



TASK RIGHT SOLUTIONS

Health, Safety & Environmental (HSE) Policy

1. Purpose

The **Health, Safety & Environmental (HSE) Policy** defines Task Right Solutions' commitment to protecting the health, safety, and wellbeing of workers, clients, and the public, while minimising environmental impact across all operations.

This policy establishes the principles, responsibilities, and systems required to deliver **safe, compliant, and environmentally responsible services**.

2. Scope

This policy applies to all:

- Directors and senior leadership
- Employees
- Contractors and subcontractors
- Labour-hire personnel
- Visitors and service partners

It covers all TRS service areas across **Greater Melbourne and Regional Victoria**, including:

- Cleaning
- Gardening & grounds maintenance
- Test & Tag
- Locksmithing
- Pest control
- Repairs & maintenance
- Facility services

3. HSE Policy Statement

Task Right Solutions is committed to:

- Protecting people by preventing injuries, illnesses, and unsafe conditions
- Protecting the environment by reducing waste, emissions, and ecological impact
- Complying with all WHS/OHS and environmental legislation, regulations, and industry standards



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- Implementing safe systems of work, including **SWMS, JSA, EIO/Permit workflows**, and documented procedures
- Promoting a proactive safety culture built on communication, consultation, and shared responsibility
- Continually improving HSE performance through training, audits, and review

Safety and environmental responsibility are **core TRS values** and essential to our service delivery.

4. Key HSE Principles

4.1 Health & Safety Principles

- **Safety First** — No task is more important than the wellbeing of our people
- **Risk Management** — Identify hazards, assess risks, and implement effective controls
- **Safe Systems of Work** — Use **SWMS, JSA**, and EIO workflows for high-risk tasks
- **Competency & Training** — Ensure all workers are trained, licensed, and supervised
- **Incident Reporting** — Report and investigate all incidents and near misses

4.2 Environmental Principles

- Minimise environmental impact through sustainable work practices
- Reduce waste and emissions across all operations
- Use eco-friendly products where practical
- Prevent pollution and protect local ecosystems
- Support sustainable landscaping in gardening and grounds maintenance

5. Responsibilities

Directors & Senior Leadership

- Ensure compliance with WHS/OHS and environmental legislation
- Provide resources for safe and sustainable operations
- Review HSE performance and drive continuous improvement
- Promote a strong safety and environmental culture



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Managers & Supervisors

- Implement HSE procedures and ensure team compliance
- Conduct site inspections, toolbox talks, and risk assessments
- Ensure workers are trained, competent, and supervised
- Respond promptly to hazards, incidents, and environmental risks

Employees

- Follow all HSE policies, procedures, and instructions
- Use PPE correctly and maintain equipment safely
- Report hazards, incidents, and unsafe conditions immediately
- Participate in training and safety initiatives

Contractors & Subcontractors

- Comply with TRS HSE requirements and site rules
- Provide evidence of competency, licences, and insurances
- Report hazards and incidents to TRS supervisors

6. HSE Procedures & Requirements

6.1 Hazard Identification

All personnel must identify and report hazards as soon as they are observed.

6.2 Risk Assessment

Risks must be assessed using TRS risk matrices and controlled using the **hierarchy of controls**.

6.3 Personal Protective Equipment (PPE)

PPE must be worn as required for each task, including:

- Gloves
- Safety glasses
- Hearing protection
- High-visibility clothing



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6.4 Incident Reporting & Investigation

All incidents, injuries, environmental events, and near misses must be reported immediately and documented in the **TRS Incident Register**.

6.5 Safe Work Method Statements (SWMS)

High-risk tasks must be performed in accordance with approved SWMS.

6.6 Environmental Controls

- Prevent pollution and protect local ecosystems
- Manage chemical storage, handling, and disposal responsibly
- Reduce waste and emissions where possible

6.7 Training & Competency

Workers must complete required inductions, licences, and refresher training relevant to their role.

6.8 Emergency Preparedness

TRS maintains clear emergency procedures, including:

- First aid readiness
- Fire safety and evacuation
- Environmental spill response
- Communication protocols during emergencies

Cross-reference: **TRS Emergency Response Plan**

7. Related Documents

- TRS OH&S Policy
- TRS Environmental Management Plan
- TRS SWMS Library
- TRS JSA Templates
- TRS Emergency Response Plan
- TRS Contractor Induction Pack



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8. Legislative & Standards References

- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Regulations 2017 (VIC)
- Environmental Protection Act 2017 (VIC)
- ISO 45001 — Occupational Health & Safety Management Systems
- ISO 14001 — Environmental Management Systems
- WorkSafe Victoria Codes of Practice

9. Definitions

- **Hazard:** A source of potential harm
- **Risk:** Likelihood and consequence of harm occurring
- **Control Measure:** Action taken to eliminate or reduce risk
- **SWMS:** Safe Work Method Statement for high-risk construction work
- **PPE:** Personal Protective Equipment
- **Environmental Impact:** Any change to the environment resulting from TRS activities

10. Review & Continuous Improvement

This policy will be reviewed:

- Annually
- After significant incidents
- When legislation or operational requirements change

TRS is committed to continuous improvement in safety and environmental performance.

11. Approval & Sign-Off

TRS | Management Team

Date: 25/01/2026

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