees of the risks of these products. Any employee that is on prescribed medication needs to inform the company of that prescribed medication before beginning work.

How will we know if someone is suffering from heat illness?

Some of the signs and symptoms of heat illness include feeling sick, nauseous, dizzy or weak. Clumsiness, collapse and convulsions may also be experienced as a result of heat illness.

If you notice any of your colleagues suffering any of these signs or symptoms, bring them to the immediate attention of the Production Supervisor and Operations Manager.

Strategies to reduce the risk of heat illness

i. A key part of our strategy to reduce the risk of heat stress is staff education.

The staff induction program includes a significant component on managing hydration.

Educational posters placed at key points throughout the factory are designed to remind all personnel of the importance of maintaining hydration and the risks of heat stress.

All supervisors will be continually reminded of the importance of managing personnel in a way that reduces the risk of heat stress through, for example, job rotation, encouraging hydration at appropriate rates on particularly hot days.

All first aid personnel will be reminded through their training of the importance of minimising the risk of heat stress to all employees.

ii. Appropriate PPE

Where possible appropriate overalls will be sourced with suitable wind flow over skin.

iii. Providing extra rest breaks and cool areas on hot days

As mentioned above when temperatures exceed 34°C on the factory floor extra rest breaks will be scheduled for all personnel.

iv. Providing cool drinking water near the worksite

A water cooler will be provided in the amenities room, diet cordial will also be provided in the fridge in the amenities room. Research has indicated that diet cordial, because it is more palatable than just water, will lead to an increase in the hydration rates of all employees.

v. Providing appropriately first aid trained personnel

At least two people on-site will have up-to-date first aid management qualifications at all times. A key part of that first aid qualification will be the management of heat stress.

The strategies we will be putting in place to reduce the risk of heat illness will be:

- Rotating staff through different activities
- Encourage the wearing of light clothing that still provides adequate protection
- Providing extra rest breaks in cool areas on hot days
- Using mechanical aids to reduce physical exertion
- Providing cool drinking water near the work site
- Providing appropriate PPE for people working outside
- Providing appropriately first aid trained personnel

Your help

We encourage all personnel to look after their own safety. If you are feeling any of the symptoms of heat illness, please bring them immediately to the attention of your supervisor. If you observe any of your colleagues demonstrating any of the symptoms of heat illness, speak to them first and once you know they are in a safe place, bring those symptoms to the attention of your supervisor as well.

By all working together we can reduce risks associated with our workplace.

Name:

i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor
Signature: Date:
Supervisor's Name:
Supervisor's Comment:
Procedure Review
Name: Date:
Comments:

Attachment 10 – LEPP05 – Daily Start-up Protocol

LEPP05- Daily Start-up Protocol

At the start of every day it is essential that all personnel are reminded of their responsibilities in relation to occupational and health and safety and environmental management.

Compulsory items on the pre-start meeting agenda must include:

- Hazard identification and management
- PPE management and maintenance
- Hygiene management
- Environmental management

The Operations Manager will also provide feedback on production achievements and production targets.

Machinery Pre-start Checks

The Operations Manager and Operations Supervisor will do a walk around daily hazard checklist to ensure all controls and systems are in place at the beginning of every shift.

They will also complete a formal hazard identification review on a weekly basis. The form used for that review will be LEF03 - Site Specific Risk Assessment (Attachment 4)

They will also be required to complete a weekly environmental review of all systems. The form used for that review will be LEF04 - Environmental Review Tool (Attachment 5)

Forklift Operator

The forklift operator is required to do a pre-start at the beginning of every shift. A copy of the pre-start sheet is attached to this SOP

MONASH University

Forklift Truck Pre-Start Checklist

- ☐ This checklist is to be completed every day prior to using the equipment. Consideration should be given to completing the checks at the start of the day before activities commence where there is time pressure to complete the work.
- ☐ Operator is to initial when inspected and a supervisor is to review the checklist and sign off at the end of each week.
- ☐ This checklist does not replace the need for a thorough risk assessment of forklift operations in your area and it does NOT include all hazards related to the use of your forklift.
- ☐ Check the area in which the forklift will be operating for any hazards previously unidentified

Forklift Model ..... **Serial number** ..... **Date** (Week commencing Mon.).....

Checklist	Satisfactory										Initial
	M		T		W		TH		F		
TYRES- look for visual wear or damage. Are they in good condition?	Y	N	Y	N	Y	N	Y	N	Y	N	
FLUIDS- check oil, hydraulics, battery, fuel and coolant.	Y	N	Y	N	Y	N	Y	N	Y	N	
SEATING- check condition and adjustment	Y	N	Y	N	Y	N	Y	N	Y	N	
WARNING DEVICES- check visual and audible devices (strobe, horn, reversing beeper)	Y	N	Y	N	Y	N	Y	N	Y	N	
MAST- check for any wear to lift chains and guides, inspect hydraulic cylinders, look for any leaks	Y	N	Y	N	Y	N	Y	N	Y	N	
TINES- check for any signs of damage	Y	N	Y	N	Y	N	Y	N	Y	N	
CAPACITY- check load capacity plate is fitted, legible and appropriate for the forklift/attachments	Y	N	Y	N	Y	N	Y	N	Y	N	
Start forklift and check:											
CONTROLS- check all pedals and controls	Y	N	Y	N	Y	N	Y	N	Y	N	
BRAKES- check brake and parking brake	Y	N	Y	N	Y	N	Y	N	Y	N	

If any items above are deemed unsatisfactory, the forklift is to be tagged out and reported to the supervisor.

Description of Issue:.....

Date and time tagged out:.... Tagged out by:.....

Returned To Service:.....

End of Week sign off

Supervisor Name:		Supervisor Signature:		Date:	

FORKLIFT SAFETY PRINCIPLES

PRESTART PROCEDURE

- Pre-start check must be carried out once per day prior to use
- Seatbelt must be worn if fitted
- Pre-operational check, hydraulics must work properly
- Check workplace prior to operating forklifts
- km/hr max speed limit. Drive to the conditions
- Avoid tilting any load until you can see the top of the load
- Only proceed if work surface is clear of potholes and obstacles

ENTERING BUILDINGS OR DOORWAYS

- Slow down
- Check for pedestrians
- Sound the horn if necessary
- Proceed with caution

PARK FORKLIFT SAFELY AWAY FROM

- First Aid stations
- Fire appliances
- Emergency Exits
- Doorways
- Sloping ground

FORKLIFT DO'S AND DON'TS

DO

- Keep the fork low with the mast tilted back
- Follow speed limits and lower your speed if carrying a large load
- Drive backwards if a load impairs your forward vision
- Slow down on uneven ground

DON'T

- Place too heavy or improperly balanced loads on the lift
- Speed up to get the job done faster
- Raise or lower forks while moving
- Make sharp turns
- Carry a passenger on a forklift

Supreme Safety

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

Attachment 11 - LEPP06 – General Traffic Management Plan and Protocol

LEPP06- Traffic Management Protocol

The warehouse will have limited vehicle movement on and off site and limited forklift movement throughout the site.

Detailed site specific traffic management plans have been developed for the site by Varga Traffic and TRAFFIX. Copies of those plans are provided as Attachment 2A (Varga Traffic) and 2B (TRAFFIX) to this document. Some of the more general aspects of that plan are provided in the procedure below.

Lex Enviro Services application to store ULAB on the site could require larger vehicles to enter and leave the site. The purpose of the second traffic management plan is to investigate the safest and most efficient way to achieve that objective. The requirements of the second plan have been used in the development of this traffic management protocol.

Lex Enviro Services recognises however that with any vehicle movement into, out of or across the site, there is a risk of collision with other vehicles, machinery or people.

All personnel and all contractors delivering to the site are expected to comply with all of its requirements.

General traffic management requirements

Entering the site

Staff vehicles, visitors and delivery trucks will only be permitted to enter the site in a forward direction. Vehicles entering the site will be met at the entrance gate by a representative of Lex Enviro Services. Trucks will then be directed to the marked, fully bunded delivery / dispatch area. Visitors will be directed to the designated parking spaces.

Non Lex Enviro Services personnel will be required to stay with their vehicles the whole time when on site. If the driver needs to use the on site facilities, they will be directed to leave their vehicle and move to the facilities by the marked pedestrian only area.

Onsite speed limit

All onsite vehicles will be required to comply with the onsite speed limit of 5kph. Onsite signs will be used to remind all drivers of those limits.

Pedestrian, visitor and employee access to office

Signs will direct all site visitors and personnel to the site office. They will be required to walk along a clearly marked ‘Pedestrian Only’ area which runs from the parking area, alongside the warehouse to the office.

Forklift movements

Delivered metals will be off-loaded by a forklift. Metals for dispatch will be loaded onto trucks by forklift. The forklift is fitted with flashing yellow lights and a reversing buzzer.

Exiting the site

Just as vehicles can only enter the site in a forward motion, they can only exit the site in a forwards motion. Our detailed onsite traffic management study has identified how all trucks will be able to safely turn on site and leave in a forward direction.

Trucks leaving the site will be under the direction of a member of Lex Enviro Services' team. That person will be required to ensure that the truck does not leave the site until the footpath and roadway are clear.

Staff Training

Lex Enviro Services will ensure that a minimum of one fully qualified traffic controller will be on site at all times in order to assist drivers leaving the site.

Traffic Hazards

All Lex Enviro Services personnel will through training and regular toolbox talks be encouraged to identify potential traffic hazards.

Any identified hazards will be reviewed by all personnel and solutions developed to minimise risk.

Traffic Incidents

If any even minor traffic incident occurs it is to be reported to the Operations Supervisor. An Incident Report Form (LEF01) must be completed.

Procedure for using the Tug onsite

LEX Enviro Services have developed Specific procedure for what needs to occur when the tug is used on site (LEP06 B – Working Safely When B Doubles or Semi-Trailers Are On Site) It is critical all personnel comply with the requirements of this and other procedures.

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

Attachment 12 - LEPP07 – Consultation and Communication Policy

LEPP07- Consultation and Communication Policy

Lex Enviro Services is committed to active participation of all workers in WHS&E decisions.

We will consult with workers and give them the opportunity, encouragement and training to be involved in WHS matters affecting the organisation and their own work.

We will use a range of mechanisms including most suitable facility.

Matters for consultation could include:

- hazard and risk identification
- control measures for managing hazards and risks
- the development of safe work method statements or risk assessments
- site safety rules
- site induction
- changes to site conditions
- the welfare facilities
- the purchase of new or used plant and equipment or new substances and materials
- the development and review of safety policies and procedures
- emergency procedures, covering: emergency contact details (including emergency services)
- the location of a first aid kit
- emergency assembly points

Record consultation and communication using:

- a site diary
- records of WHS committee meetings

Our consultation records should include at least the following information:

- date
- location or workplace
- names and signatures of people present and consulted
- items or issues raised
- corrective actions to be undertaken and the people responsible for implementing those actions

Andy Jackson - Director		
Name and position	Signature	Date

I (*insert name of employee*) have read this policy and understand and support the organisation's commitment to occupational health and safety and look forward to playing my part in helping the company their occupational health and safety goals.

