



HEALTH AND SAFETY POLICY

The management of KTS Recycling (KTS) and Yarra Ranges Recycling Services (YRRS) are committed to providing its employees, subcontractors and the public with a safe and healthy work place.

Due to the nature of our business activities we are aware of the constant need to monitor and promote safe practices, to this end KTS & YRRS pledge to:

1. Make every reasonable effort to: prevent injuries and accidents, control and remove hazards, and promote health.
2. Give top priority to health and safety issues in company plans, procedures, programs and job instructions.
3. Prepare and implement procedures on specific individual health and safety matters.
4. Monitor and ensure compliance with all our legal obligations, including notification of incidents to Work Safe Victoria when required..
5. Ensure that adequate training is given to all employees so that they are informed of any hazard to their health which is known to be associated with work in which they are involved.
6. Ensure effective and open communication channels between management and employees to enable health and safety issues to be resolved effectively.
7. Encourage the timely reporting of any signs and symptoms of illness or injury related to the work we undertake.
8. Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again.
9. Set and monitor objectives and targets to ensure continual improvement of our health and safety performance.
10. Set up and maintain emergency procedures for incidents, and to train the relevant staff in their application.

Every person working at KTS & YRRS is responsible for ensuring safe work practices at all times. Any perceived unsafe procedure or workplace must be reported to the appropriate supervisor immediately. Wilful non-compliance with this policy may constitute a sufficient reason for disciplinary action to be taken. Excellence in health and safety can only be achieved through the active participation and cooperation of every manager, employee and contractor.

Authorised by Mark Jeffs, Managing Director on 8 August 2018