



Actual RoPS responses written for a client, September 2018

ROPS Question 4. Anything else you do or have in place to ensure you comply with your obligations under the Health and Safety Act?

XXX takes safety very seriously, and we are proud of our exemplary record. Safety compliance is an integral part of our operation and XXX's Owner/Manager XXX and Foreman expect to work closely with XXX Area Foreman, discussing any safety concerns and solutions before commencing the agreed scope of work.

In addition to the SWMS, XXX has also developed a comprehensive procedures and audit form (**A9 XXX Procedures and Audit form**).

The form includes safety and covers:

- Pre-start (Depot)
- On-site Setup
- Operations (including traffic management, and identification and management of environmental issues).
- Pack up
- Traffic Control
- High density pedestrian areas
- Concrete grinding and line-marking removal
- Painting
- Vehicles and Equipment
- Supervisor Responsibilities

A daily work sheet (**A10 XXX Daily Work Sheet**) is also used in conjunction with each job. WHS is covered within the daily Toolbox talk, and that meeting recorded using the attached (**A11 Toolbox Talk**).

Our complete WH&S policy is contained within the XXX Pressure Cleaning Handbook (**Attached- A7: XXX Employees'_Handbook_121817**).

We are also aware of, and will comply with, the requirements of Department of Transport and Main Road's (DTMR) Manual of Traffic Control Devices (MUTCD, <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Manual-of-uniform-traffic-control-devices.aspx>). All necessary lights, barriers, notices, signs and devices will be provided and maintained to the satisfaction of Council's Nominated Representative.

XXX is also involved in the Safety Circle Program (<http://safetycircle.com.au/>), an Australasian initiative focussed on building a positive WHS culture in organisations by empowering each employee and leader to make their workplace healthy & safe. Two safety circle audits are included (**A12a & A12b: XXX Safety Circle Audits**).

Finally, XXX is licenced to SAI Global for the safe operation and maintenance of their high-pressure cleaning systems under the Australian Standard Licencing and Compliance agreement **AS/NZS 4233.1: 2013 (Refer: A13)**.

ROPS Question A9: What do you do to protect and minimise your impact on our environment?

XXX recognises the importance of protecting the environment, complies with all EPA requirements and strives to ensure XXX's environmental policy is rigorously implemented. The following comprises our environmental policy and its implementation (a copy is also attached, as requested (**A14 XXX Environmental Policy and Implementation**)).

- **Staff Training:** Staff training forms the basis of XXX's commitment to the environment and begins with new employee induction, which includes an environmental component (**A15: XXX Induction Checklist**). This is followed by more job-specific training, focussed on implementation of work method statements (**A8: XXX SWMS**) to ensure that everyone has a clear understanding of their responsibilities to the environment, and of the risk assessment policy, emergency responses and effective use of all environmental equipment. All staff are held responsible for ensuring the implementation of XXX's Environmental Policy.
 - **Environmental Recovery Unit:** XXX has an Environmental Recovery Unit attached to each waste storage tank. These suck-up and store all waste run-off, which is then deposited at a Council waste station. The waste can also be run through the recovery unit's highly effective filtration system.
 - **Environmental socks:** Socks assist in directing water run-off and can be used to filter waste water, protecting storm-water drains. All vehicles are equipped with numerous environmental socks.
 - **No chemicals:** XXX does not use any chemicals (e.g. detergents and bleaches) when pressure-cleaning. Water is instead heated to create steam which then provides a thorough and hygienic clean.
 - **Emergency Spill kits:** All XXX vehicles carry emergency spill kits.
 - **Material Safety Data Sheets (MSDS):** MSDS are always placed in the vehicle when a potentially hazardous substance is being transported.
 - **Risk Assessment:** All XXX staff are trained in Risk Assessment, which means that any environmental risks can be quickly identified and assessed, and preventative measures (e.g. socks, recovery units or street sweepers) implemented at need.
 - **Compliance:** XXX complies with EPA regulations and understands the XXX's commitment to the environment.
 - **Records:** All XXX vehicles carry risk assessment forms, emergency services and EPA details, and would carry XXX's contact details, in the event of an environmental emergency. All environmental incidents are recorded by XXX staff on the Incident Report Form (**A16: XXX Incidents & Hazards Report Form**).
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