



# TASK RIGHT SOLUTIONS

Health, Safety & Environmental (HSE + OH&S) Master Policy

## 1. Purpose

The **HSE + OH&S Master Policy** establishes Task Right Solutions' commitment to providing a safe, healthy, and environmentally responsible workplace.

This combined policy outlines the principles, responsibilities, and systems that guide TRS operations to:

- Prevent harm
- Protect the environment
- Ensure compliance with legislation and standards
- Support safe, sustainable, and high-quality service delivery

## 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



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## 3. Combined HSE + OH&S Policy Statement

Task Right Solutions is committed to:

- Protecting the health, safety, and wellbeing of workers, clients, and the public
- Preventing injuries, incidents, and environmental harm through proactive risk management
- Complying with all WHS/OHS and environmental legislation, regulations, and standards
- Implementing safe systems of work, including **SWMS**, JSA, EIO/Permit workflows, and documented procedures
- Minimising environmental impact through sustainable practices, responsible waste management, and eco-friendly product selection
- Promoting a culture of continuous improvement, consultation, and shared responsibility

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

## 4. Key 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 ensure responsible disposal
- Use eco-friendly products where practical
- Prevent pollution and protect local ecosystems
- Support sustainable landscaping in gardening and grounds maintenance



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## 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

### 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. Combined HSE + OH&S 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**.



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### 6.3 Personal Protective Equipment (PPE)

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

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

### 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**



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## 7. Related Documents

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

## 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



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### **10. Review & Continuous Improvement**

This combined 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

**Review Date:** 25-01-2027