		/ /
Name and position	Signature	Date

Attachment 13 - LEF05 - Safe Work Method Statement

LEF05- Safe Work Method Statement

Lex Enviro Holdings Pty Ltd (TA Lex Enviro Services) **ABN:** 52 138 392 560 **Address:** 88 Lee Holm Road, St Marys NSW, 2760 **Phone**: (02) 9832 5831		**Principal contractor (PC)**	**Lex Enviro Holdings Pty Ltd (TA Lex Enviro Services)** **ABN:** 52 138 392 560 **Address:** 88 Lee Holm Road, St Marys NSW, 2760
Work activity	Unloading, temporary storage, and loading metals	**Work location**	88 Lee Holm Road, St Marys NSW, 2760
Manufacturing	There will be no processing of any metals of any kind on site	**Operations manager**	Ramandeep Singh – Operations Manager
		Contact phone	(02) 9832 3831
Have workers been consulted about the SWMS?	Yes, SWMS was developed in consultation with the Operations Manager and nominated Work Health & Safety representative		
Person responsible for ensuring compliance with SWMS	Operations Manager and all Lex Enviro Services personnel	**Date SWMS provided to OM and WHS representative**	
Person(s) responsible for reviewing the SWMS	Managing Director and employee Work Health & Safety representative	**Last SWMS review date**	
Date received	24 September 2025	**Signature**	
Worker's name		**Date received**	
Worker's signature			

Activity – Material Delivery

(It is anticipated all staff, contractors and visitors will wear appropriate PPE as outlined in the LEPP04 - PPE Protocol provided with this HSEMP)

Tasks	Hazards & Risks	Impacts	Controls	Notes
Delivery of material to site	Collision	Injury to person	i. Dedicated single sign-posted entry point to factory ii. Licensed transport contractors only iii. All vehicles onsite to operate under direction of Operations Manager iv. Appropriate PPE v. Maximum speed on site of 5kph vi. A clearly identified delivery bay vii. Trained and competent personnel	LEPP03 – PPE Protocol LEPP06 – Traffic Management Plan and Protocol
	Spills and fume	Personal injury / community impact	i. Appropriate incident response procedure and equipment ii. Appropriate PPE iii. First aid support iv. Rigorous procedures on inspection of deliveries to ensure all metals packed in line with established guidelines v. Daily inspections of metal piles	LEP01 – Incident Response Procedure LEPP03 – PPE Protocol Appropriately trained personnel supported by first aid kits, eyewash and emergency shower

Tasks	Hazards & Risks	Impacts	Controls	Notes
Unloading truck	Collision	Injury to person	i. Licensed, trained and competent forklift drivers only ii. Appropriate PPE iii. Standard procedure for unloading trucks iv. Appropriate safety management controls on forklift v. Maximum speed of 5kph on site vi. All deliveries inspected to ensure delivered metals have been packed safely in line with industry guidelines vii. Trained and competent personnel	LEPP03 – PPE Protocol LEPP06 – Traffic Management Plan and Protocol LEPP05 – Daily Start-up Protocol LEP10 - Working with Onsite Tug
	Chemical spills and fumes		i. Appropriate PPE ii. Spill kits iii. Policy of immediate clean up of all spills iv. Fully bunded delivery and storage areas v. Trained and competent personnel vi. Emergency eyewash and shower	LEPP03 – PPE Protocol LEP01 – Incident Response Procedure LEP02 – Emergency Response Procedure

Tasks	Hazards & Risks	Impacts	Controls	Notes
Materials storage	Spills and fumes	Potential personal injury	i. PPE ii. All deliveries to be inspected for chemical leaks iii. All metals stored in designated areas – Attachment 3 iv. Policy of immediate clean-up of all spills v. Appropriate spill kits vi. Appropriate emergency and spill response procedure vii. All staff competent in application of spill response procedure viii. Trained and competent personnel ix. Emergency eye-wash and shower	LEPP03 – PPE Protocol LEP01 – Incident Response Procedure LEP02 – Emergency Response Procedure LEP05 - Pre-loading Inspection Tool Attachment 3 – Metals storage site map

Tasks	Hazards & Risks	Impacts	Controls	Notes
	Stormwater contamination		i. All deliveries to be inspected for chemical and other leaks ii. All metals stored in designated fully bunded enclosed storage areas – Attachment 3 iii. Policy of immediate clean-up of all spills iv. Appropriate spill kits v. Appropriate emergency and spill response procedure vi. All staff competent in application of spill response procedure	LEPP03 – PPE Protocol LEP01 – Incident Response Procedure LEP02 – Emergency Response Procedure LEP05 - Pre-loading Inspection Tool Attachment 3 – Metals storage site map

Activity – Storage of metals on site

Tasks	Hazards & Risks	Impacts	Controls	Notes
Storage of metals in designated areas	Leaks, mixing of metals	Personal injury	i. Standard procedure for packing of all metals ii. PPE iii. Trained and competent personnel iv. Licensed and competent forklift operator v. Licensed transporter vi. Fully bunded collection area vii. Fully bunded and covered storage areas	LEPP03 – PPE Protocol LEPP06 – Traffic Management Plan and Protocol LEPP04 – Managing the Impacts of Heat and Hydration Protocol LEP06 - Truck Unloading and Loading LEP05 - Pre-loading Inspection Tool Attachment 3 – Metals storage site map

Activity – Dispatch of metals from site

Tasks	Hazards & Risks	Impacts	Controls	Notes
Packing of metals in line with guidelines	Dropped containers leading to leaks	Personal injury	i. PPE ii. Trained and competent personnel iii. Licensed and competent forklift operator iv. Licensed transporter v. Fully bunded and covered storage area vi. First aid kits	LEPP03 – PPE Protocol LEPP06 – Traffic Management Plan and Protocol LEPP04 – Managing the Impacts of Heat and Hydration Protocol LEP06 - Truck Unloading and Loading LEP09 - Packaging Metal for Dispatch
Trucks leaving site with packaged metals	Interaction with on site personnel Interaction with local community Interaction with local traffic	Person injury	i. Standard procedure for entering and exiting site ii. PPE iii. Trained and competent personnel iv. Licensed and competent forklift operator v. Licensed transporter vi. Fully bunded and covered storage area vii. On site speed limit	LEPP03 – PPE Protocol LEPP06 – Traffic Management Plan and Protocol LEPP04 – Managing the Impacts of Heat and Hydration Protocol LEP06 - Truck Unloading and Loading LEP09 - Packaging Metal for Dispatch LEP06 B - Working Safely When B Doubles or Semi-Trailers Are On Site

Attachment 14 - Standard Procedures

List of Standard Procedures following;

- LEP01 - Incident Response Procedure
- LEP02 - Emergency Response Procedure
- LEP03 - Minimising Electrical Hazard Risk Procedure
- LEP04 - Correct Lifting Procedure
- LEP05 - Pre-loading Inspection Tool
- LEP06 A - Truck Unloading and Loading
- LEP06 B - Working Safely When B Doubles or Semi-Trailers Are On Site
- LEP07 - Weekly Procedural Checklist
- LEP08- Odour and Fume Management
- LEP09 - Packaging Metal for Dispatch

LEP01- Incident Response Procedure

Background

There are a number of potential incidents that could occur on our site.

Our training programs, our Safe Work Method Statement (LEF04) and our regular maintenance and audit programs have all been designed to reduce the risk of incidents occurring. Our goal is zero incidents but when they do occur we need to mount an effective incident response. This procedure has been developed to guide that incident response.

An incident or an emergency

Lex Enviro Services has also developed an emergency response procedure (LEP02). A reasonable rule of thumb in deciding whether an incident is an incident or an emergency is that if the incident is likely to require outside assistance in managing the response then we will classify that as an emergency and our emergency response procedure will apply.

Incident response hierarchy

All personnel are responsible for acting with reasonable care to minimise both safety and environmental risk.

If the company is required to mount an incident response, it will be done under the direction of our incident controller who will in the first place, be the Operations Manager and if the Operations Manager is not available, the Operations Supervisor. They will provide guidance and direction during all incident response.

Incident response equipment

Lex Enviro Services provide the range of incident response equipment to deal with any potential incidents on site.

Spill kits

We have spill kits to deal with spills of all the major chemicals being used on site. The key part of your induction training will be in the use of those spill kits.

First aid kits

There are two first aid kits one within the warehouse and one in the Manager's office.

Alarm

There is an incident alarm in the Manager's office. It is to be used in the event of an incident that is likely to require immediate evacuation.

Likely incidents

It is possible for slips, trips, falls, spills or fume incidents to occur on site.

i. Slips, trips and falls

If dealing with a potential slip, trip or fall hazard, be sure to remove the hazard immediately (if safe to do so) and let your supervisor know the details. Also follow up with your supervisor if the reduction of risk from the slip, trip or fall hazard can be reduced even further by taking appropriate action.

In dealing with an actual slip, trip or fall incident provide your colleague who was the victim of the slip, trip or fall with support or calling for help once you have established it is safe for you to provide that support.

If your colleague can be moved safely, move them to a place where there is a reduced safety risk. If you are not sure if it is safe to move your colleague, try to make the place where they are sitting, lying or standing as safe as possible.

If you have first aid qualifications, please apply first aid as soon as you can. If the incident has potential to become an emergency activate LEP02.

ii. Spills

If you are dealing with a chemical spill ensure you are safe before you begin your incident response.

If you believe the spill incident has the potential to become an emergency, activate LEP02 .

If you can respond safely to the spill, please apply the spill management protocol attached

iii. Fire

Within all manufacturing facilities there is a risk of fire. Lex Enviro Services has engaged the services of a fire management specialist to develop and guide the implementation of a fire management plan.

All employees are expected to review the plan and identify the role they will be expected to play in any fire response.

Suitable fire extinguishers are located at various marked points around the site and on our fire response plan maps throughout the site. If you are nearest to a fire and you can respond safely, please use the extinguisher.

A copy of the Fire Safety Statement for this site is provided as Attachment 18 to this document.

iv. Heat stress

There is a risk that people working on the factory floor could suffer from heat stress. It is a risk for anyone working in an area where manual labour is involved.

The signs and symptoms of heat stress include feeling sick, nauseous, dizzy or weak, clumsiness, collapse and convulsions may also be experienced as a result of heat stress.

If you or any of your work colleagues are demonstrating these symptoms, take care of them if it is safe to do so and then bring these symptoms to the attention of the Operations Manager. A key part of managing heat stress is hydration. We will be requiring everyone to monitor their levels of hydration.

v. Electrical Hazards

Electrical hazards exist in every workplace and home. They can lead to injury, fatality and damage to property.

