



Extreme Fire Solutions

'Uncompromising Personal Service'


Integrated Management Systems

Policies

(WHS (OHS), Environmental Management & Quality)

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Document controls

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(Name)	(Signature)			(Date)	

Change history

Issue	Date	Description of change	Author
1.0	04/03/2021	First issue	Systems Manager
2.0	01/06/2021	Second issue	Systems Manager
2.1	30/06/2021	Second issue – extracted Policies separately	Systems Manager

Workplace Health and Safety Policy

The Workplace Health and Safety Policy is to protect employees and others at our various workplaces from work-caused injury and ill health and to comply with all relevant safety legislation

Our organisation is committed to:

- complying with statutory requirements, codes, standards and guidelines;
- providing a safe and healthy workplace for all of its employees, contractors, and visitors to its premises as well as to the premises of its customers;
- defining roles and responsibilities for occupational health and safety;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services;
- using of safe working systems supported by documented safe working procedures and will only use materials that are safe and do not pose a risk to the environment;
- continually improving our OHS performance and preventing incidents and injuries; and
- consulting with employees, contractors and our clients to improve decision-making on Workplace Health and Safety matters.

Our organisation will take all steps necessary to ensure that its activities do not compromise this commitment.

Our organisation undertakes to consult its employees, contractors and the client on safety matters especially where any workplace change of practice may impact their obligations.

We recognise that our staff, who for the majority, work with the processes, are the best people to identify, develop and design those same work processes. The 'WHS' documentation is our 'peg in the ground' for 'continuous improvement' in all aspects of conducting the business, and therefore seek contributions from all our people.

Extreme Fire Solutions will work consultatively with its key stakeholders, especially clients, product vendors and Fire Industry bodies to identify WHS Hazards & Risks and implement effective strategies to combat and minimise these risks.

Our Workplace Health and Safety Policy receives the highest priority from the senior managers of the organization and this priority is communicated to all personnel connected with the company.

Managers will implement this Policy, being responsible for the health and safety of all persons working in any operation under their control. It is their responsibility to ensure that personnel who report to them are provided with the necessary instruction, training and resources to implement the Policy and hold them accountable to do so.

Employees are responsible to take care of their own health and safety and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions.

This Policy will be reviewed when required by changes in legislation, or when company operations require it. If altered, employees will be consulted and notified of the changes.

Director: _____



Date: 30th June 2021

Environmental Policy

Our organisation is committed to undertaking all its activities in an environmentally responsible manner to effectively reduce environmental pollution and minimise its environmental footprint.

Our organisation will manage its work activities in a manner that is consistent with the principles of ecologically sustainable development and will deliver continuous improvement in environmental performance and will take all steps necessary to ensure that its activities do not compromise this commitment.

Extreme Fire Solutions will pursue this policy through its commitment to:

- Comply with all environmental standards and regulations relevant to its business.
- Extend the use of environmental audits to identify environmental impacts at all types of operating locations and implement practical corrective measures promptly.
- Initiate practicable programs for reduction in waste by process changes, vendor selection and recycling protocols where possible.
- Extend the use of risk assessment and management techniques to identify and control potential hazards more precisely.
- Include environmental conservation awareness for all employees.
- Create and implement relevant Training Programs for all staff.
- Support and practice the use of recycled materials whenever practicable.

To achieve positive outcomes and to ensure all Extreme Fire Solutions staff are committed to effective Environmental Management, we will ensure all new appointees are correctly inducted, are encouraged to report all occurrences to management so that appropriate action can be undertaken to prevent a repetition or to minimise the risk.

Our organisation undertakes to consult its employees, contractors and the client on environmental matters especially where any workplace change of practice may impact the environment or their obligations.

We recognise that our staff, who for the majority, work with the processes, are the best people to identify, develop and design those same work processes. The 'EP' documentation is our 'peg in the ground' for 'continuous improvement' in all aspects of conducting the business, and therefore seek contributions from all our people.

Extreme Fire Solutions will work consultatively with its key stakeholders, especially clients, product vendors and Fire Industry bodies to identify environmental hazards & risks and implement effective strategies to combat and minimise these risks.

Managers and/or Work supervisors are responsible, within their work areas to implement this policy; they must proactively address issues that may affect environmental performance at project worksites we are contracted to service, including the review of Environment Management added the agenda of all required progress meetings.

All staff has a responsibility to actively contribute towards avoiding or minimising environmental impacts in their day-to-day activities. Employees must monitor the continued effective installation and operation of environmental controls within the scope of their day-to-day work.

Director: _____



Date: 30th June 2021



Quality Policy

Our organisation is committed to implementing and maintaining a quality management system that will improve efficiency and productivity to ensure that all our services meet the requirements of our customers.

The quality management system shall be in accordance with the requirements of AS/NZS ISO 9001 quality management systems standards.

The aim of this policy and all associated procedures is to ensure that we fully understand and comply with our customer requirements at all times.

The objectives of this policy are to:

- Provide adequate resources to establish, implement and maintain the quality management system.
- Communicate this policy to all employees through inductions, training and ongoing example in the workplace.
- Ensure the management system is implemented across the organization.
- Promote a culture standard of zero defects performance
- Monitor and measure the effectiveness of the implementation of the system through a programme of audits to verify performance

Each workplace shall establish appropriate performance indicators to ensure these objectives are being met.

The senior management is committed to this quality policy and to the systems developed to deliver its objectives. Senior management supports staff in their commitment to:

- Comply with the quality system
- Continually improve the quality system
- Strive for excellence in the delivery of services

The quality management system assures our customers of our ongoing commitment to provide them with cost-effective, value-based solutions.

Director: _____

Date: 30th June 2021