We are very conscious of minimising the risk of electrical hazards throughout our operation. We have a standard procedure for Minimising Electrical Hazard Risk.

If you are required to deal with someone who has been electrocuted you must ensure you can do so safely. Your site induction program covered how to deal with someone suffering from electric shock. There are also signs throughout the factory informing you on how to deal with this type of incident.

The human body conducts electricity. If any part of the body receives an electric shock, electricity will flow through the body tissues without any obstruction.

Depending on how long and how strong the shock was, injuries can include burns to the skin, burns to our insides or interference with the heart, which could cause it to stop (causing a heart attack).

Some of the signs of an electric shock are unconsciousness, difficulty breathing or no breathing at all, a weak pulse or no pulse at all and burns at the point where the electricity entered and left the body (entry and exit points).

If a person has come in contact with a live electric current and has been electrocuted, it is very important that you do not touch them before making sure you won't get a shock yourself. If possible, turn off the power supply. Otherwise, do not touch the person. Be especially careful in a wet area such as a bathroom. Remember, water conducts electricity.

Call 000 immediately. Do not put yourself in danger.

If you know how and the person is no longer touching an active power source, check for a pulse (wrist or neck), and see whether the person is breathing. If they are not breathing and you know how to do CPR, start immediately.

If the person is breathing steadily, you can tend to their injuries. Cool the burns and cover with dressings that will not stick to them. Never put oil or ointments onto burns. If the person has fallen from a height, do not move them as they may have spinal injuries. Wait for the ambulance.

Talk calmly to the victim and try to make him or her feel as comfortable as possible.

vi. Fume

If dealing with a fume incident be sure you are safe before becoming involved in this response.

If the source of the fume can be managed, try to identify how you can limit the production of the material causing the fume and then limit the amount of fume escaping from the warehouse.

If it is possible that a fume incident may become an emergency, please apply LEP02.

vii. Other incidents

For other incidents on site remember your first responsibility is to your own safety then the safety of your colleagues and the safety of the community.

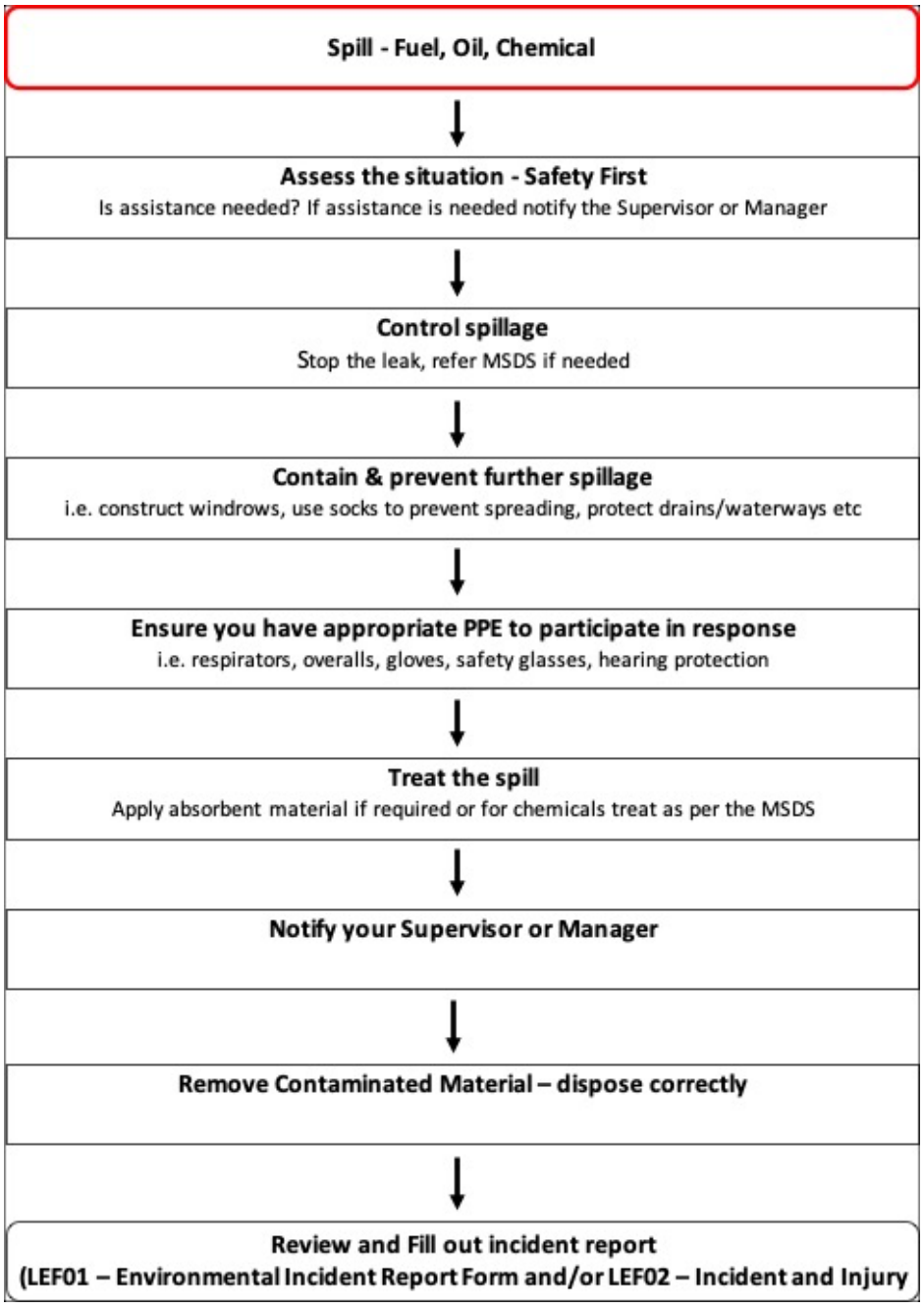
Getting involved in the response based on your level of competence and training.

It is also essential for you to get involved in the post-incident review process in order for us to identify better ways of doing things and so reduce the risk of further incidents into the future.

Incident Reporting

A response will require an incident report identifying what happened and what could have been done more effectively. We have two incident report forms, they are LEF01 - Environment Incident Report and LEF02 - Injury and Incident Report Form. Please choose the appropriate report form and

make sure it is completed with 24 hours of the incident occurring. Incident reporting is a critical part of our occupational health and safety and environmental management systems.



Student Assessment of LEP01

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP02- Emergency Response Procedure

Background

If an incident is likely to escalate to a point where outside support will be required to mount an effective response, an incident should then be classified as an emergency.

This emergency response protocol has been designed to guide responses to these types of emergencies.

First priorities

Your first three priorities in an emergency response are to:

i. Your own safety

ii. The safety of your colleagues

iii. The safety of your community

Incident controller

In the event of an emergency the Operations Manager has overall responsibility for coordinating Lex Enviro Services response. They will do that in liaison with all emergency services.

First aid

The Operations Manager and Operations Supervisor have been trained in the application of first aid. If first aid is required, please notify them immediately.

First aid kits are provided in the Crib Room and the Manager's office.

Alarm

There is an incident alarm in the Manager's office. It is to be used in the event of an incident that is likely to require immediate evacuation.

Evacuation procedure

In an emergency you may be ordered to evacuate by the Incident Controller. If you have been given that direction, please move carefully and quickly outside of the factory, across the car park and to the assembly point where a roll call will be completed.

The assembly point for our factory is near the 'Assembly Point' sign on the front fence near the Entrance / Exit gate. The incident controller will, if there is a risk associated with personnel remaining at the evacuation point, move everyone to our secondary meeting point which is on the corner of Narang Place and Power Street (turn left as you walk out the front gate).

There are designated exit passages and points marked on the Fire Safety Statement (Attachment 18) which is displayed in the warehouse in the crib room and on the staff information board.

Emergency contacts

Fire & Rescue NSW / Rural Fire Service	Contact number/s:	000 (first contact)
Ropes Crossing Fire Station - 1a Ellsworth Drive, Tregear	Contact number	9493 1078
EPA	Contact number/s:	131 555
NSW Health	Relevant Area Health Service: Contact number/s:	Nepean Hospital Emergency Dept - Gate 7 on Somerset Street, Kingswood 4734 2000
SafeWork NSW	Contact number/s:	131 050
Local authority/s	Contact number/s:	Penrith City Council 9839 6575 (02) 4732 7777 - 24 hours
Any other identified organisation or agency requiring notification	Contact number/s:	St Marys Police Station (02) 9677 7499

Incident notification

All incidents should be reported to the Operations Manager and Operations Supervisor and noted. They will advise if an Incident Report Form (LEF01) and/or Injury and Incident Report Form (LEF 02) need to be completed. Incident reporting is a critical part of our occupational health and safety and environmental management system.

If an incident is considered 'significant' a number of organisations must also be notified.

Details of when an incident becomes significant can be obtained from the Operations Manager or Operations Supervisor.

It is against the law not to notify official regulatory authorities if dealing with a 'significant incident'. The notification requirements are outlined below:

i. Significant pollution incident

If a significant pollution incident has occurred, it is the responsibility of the company to notify the regulatory authorities as soon as practicable. Under NSW law the groups that have to be notified include:

- EPA – 131 555
- Penrith City Council Switchboard – 4732 7777
- NSW Fire Brigade – 000
- SafeWork NSW – 131 050
- Department of Health - Call 1300 066 055 to talk to your local Public Health Unit http://www.health.nsw.gov.au/pages/emergency.aspx

ii. Significant Safety Incident

If a safety incident fits the criteria for being classified as significant, the following g organisations need to be notified as soon as practicable:

- Ambulance – 000
- SafeWork NSW – 131 050

Contact details for these organisations are provided in the crib room, site notice board and in the factory.

Your role in an emergency

Your first responsibility in an emergency is to your own safety. Once it is established you will be expected to play a role in ensuring the safety of your workmates and the safety of the community. You will be operating under the direction of the Incident Controller who for Lex Enviro Services is the Operations Manager or Operations Supervisor.

If emergency services are involved in incident response they take over responsibility for incident control and they provide direction to all personnel including our personnel on what they can do as part of the incident response.

If you require further information, please speak to your Operations Manager. You may also source information on emergency and incident response on the website for SafeWork NSW, NSW Fire Bridge and/or the NSW EPA.

Student Assessment of LEP02

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP03- Minimising Electrical Hazard Risk Procedure

Background

Electrical fire hazards exist in every workplace and home. They can lead to injury, fatality and damage to property.

It is the responsibility of all personnel to ensure the risk of electrical hazards are minimized.

Reducing electrical hazards

We will reduce electrical hazards by:

i. Ensuring the cords from all of our equipment are complete. Any frayed cords or connections must be replaced immediately.

ii. Ensure no more than one piece of equipment is ever run from a single power point. We will not use power boards or double adaptors at any time.

iii. Any electrical leads will be tested and tagged by a licensed electrician or other suitably competent person as outlined in the Standards AS/NZS3760:2010 on an annual basis.

iv. If in the testing and tagging process a piece of equipment is found not to be safe it will be repaired by an appropriately licensed person and then tested and tagged prior to reintroduction into service or discarded.

v. Any electrical leads will be tested and tagged by a licensed electrician on a bi-annual basis.

vi. If a device is smoking it will be immediately turned off and brought to the attention of the production supervisor.

Electrical fires

There is negligible risk of an electrical fire at these premises.

In order to ensure that level of risk is mitigated even further, Lex Enviro Services has taken the decision not to accept any lithium batteries at this facility. Any contractor wanting to deliver lithium batteries to this facility will be turned away.

We will continue to not accept lithium batteries until the State Government and other relevant authorities develop suitable guidelines for their storage.

In order to ensure the risk of electrical fires remains negligible we will ensure;

i. Overload protection for electrical circuits and extension cords.

ii. Ensure all equipment including office equipment is properly maintained.

iii. Any potential flammable or combustible material is stored appropriately.

Dealing With Electrocution

If you are required to deal with someone who has been electrocuted you must ensure you can do so safely. Your site induction program covered how to deal with someone suffering from electric shock. There are also signs throughout the factory informing you on how to deal with this type of incident.

The human body conducts electricity. If any part of the body receives an electric shock, electricity will flow through the body tissues without any obstruction. Depending on how long and how strong the shock was, injuries can include burns to the skin, burns to our insides or interference with the heart, which could cause it to stop (causing a heart attack).

Some of the signs of an electric shock are unconsciousness, difficulty breathing or no breathing at all, a weak pulse or no pulse at all and burns at the point where the electricity entered and left the body (entry and exit points).

If a person has come in contact with a live electric current and has been electrocuted, **it is very important that you do not touch them before making sure you won't get a shock yourself.** If possible, turn off the power supply. Otherwise, do not touch the person. Be especially careful in a wet area such as a bathroom. Remember, water conducts electricity.

Call 000 immediately.

Do not put yourself in danger.

If you know how and the person is no longer touching an active power source, check for a pulse (wrist or neck), and see whether the person is breathing. If they are not breathing and you know how to do CPR, start immediately.

If the person is breathing steadily, you can tend to their injuries. Cool the burns and cover with dressings that will not stick to them. Never put oil or ointments onto burns. If the person has fallen from a height, do not move them as they may have spinal injuries. Wait for the ambulance.

Talk calmly to the victim and try to make him or her feel as comfortable as possible.

Student Assessment of LEP03

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP04- Correct Lifting Procedure

Background

Through the course of any one day you may be required to lift weights up to 20 kilograms.

It is essential no matter what weight you are lifting you are always lifting in a way that puts minimum strain on your back and legs.

There are posters throughout the factory identifying correct lifting procedures.

If you are not following those procedures you are putting your own health at risk and that, as far as Lex Enviro Services is concerned, is not satisfactory.

Correct lifting procedures

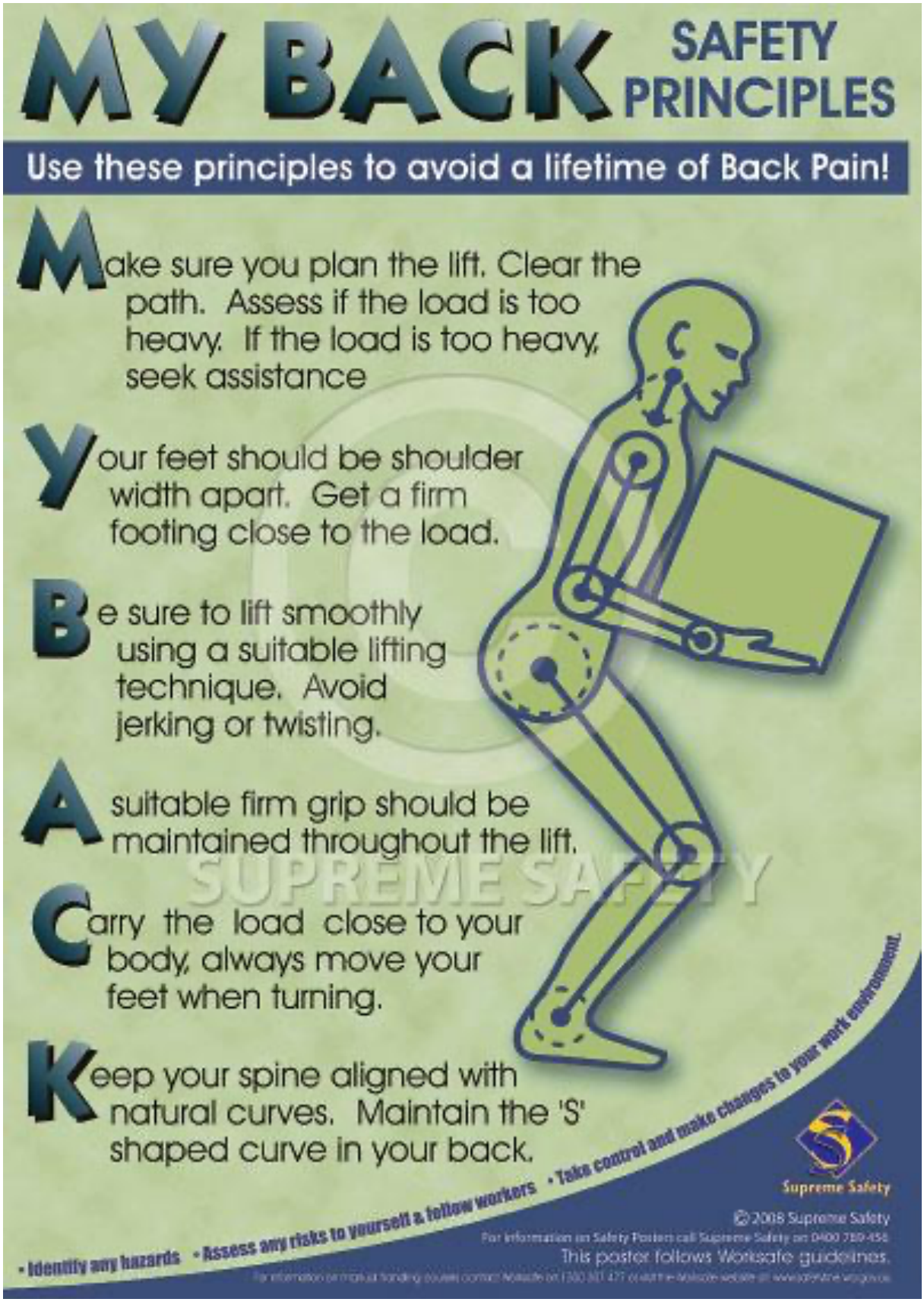
The correct lifting procedures are identified in posters throughout the factory.

You will be required to demonstrate correct lifting procedures as part of your site induction.

Job rotation

If at any time you are feeling any type of strain in your back from repetitive lifting, could you please report it to the Operations Supervisor immediately.

The company will rotate people throughout the range of tasks that are required in a factory in order to reduce any health and safety risks.


MY BACK SAFETY PRINCIPLES
Use these principles to avoid a lifetime of Back Pain!
Make sure you plan the lift. Clear the path. Assess if the load is too heavy. If the load is too heavy, seek assistance
Your feet should be shoulder width apart. Get a firm footing close to the load.
Be sure to lift smoothly using a suitable lifting technique. Avoid jerking or twisting.
A suitable firm grip should be maintained throughout the lift.
Carry the load close to your body, always move your feet when turning.
Keep your spine aligned with natural curves. Maintain the 'S' shaped curve in your back.
SUPREME SAFETY
• Identify any hazards • Assess any risks to yourself & fellow workers • Take control and make changes to your work environment.
Supreme Safety
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Student Assessment of LEP04

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP05- Pre-loading Inspection Tool

Background

Sangha Transport Pty Ltd, our contract trucking company, will be responsible for collecting more than 95% of the metals that will be delivered to this site.

In line with our requirement that we only accept clean, homogeneous consignments of metals; it is the responsibility of our drivers to inspect all metals prior to their collection.

What to check for

All drivers should ensure;

Metals collection (other than ULAB)	**Checked**
i. All metals are clean	
ii. None of the containers contain liquids	
iii. Each container only contains a single type of metal	
iv. All containers are stored in either crates or IBCs in a manner that they can be transported safely	

Metals collection (ULAB)	**Checked**
i. Are all batteries clean?	
ii. Inspect for leaks – if batteries are leaking they are not to be loaded onto the truck	
iii. Are all batteries packed in line with the requirements of the ABRI Guidelines?	

Student Assessment of LEP05

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP06 A- Truck Unloading and Loading

Background

At full capacity there could be up to 20 truck movements (delivery and dispatch) per day on-site.

The movement of these trucks on and off-site will be guided by the requirements of Lex Enviro Services General Traffic Management Plan and Protocol (LEPP06).

Loading and unloading of all trucks will follow the procedure outlined below.

Managing On and Offsite Vehicle Movements

Lex Enviro Services will ensure a minimum of one of their personnel have appropriate traffic management competency in order to minimise the risks associated with vehicles moving onto, through an off site.

All drivers will be informed that they are to operate exclusively under the direction of the Lex Enviro Services Operations Manager when moving onto, through or off site.

Delivery Area

All trucks will be directed to the most appropriate bunded unloading / loading area (BULA).

Driver Management

Drivers will be required to ensure their trucks are stable in the BULA by putting all breaks on and leaving the trucks in gear.

It will be at the sole discretion of the Operations Manager at Lex Enviro Services if the truck wheels also need to be 'chocked' prior to loading or unloading.

When a truck is considered stable in the BULA, the driver will be instructed to either stay with the vehicle during the loading or unloading process or they will be accompanied to the Office where they will stay until requested to return to the vehicle by the Lex Enviro Services staff member so by the Operations Manager.

Unloading / Loading

All metals delivered to site will have been inspected by Sangha Transport drivers at pick up to ensure they have been packed in line with relevant industry guidelines.

Metals being delivered to the site by sub contractors will not be accepted if they have not been packed in line with relevant industry guidelines. All drivers are expected to use our Pre-loading Inspection Tool (LEP05).

As mentioned in the overview, there will be no containers that have mixed metals accepted on site. The material in that load will be taken off the track and placed in a marked area within the storage facility (Attachment 3 – Metals storage site map).

Storage and Aggregation

Metals will be aggregated in each of the designated areas. Once a suitable volume of metals has been sourced they will be repacked in line with the relevant guidelines for transport and prepared for removal from site.

Site Dispatch

These repacked metals will be stored in the covered, bunded storage area until the truck that is removing them from site arrives and is deemed by the Operations Manager to be suitable and safe for loading. When that decision has been made the aggregated metals will be loaded onto the trucks by forklift.

When trucks are fully loaded and safe they will be directed out of the facility and off-site under the directions of the Operations Manager. (LEP05 - Pre-loading Inspection Tool)

Student Assessment of LEP06 A

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP06 B – Working Safely When B Doubles or Semi-Trailers Are On Site

To ensure B Double's or Semi-Trailers can enter or leave our Lee Holm Road site in a forward direction only, Lex Enviro Services has leased a ?????????????????? machine that will 'turn' trailers around on site.

It is a large machine, and we need to ensure it can be operated safely at all times.

This procedure has been developed to ensure safety. It is essential that all Lex Enviro Services personnel always follow all aspects of the procedure.

This procedure apply at any time a semi-trailer or B-Double enters the site,

1. Drivers of B Doubles or semi-trailers must inform the Operations Manager when they are 5 – 10 minutes from the site
2. On receipt of this advice the Lex Enviro Services Authorised Traffic Controller will move to the driveway of the site and, when the B Doubles or semi-trailer appears, ensure the footpath and the site are completely clear
3. On receipt of the advice, the Fork Lift is to move into the warehouse areas and continue working inside until the B Double or semi-trailer is safely parked
4. The B Double or semi-trailer driver will be directed, upon entering the site, to a designated parking bay
5. The B Double or semi-trailer driver will be instructed to unhook the prime mover from the trailers and drive the prime mover to a specific designated parking area.
6. If the Trailers are being unloaded, that unloading will take place in line with the requirements of our Loading / Unloading Procedure (LEP06 A - Truck Unloading and Loading)
7. Once the trailers are empty (or if they arrived at the site empty for collection) the yard must be completely evacuated except for the Lex Enviro Services Authorised Traffic Controller and the driver of the ?????? machine.
8. The driver is responsible for using the ???? machine to maneuver the trailer into position so that it can be reconnected to the prime mover and then driven from the site in a forwards motion. The Lex Enviro Services Authorised Traffic Controller will be responsible for ensuring this operation is carried out safely.
9. Once the trailer is in place and safely connected to the prime mover the ????? machine is returned to its designated parking area.
10. If required, the trailer is then loaded in line with the requirements of (LEP06 A - Truck Unloading and Loading)
11. When fully loaded and/or ready to leave the site, the Lex Enviro Services Authorised Traffic Controller is responsible for ensuring the truck leaves the site safely.

Student Assessment of LEP06 B

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

LEP07- Weekly Procedural Checklist

Background

It is a responsibility of the Operations Manager and Deputy Operations Manager to ensure all of our standard procedures are being applied at all times.

They will conduct a weekly procedural application review (PAR).

Within that procedure application review they will identify effective application procedures. They will identify:

- Whether procedures are being effectively applied or otherwise
- Which personnel, if any, are not complying with the requirements of procedures
- Work with those personnel in ensuring they are aware of their responsibilities in relation to the application of those procedures and, if necessary, provide extra training
- If after extra training and support, those personnel continue to choose not to apply those procedures those personnel will be subject to discipline in line with Lex Enviro Services general discipline policy and the work contract provided to support the general discipline policy.

Procedure Checklist

Question 1: Are all personnel meeting the requirements of the PPE protocol in relation to:

- Factory floor
- Refreshment breaks
- Toilet breaks
- End of shift

□ Yes □ No

If no, employees who are not complying with requirements of protocol or guidelines should be advised by their behaviour is not satisfactory. If they require extra training or support that will be provided. If they choose to not apply the protocol once that extra training and support has been provided they will be dealt with appropriately.

Question 2: Are all requirements of other standard procedures being applied:

LEP03 – Minimising electrical hazard risk	□ Yes	□ No
LEP04 – Correct lifting procedure	□ Yes	□ No
LEP05 – Pre-loading Inspection Tool	□ Yes	□ No
LEP07 – Odour and Fume management	□ Yes	□ No

If no, employees who are not complying with requirements of protocol should be advised by their behaviour is not satisfactory. If they require extra training or support that will be provided. If they choose to not apply the protocol once that extra training and support has been provided they will be dealt with appropriately.

Student Assessment of LEP07

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

Attachment to the Procedure

This review has been conducted by _____(insert name and date)_____

This review report has been witnessed by ____(insert name and date)_____

LEP08- Odour and Fume Management

Background

There is a negligible or minimal risk of odour or fume impacting on the occupational health and safety of employees and the community from activities at the site.

Lex Enviro Services in the past 20 years of operation have not received any employee or community complaints about odour or fume.

With any storage facility like this however, there is always some potential risk of the impact of odour and fume. That is why we have developed this Odour and Fume Management Plan in order to minimise those risks associated with our activity.

The two main areas of risk associated with odour and fume management are;

i. Chemical fumes from spills
ii. Fugitive dust from operational and storage areas

It is the responsibility of all personnel who work for Lex Enviro Services to play their part in minimising the potential impacts of odour and fume, both from an Occupational Health and Safety and an environmental management perspective.

Procedure

In order to minimise both the occupational health and safety and environmental risks associated with the generation of fume and odour, the following general controls have been implemented.

i. Daily inspections of the BULA. If necessary the bunded area will be wet down and then the dust collected firstly in the blind sump that is a feature of each of the BULAs.

ii. Daily inspection of the storage areas to ensure accumulated dust is appropriately managed

iii. A policy of immediate cleanup of all chemical spills.

   SDS for all stored chemicals are kept on site. Chemical spill response equipment for all stored chemicals in line with the recommendations of the SDS are also kept on site.

   Those chemical spill response kits are also inspected on a weekly basis in line with the company's environmental audit program

iv. A record of all chemical spills as incidents.

   In line with our Incident Management Protocol all chemical spills are recorded as incidents. Incident reports are reviewed by management on a monthly basis and any recurring incidents reviewed in detail in order to try and reduce their frequency.

v. Detection of excessive odour by key personnel is also recorded as an incident and reviewed in line with our Incident Management Protocol.

vi. Managing interactions with immediate neighbours.

   All neighbours have been provided with a contact number for the plant should they wish to express any concern about its operations.

Student Assessment of LEP08

Name:	
iv. I have understood the requirements of this procedure v. I have had this procedure demonstrated to me vi. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

Attachment to the Procedure

This review has been conducted by _____(insert name and date)_____

This review report has been witnessed by ____(insert name and date)_____

LEP09- Packaging Metal for Dispatch

Background

Sangha Transport personnel will be responsible for delivering nearly all of the metals that will be dispatched from site. We will however, from time to time, use other sub contractors so we need to ensure all the metals leaving our site have been packed appropriately.

All of our customers will be ordering homogeneous drums or containers of metals; so we need to ensure we are meeting that requirement through a final inspection of metals.

What to check for

All persons responsible for preparing materials for dispatch should check;

Metals (non ULAB)	**Checked**
i. The metals have been packed safely in appropriate containers suitable for loading onto a truck	
ii. There is no mixed metals in any of the containers that have been packed for dispatch	
iii. There is no leaking whatsoever of any of the metals packed for dispatch	

Metals (ULAB)	**Checked**
i. All batteries have been packed in line with the requirements of the ABRI Guidelines	

Student Assessment of LEP09

Name:	
i. I have understood the requirements of this procedure ii. I have had this procedure demonstrated to me iii. I have demonstrated this procedure to the satisfaction of my supervisor	
Signature:	Date:
Supervisor's Name:	
Supervisor's Comment:	
Procedure Review	
Name:	Date:
Comments:	

Attachment 15 - Curriculum for Staff Induction Training Program

Curriculum for Staff Induction Program

Site Induction Policy

In line with the company's commitment to the provision of a healthy and safe workplace at all times, we have a strict requirement in relation to site induction for all employees, contractors and site visitors.

Current and New Employees

All current and new employees are required to complete a site induction. The site induction can only be delivered by the Operations Manager. On the completion of this detailed site induction all employees will be required to complete a series of tasks through which their competence will be assessed in relation to meeting the work health and safety and environmental requirements of the company.

The company will keep a record of all employees who have completed their detailed site induction. The course content of the site induction is provided on the following pages.

Site Contractors

All site contractors will be required to complete a detailed site induction. The detailed site induction can only be delivered by the Operations Manager.

On the completion of this detailed site induction all site contractors will be required to complete a series of relevant tasks through which their competence will be assessed in relation to meeting the work health and safety and environmental requirements of the company.

The company will keep a record of all the names of all contractors who have completed the detailed site induction.

Site Visitors

Site visitors will have to complete a general site induction. The site induction can only be completed by the Operations Manager.

It is a company policy that all visitors must be accompanied at all times by the Operations Manager when touring the site.

It is also a company policy that all visitors must wear a high vis vest with the words visitor on it and visitor ID tags when visiting the site.

The company will keep a register of all visitors who have completed the site induction. Site induction only needs to be completed on the first visit. It will need to be recompleted after three years or when new equipment is introduced to the site.

Course Delivery

The first component of the training would be delivered through a PowerPoint presentation. All inductees will be paced through the PowerPoint presentation by the Operations Manager.

Following delivery of the PowerPoint presentation the Operations Manager will then accompany the trainee throughout the warehouse. In accompanying the trainee throughout the warehouse the Operations Manager will:

i. Explain the standard procedures that apply in various sections of the warehouse.
ii. Demonstrate the application of the standard procedure.
iii. Invite the learner to demonstrate the application of the standard procedure.

It will then be the responsibility of the Operations Manager to sign off that they believe the learner is competent in the application of the procedure. Individual training records will be kept for all personnel from the time they are inducted to the time they leave the organisation.

If the Operations Manager does not believe the new employee is competent in the completion of the standard procedure, they are not to sign them off as competent. Training is to be re-offered until the Operations Manager is satisfied that the new employee is competent in the procedures they will be responsible for completing as a part of the Lex Enviro Services team.

The Company

Lex Enviro Services is, for the most part, involved in the metals aggregation sector. The company is also a licensed hazardous materials transporter.

Lex Enviro Services have been in business for than 20 years.

Lex Enviro Services is a small family owned company totally committed to protecting the health and safety of all our personnel, our contractors and the community as well as minimising risk to the environments in which we operate.

We are also committed to providing a quality service to all of our clients.

Our Commitment to You Our Employees

In line with our company vision, our commitment to you is to provide “a healthy, safe and productive workforce operating in a healthy and safe community”.

In line with our company mission, we will achieve our vision through providing a safe and healthy workplace driven by a positive health, safety and environmental management culture.

In order to achieve our vision and mission we will:

- Provide all of our personnel with a safe and well-managed workplace
- Provide all our personnel with the equipment they need in order to work safely
- Develop the competence necessary in all of our personnel that will allow them to operate in a safe and healthy manner and in a way that minimises environmental risk
- Provide all our personnel with the opportunity to feedback directly their suggestions and ideas on how we can improve our performance in occupational health and safety and environmental management
- Develop and manage a quality incident and accident response system

We have appointed an Occupational Health and Safety person. Information as to has been allocated responsibility to be the Occupational Health and Safety contact person is provided on the staff noticeboard in the Crib Room.

It is important you regularly consult the staff noticeboard in the Crib Room because that is where we will provide you with any updates to processes and systems as well as providing new information within our regular training programs.

If you have any questions or concerns you may raise them directly with the Occupational Health and Safety Contact person or the Operations Manager.

Our Commitment to the Community

In order to achieve to achieve our commitment to the community we will:

- Manage all of our operations in a way that significantly reduces occupational health and safety and environmental risk
- Provide opportunities for the community to feedback on the quality of our occupational health and safety and environmental risk management programs
- Respond in a timely manner to any issues or concerns raised by members of our community
- Develop and manage a quality incident and accident response system

Your Commitment to the Company

As an employee or contractor of Lex Enviro Services we require a commitment from you to:

- Work in a safe manner at all times
- Comply with all relevant occupational health and safety management and environmental management procedures implemented on site
- Encourage your work colleagues to work in a healthy and safe manner and in a way that minimises environmental risk
- Be willing to offer ideas to your site Occupational Health and Safety representative or the Operations Manager on ways we could improve our occupational health and safety or environmental management performance

We are very serious about protecting you, your work colleagues and the community. We have policies covering all of our major areas of activity.

We have policies covering all of our major areas of activity including:

- Occupational Health and Safety Policy
- Environmental Management Policy
- PPE Protocol
- Heat Stress and Hydration Protocol
- Daily Start-up Protocol
- Traffic Management Plan and Protocol
- Consultation and Communication Policy

Copies of the policies are available from the Operations Manager at any time.

During the practical component of your induction we will also work through the broad requirements of those policies.

Site Visitors

If you identify people visiting the site, they must be directed to the marked pedestrian area that will move them around the delivery areas and into the office.

All visitors are to report to the office before being accompanied into the production area. All visitors are required to complete a general site induction. They are also required to wear appropriate PPE.

What Happens at the Site

At this site we collect, temporarily store and dispatch clean metals for further processing. No metals processing takes place on site.

If you require supporting rejecting a load, speak immediately to the Operations Manager.

Once all metals are delivered to the site they are removed from the trucks and placed in their designated storage areas (Attachment 3 – Metals storage map). Once a suitable volume of metals has been collected, they will be aggregated, packaged in line with industry requirements for transport and removed from the site in line with our guidelines.

Occupational Health Safety and Environmental Risks

i. Noise

The operation can be noisy at times. We are operating a forklift inside a warehouse. Metals and other materials are also dropping into storage bins.

It is absolutely essential you wear hearing protection at all times when working in or near the factory. This hearing protection is described in the following section on PPE.

ii. Slips, Trips and Spills

In any storage facility there is a risk of slips, trips and spills.

If you see any material or other object that you believe could lead to a slip, trip or spill it is essential you report this immediately to your Occupational Health and Safety contact person or to the Operations Manager.

iii. Manual handling

While there is a limited amount of manual handling required at the warehouse, it still needs to be managed in a way that minimises health and safety and environmental risk.

We have a series of standard procedures for manual handling. It is essential that you become familiar with the requirements of those standard procedures.

As a new employee you will be required to sign off that you have understood these procedures. If you have any questions or concerns about the procedures please raise them immediately with your Occupational Health and Safety contact person or the Operations Manager.

iv. Material delivery

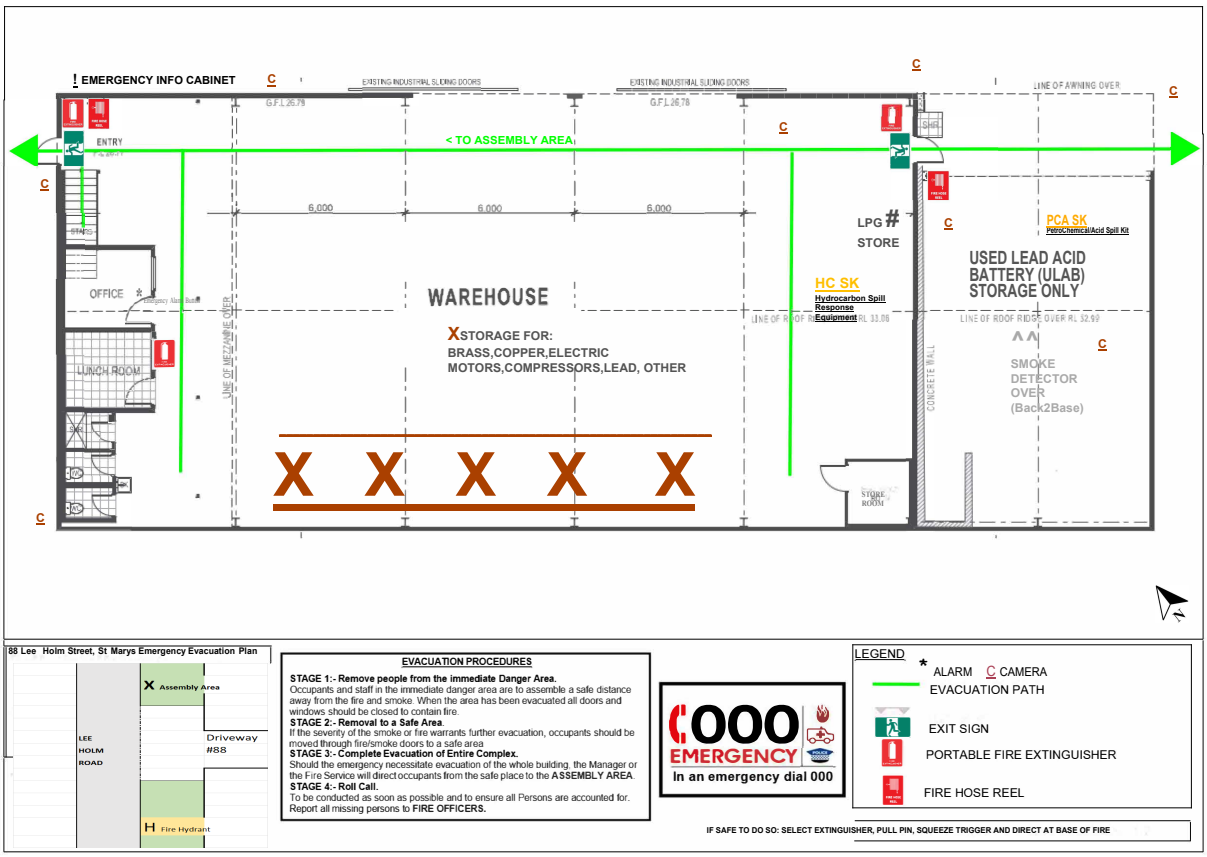
We will have trucks and vehicles moving on and off the site on a regular basis.

While we have a site speed limit of 5kph it is still the responsibility of all employees to be sure to move around the site in a safe manner.

v. Fire

Within all manufacturing facilities there is a risk of fire. Lex Enviro Services has developed a fire management plan.

The map outlining various fire control systems is provided below.



The fire management plan is built around our incident and emergency response management plan.

As an organisation, we have a responsibility to minimise fire risk. In the event of a fire, we must ensure an appropriate response is taken so that the risk is effectively contained and managed.

All employees are expected to review the plan and identify the role they will be expected to play in any fire response.

Suitable fire extinguishers are located at various marked points around the site and on our fire response plan maps throughout the site. If you are nearest to a fire and you can respond safely, please use the extinguisher.

The practical component of the induction will involve a walk-through of our fire response plan including our evacuation plan.

vi. Heat stress

The human body has several mechanisms for rejecting heat and remaining cool, however once the air temperature exceeds 34°C the only effective mechanism is by evaporation of sweat from the skin.

While there is no major source of radiant heat involved in our storage activities, it is possible that air temperature will exceed 34°C regularly during spring and summer periods. It is also possible given the PPE that must be worn by all employees in the production area there is a risk of heat illness at any time.

In the scenario where the air temperature exceeds 34°C heat generated in the deep body organs and muscles is picked up by the blood and pumped to the skin. The skin is cooled by evaporation of

sweat. The system operates similarly to a car with the heart being similar to the water pump, the blood similar to the car's coolant and the skin operating as the radiator.

The ability of the body to dissipate heat is a function of many factors. The key ones are:

- Cardiovascular fitness – a strong, fit heart and good circulation are essential
- Obesity – effectively insulates the body reducing heat loss
- Acclimatisation – this is the sum total of all the adaptations the body has to extended exposure to heat
- Hydration levels – the body has to remain well hydrated when working in heat. Even small degrees of dehydration cause significant decrements in the ability to work in heat.
- The clothing and personal protective equipment requirements – the more clothing and PPE worn, the greater the insulation effect therefore the greater the loss of evaporative ability the more difficult it is to stay cool
- Environmental conditions including humidity and air speed over the skin

  With equal significance the amount of heat that the body needs to reject, obviously this is a primary function of the work rate. The maximum efficiency of the human body is about 20% but it is rare to be this high. The harder the body works, the greater is the metabolic heat generation rate.

In order to reduce the risk of heat stress we have implemented a number of strategies which are outlined in detail in our Heat Stress and Hydration Management Policy.

These strategies include:

i. A key part of our strategy to reduce the risk of heat stress is staff education.
ii. Rotating staff through different activities
iii. Appropriate PPE
iv. Providing extra rest breaks and cool areas on hot days
v. Providing cool drinking water near the worksite
vi. Providing appropriately first aid trained personnel

The signs include feeling and symptoms of heat stress include feeling sick, nauseous, dizzy or weak, clumsiness, collapse and convulsions may also be experienced as a result of heat stress.

As mentioned above we will also be running an education program.

Electrical hazards

Electrical hazards exist in every workplace and home. They can lead to injury, fatality and damage to property.

We are very conscious of minimising the risk of electrical hazards throughout our operation.

We have a standard procedure for Minimising Electrical Hazard Risk that you will work through in detail in the practical component of your induction. Some of the actions required by this standard procedure include:

i. Ensuring cords from all our equipment are complete. Any frayed cords or connections must be replaced immediately.

ii. Ensuring no more than one piece of equipment is ever run from a single power point. We will not use power points or double adaptors at any time.

iii. Ensuring all of leads and equipment is tested and tagged in line with requirements.

Again, these are not optional requirements. These are compulsory, no excuses.

Vehicle movement

We will have limited vehicle movement on and off site. We also know that only one driver not paying attention or one operator not paying attention can lead to a serious accident or even death.

We have a formal Traffic Management Protocol and program for the site. You will work through that in detail in the practical component of your induction. Some of the key elements of that protocol however include:

i. You must wear high vis equipment at all times when working onsite.

ii. There is a maximum speed limit of 5kph onsite.

iii. We have common entry / exit point.

iv. All vehicles are required to leave the plant in a forward direction, therefore some trucks will be required to turn around inside the plant. They will do so under the direction of the Operations Manager. It is essential however, that you accept personal responsibility when working in or near these vehicles to ensure that you do not work in the designated turning areas.

v. Any visitors to the site must stick to the designated pedestrian areas making their way to the office. They must report to the office.

vi. Only licensed personnel are permitted to drive the forklift. If you are asked to drive the forklift and you are not licensed you must inform the person asking you that you are not allowed to do it under Lex Enviro Services' policy. No excuses.

vii. No personnel permitted to be working in the loading/unloading area while trucks are being loaded or unloaded except for the forklift driver.

viii. All delivery drivers are also expected to stay with their vehicles at all times.

Incident Reports

We encourage all personnel and contractors to identify hazards and risks in order to avoid incidents as well as reporting incidents when they occur. Through reporting and analysing incidents we learn what we need to do in order to reduce the risk of incidents occurring again.

We have an incident report form (LEF02) a copy of which will be demonstrated to you in the practical component of the site induction. It's not about dobbing someone in, it's about making sure incidents don't happen again and again.

Personal Protective Equipment (PPE)

As outlined earlier in this induction, we are rigorous in our requirements for everyone to wear appropriate PPE for their own safety and the safety of their work colleagues.

We have a PPE Policy that will be explained in detail in the practical component of this induction. They key components of that policy are:

The PPE requirements for Lex Enviro Services personnel and contractors are the same. They are:

All areas

i. High-vis, overalls to comply with the requirements of Australian Standard AS/NZS4501.1, AS/NZS4501.2 and AS/NZS/ISO6529 or appropriate vests

ii. Safety spectacles with side shields or chemical goggles that comply with the requirements of Australian Standard AS/NZS1336and AS/NZS1337 if working in areas where splashing is expected

iii. Class 5 hearing protection that comply with the requirements of Australian Standard AS1270

iv. Sun hat (when working in direct sunlight)

v. Acid splash resistant steel-capped boots that comply with the requirements of Australian Standard AS/NZS2210.1-9/series (it is recommended all Lex Enviro Services personnel involved in the loading or unloading of trucks or the loading or unloading of machinery wear steel-capped boots that also offer 'hard rubber' mat protection' to the top of the foot)

Site visitors

Site visitors will only be allowed to visit the warehouse area in the company of the Operations Manager. They are to stay in the company of the Operations Manager at all times.

When visiting the warehouse area they are required to wear:

- High-vis vest
- Long-sleeved shirt
- Safety spectacles
- Closed-in shoes
- Hearing protection

They are also required to wash their hands thoroughly on leaving the processing area.

Identifying health, safety and environment hazards and risks

It is up to all of us to be on the look out for occupational health and safety hazards and risks. Even though we are only a small facility, it is important that, at the beginning of every shift and throughout each shift we have a quick look around and make sure all the appropriate occupational health safety and environmental management systems are in place and nothing, for example, has been left lying around that could pose a risk.

If you do notice something you are concerned could be an occupational health and safety or environmental risk, please raise it immediately with your Occupational Health and Safety contact person or the Operations Manager.

Incidents

Your first responsibility in an incident is to your own safety. Be sure you always work safely. If you are involved an incident or witness an incident, before you respond make sure you can respond safely.

Your second responsibility in an incident is the safety of your work mates.

Your third responsibility in an incident is the safety of the community.

Lex Enviro Services has developed an incident response procedure. It will be explained to you in detail in the practical component of this site induction. It is essential however you remember that your first responsibility is to your own safety, then the safety of your work mates, then the safety of the community.

Typical incidents

The typical incidents at our site will include:

i. Spills:

We have a standard procedure for spill response that will be demonstrated to you in the practical component of your induction training.

We have spill kits within the plant.

ii. Slips, trips and falls:

While every effort is made to provide a safe workplace, there is a possibility of slips, trips or falls occurring.

If you are the victim of a slip, trip or fall please stay still and call for help. If you witness a slip, trip or fall, please call for help and then attend to the patient if it is safe to do so.

Your onsite Occupational Health and Safety contact person and the Operations Manager have both completed accredited first aid training. Every attempt should be made to contact them and engage them as part of your incident response.

If they are not available and you believe the victim of the slip, trip or fall requires extra help, do not hesitate to call an ambulance (000).

iii. Fumes

If you observe excess fume while working please bring it to the immediate attention of your OH&S contact person and the Operations Manager.

Operations Manager to initiate appropriate response in line with incident and emergency response protocols. LEP01 - Incident Response Procedure and LEP02 - Emergency Response Procedure.

Community Engagement

Lex Enviro Services is determined to be ‘a good neighbour’.

Our plans and programs designed to reduce occupational health and safety and environmental management risk should ensure we meet that objective.

If, however, any member of our community has concerns about our activities we encourage them to let us know. We will display a contact number for our site at the front gate.

We will also record and respond to all community complaints.

All personnel have general responsibilities linked to our occupational health and safety and environmental management systems.

All personnel are required to sign off on their acceptance of those responsibilities.

Your Role in Developing a Positive Site Environmental and Safety Culture

We are only a small organisation with a small number of employees.

It is imperative however that all of our employees and contractors accept the role they have as individuals and we, as an organisation, have to play in the provision of a healthy and safe workplace and a workplace where every care is taken to reduce the risk of potential environmental damage from our work.

Health and safety and environmental protection are not optional extras within our organisation. They are a core part of our business.

We welcome you in joining our business and we encourage you to play your part in developing a culture that, through working together, minimises occupational health and safety and environmental management risk.

If you have any questions or concerns about any of the material covered in this or any of the works that are covered in the practical component, please do not hesitate to contact your Occupational Health and Safety contact person or the Operations Manager.

Welcome to Lex Enviro Services. We hope you enjoy your time with us.

Attachment 16 - LEF06 - Worker Training Instructions and/or Information Register

LEF06- Worker Training, Instruction and/or Information Register

Employee Name: _____ **Date employment started:** _____

Examples of training, instruction and/or information: *Please write clearly.*

- WHS&E general induction for construction work
- WHS&E site-specific induction
- high risk work licences
- managing hazardous chemicals
- forklift licensing
- induction booklet

Type of training, instruction and/or information	Licence or card number (if applicable)	Person providing training, instruction and/or information	Date issued	Licence or card expiry or renewal date (if applicable)

Attachment 17 - Local Emergency Contact List

Emergency contacts

Local emergency contacts are:

Fire & Rescue NSW / Rural Fire Service	**Contact number/s:**	000 (first contact)
Ropes Crossing Fire Station - 1a Ellsworth Drive, Tregear	**Contact number**	9493 1078
EPA	**Contact number/s:**	131 555
NSW Health	**Relevant Area Health Service:** **Contact number/s:**	Nepean Hospital Emergency Dept - Gate 7 on Somerset Street, Kingswood 4734 2000
SafeWork NSW	**Contact number/s:**	131 050
Local authority/s	**Contact number/s:**	Penrith City Council 9839 6575 (02) 4732 7777 - 24 hours
Any other identified organisation or agency requiring notification	**Contact number/s:**	St Marys Police Station (02) 9677 7499

Attachment 18 - Fire Safety Statement

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

NSW GOVERNMENT

Please note:
Information to assist building owners to complete each section of the statement is provided on page 3,4 and 5

Section 1: Type of statement

This is (mark applicable box) [X] an annual fire safety statement (complete the declaration at Section 8 of this form)
[ ] a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: [X] the whole building [ ] part of the building

Address (Street No., Street Name, Suburb and Postcode)

88 LEE HOLM ROAD, ST MARYS, NSW 2760

Lot No. (if known)	DP/SP (if known)	Building name (if applicable)
4	261399	

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

Class 7(b) a storage building Warehouse, Number of storeys 1 +, , ,

Section 3: Name and address of the owner(s) of the building or part of the building

Full Name (Given Name/s and Family Name) *

Lex Enviro Holdings pty ltd,

*** Where the owner is not a person/s but an entity including a company or trust insert the full name of that entity.**

Address (Street No., Street Name, Suburb and Postcode)

PO Box 172, ST MARYS, , NSW 2760

Section 4: Fire Safety Measures

Fire safety measure	Minimum Standard of Performance	Date(s) assessed	APFS *
Exit Sign(s)	AS 2293.1 (2005) / BCA Clause E4.5 - E4.6 - E4.8	23-05-2025	jc - F052274A
Fire Hose Reel	AS1851.2-1995-p.2 / Standard-AS2441-2005 / BCA Clause E1.4	23-05-2025	jc - F052274A
Fire Hydrant (Street)2005	Fire Hydrant - AS 2419.1 (2005) / BCA Clause E1.3 (Existing Street Hydrant)	23-05-2025	jc - F052274A
Portable Extinguisher	AS2444 (2001), AS1841.1 / BCA Clause E1.6	23-05-2025	jc - F052274A
Emergency Lighting	AS 2293.1-2005 / BCA Clause E4.2 ,E4.4	23-05-2025	jc - F052274A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 15)

Part of the building inspected	Date(s) inspected	APFS
the whole building	23-05-2025	jc - F052274A

** See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS). Also, new rows can be added if required.

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

NSW GOVERNMENT

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

Full name(Given Name/s and Family Name)	Address	Phone	APFS*	Signature
John Christal	218 Alpha Road, Tambaroora, NSW 2850	028971 6964	F052274A	JChristal

*Where applicable - see notes on page 4 for further information

Section 7: Name and contact details of the person issuing this statement#

Full name (Given Name/s and Family Name)

Andrew John Jackson

Organisation (if applicable)	Title/Position (if applicable)
Lex Enviro Holdings, Lex Enviro Services	Director

Address, Street No, Street Name, Suburb and Postcode
88 Lee Holm Road , St Marys NSW 2760

Phone	Email
02 9832 3831	andy@lexenviro .com

The person making the declaration in section 8 or 9 must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, Andrew John Jackson (insert full name) being the x owner ☐ owner's agent declare that:

a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing:

i. for an essential fire safety measure specified in the fire safety schedule, to a standard no less than that specified in the schedule, or

ii. for an essential fire safety measure applicable to the building but not specified in the fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose grounds for a prosecution under Part 15 of the Regulation.

Owner/Agent Signature	Date issued
	23/05/2025

Section 9: Supplementary fire safety statement declaration

I, (insert full name) being the X owner ☐ owner's agent declare that each critical fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) as capable of performing to at least the standard required by the current fire safety schedule for the building.

Owner/Agent Signature	Date issued

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

Owner/Agent Signature	Date issued

Note:
- A fire safety statement for a building must not be issued unless the statement is accompanied by a fire safety schedule for the building in accordance with the Regulation.
- The building owner(s) are also responsible for ensuring that essential fire safety measures are maintained in accordance with section 81 of the Regulation. An agent cannot be made responsible for this requirement.

Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

NSW GOVERNMENT

Section 10: Fire safety schedule;

A current fire safety schedule for the building must be attached to this statement.

FIRE SAFETY SCHEDULE

Provided by The Fire Council : E:admin@thefirecouncil.com

*** The measures listed on the below Fire Schedule have been provided by the client to The Fire Council for inspection. Any fire measure not provided by the client is out of our scope to inspect or list.**

88 LEE HOLM ROAD, ST MARYS, NSW 2760

Existing Fire Safety Schedule

Item Name	Minimum Standard of Performance
Exit Sign(s)	AS 2293.1 (2005) / BCA Clause E4.5 - E4.6 - E4.8
Fire Hose Reel	AS1851.2-1995-p.2 / Standard-AS2441-2005 / BCA Clause E1.4
Fire Hydrant (Street)2005	Fire Hydrant - AS 2419.1 (2005) / BCA Clause E1.3 (Existing Street Hydrant)
Portable Extinguisher	AS2444 (2001), AS1841.1 / BCA Clause E1.6
Emergency Lighting	AS 2293.1-2005 / BCA Clause E4.2 ,E4.4

Attachment 19 – LEF07 - Hazardous Chemicals Register

LEF07- Hazardous Chemicals Register

Record details of training, information and/or instruction in the use of hazardous chemicals.

CHEMICALS REGISTER

Lex Enviro Services			
Workplace	88 Lee Holm Road, St Marys	**Last Updated**	3 March 2025

Product Name	Application/Use	Supplier/ Originator	Max. Storage Capacity	Hazardous Substance (Y/N)	DG Class	UN Code	Packaging Group	Location of Substance (see floor plan on following page)	SDS Date Less than 5 years
Used Lead Acid Batteries (if approved)	Recycled materials from used lead acid batteries sent to crushing plants for collection of lead, plastic and neutralised acid – total closed loop operation.	Lex Enviro	60 tonnes	Y	6.1	3288	III	1	HSEMP Attachment 20
LPG bottles	Forklift operation	Specify	3 x 25 L	N	2.1	1075	N/A	2	HSEMP Attachment 20
Soft lead recycle material	Recycle materials centre smelters for reuse		240MT	Y	D220			3	HSEMP Attachment 20

Various cleaning chemicals	Use for clean up and maintenance		40 litres	As per individual SDS	N/A	N/A	N/A	4	
Important Notes:									
Notification & Preparation of the Site Emergency Plan & Manifest should follow WHS Regs 2011, Safe Work Australia Placard and Manifest requirements, NOHSC:3009 & 3010(1990) and SafeWork NSW Storage and Handling of Dangerous Code of Practice 2005.									

Attachment 20 - Safety Data Sheets (SDS)

All SDS are saved here - click to view.

Attachment 21 – LEF01 - Environment Incident Report Form

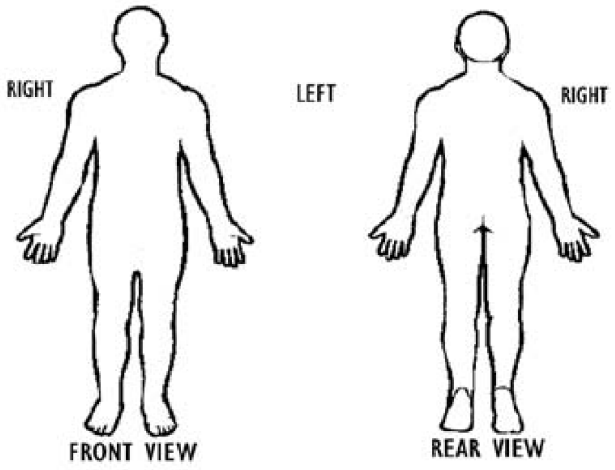
LEF01- Environmental Incident Report Form

Please complete this form once the incident has been correctly managed.

Date of incident	
Time of incident	☐ am ☐ pm
Nature of incident	☐ Near miss ☐ Minor incident ☐ Significant incident
Description of incident	
What action was taken to manage the incident?	
What has changed, if anything, as a result of the incident?	
Did the incident need to be reported to the regulatory authorities?	☐ Yes (please provide details) _____ _____ _____ ☐ No
Have the spill kits and other incident response equipment been replenished?	☐ Yes ☐ No
Please sign:	I am satisfied that the incident has been effectively managed and appropriate actions have been taken following on from the incident. Operations Manager: _____ Date: _____

Attachment 22 - LEF02 - Injury and Incident Report Form

LEF 02- Incident and Injury Report

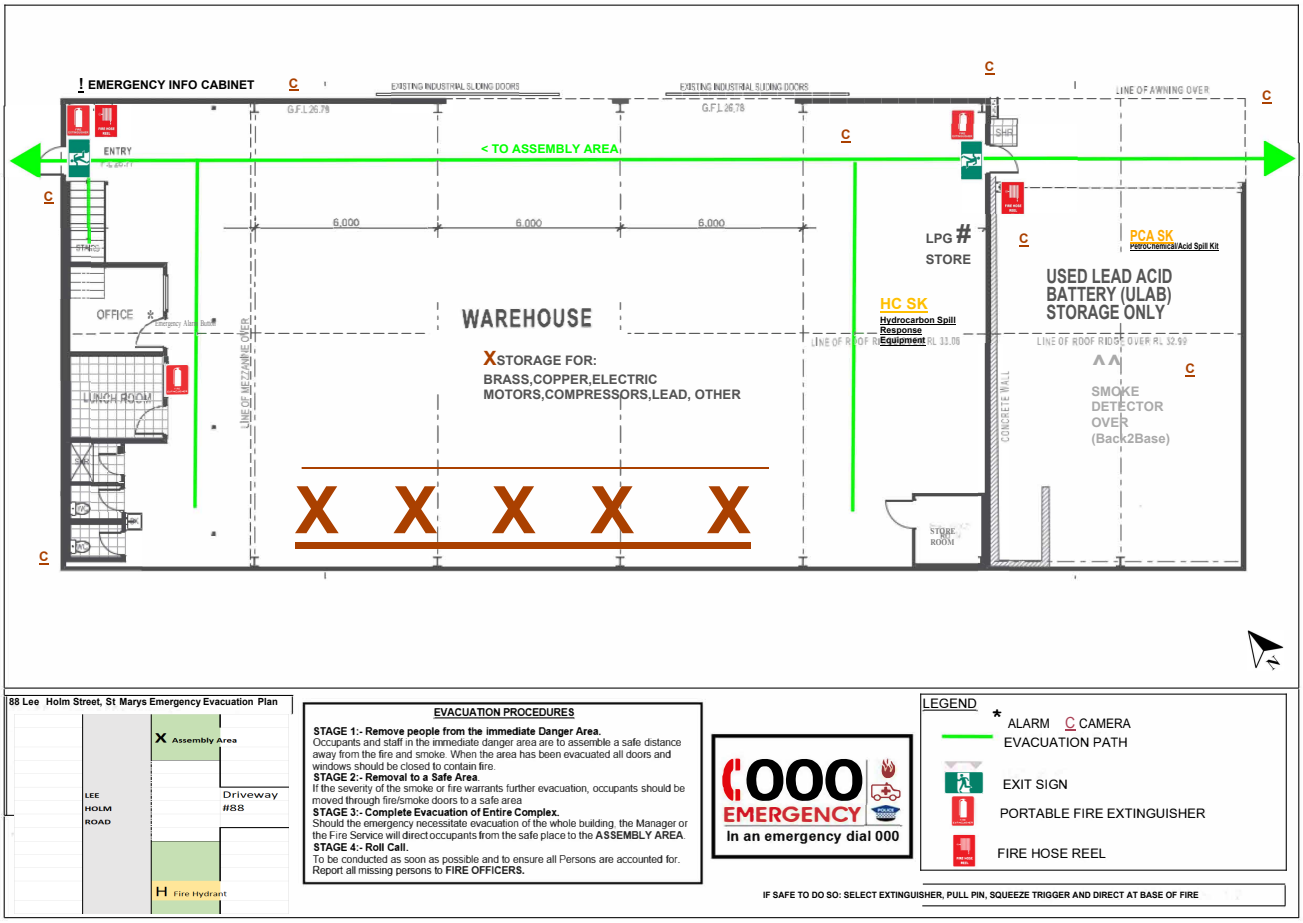
Details of incident (eg to a worker or visitor) and treatment			
Date of incident			
Time of incident	☐ am ☐ pm		
Nature of incident	☐ Near miss ☐ First aid ☐ Medical treatment/doctor		
Name of injured person			
Address			
Occupation			
Date of birth			
Telephone			
Employer			
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury – eg fracture, burn, sprain, foreign body in eye			
Body location of injury (indicate location of injury on the diagram)			
Treatment given on site		Name of treating person	
Referral for further treatment? Yes ☐ No ☐	Name of doctor or hospital	SafeWork NSW medical certificate received? Yes ☐ No ☐	Attach copies
Injury management required? Yes ☐ No☐	Notify return to work coordinator	Name of return to work Coordinator	

Witness to incident (each witness may need to provide an account of what happened)			
Witness name		Witness contact	
Witness name		Witness contact	
Details of incident (eg property, plant or environmental damage)			
Date of incident		Time of incident	☐ am ☐ pm
Location of incident			
Details of damage to equipment or property			
Name of person who received the report		Phone	

Completed by			
Name		Position	
Signature		Date	
Description of incident			
Immediate response actions (eg barricades, isolation of power) to stabilise the situation			

Reported to	
Reported to principal contractor? Yes ☐ No ☐	Provide details (when, reported to and reported by):
Reported to authorities (SafeWork NSW phone: **13 10 50**)? Yes ☐ No ☐	Provide details (when, reported to and reported by):
Reported to principal contractor? Yes ☐ No ☐	Provide details (when, reported to and reported by):
Reported to workers compensation insurer? Yes ☐ No ☐	Provide details (when, reported to and reported by):

Attachment 23 - Fire Risk Mitigation Systems



EVACUATION PROCEDURES

STAGE 1:- Remove people from the immediate Danger Area.
Occupants and staff in the immediate danger area are to assemble a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.
STAGE 2:- Removal to a Safe Area.
If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire/smoke doors to a safe area
STAGE 3:- Complete Evacuation of Entire Complex.
Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the **ASSEMBLY AREA**.
STAGE 4:- Roll Call.
To be conducted as soon as possible and to ensure all Persons are accounted for. Report all missing persons to **FIRE OFFICERS.**

000 EMERGENCY
In an emergency dial 000

LEGEND
* ALARM C CAMERA
EVACUATION PATH
EXIT SIGN
PORTABLE FIRE EXTINGUISHER
FIRE HOSE REEL

IF SAFE TO DO SO: SELECT EXTINGUISHER, PULL PIN, SQUEEZE TRIGGER AND DIRECT AT BASE OF FIRE

Attachment 24 - LEP10 – Working with Onsite Tug

LEP10 – Working with Onsite Tug

CHRIS TO PROVIDE