

P298 : HSSE Management

This DOCUMENT and any linked FORMS have been created to provide specific requirements under the Amalgamated Operating System. For additional information and guidance, please refer to the associated HELP pages

Aim/Justification

Amalgamated Pest Control recognise the need to properly manage its Health, Safety, Security and Environment (HSSE) system in order to deliver quality services and comply with the requirements of legislation, our clients and compliance systems.

Links

Procedures, forms, help pages and other documents relevant to this procedure are:

- P008 Request for Action

Distribution

This procedure is intended to be used by Amalgamated Pest Control Senior Management.

HSSE Management

1.0 Systems to be maintained

- 1.1 In order to comply with HSSE requirements, systems for recording and analysing HSSE related issues must be established and maintained. This includes the reporting of industry standard Key Performance Indicators (KPIs) that can be reported to external clients and also used for management review of HSSE systems.
- 1.2 The RFA System (Refer P008) is the primary system used to collect and analyse HSSE performance results.

2.0 Measurement

- 2.1 Each quarter, the Compliance Manager and WHS Manager review all HSSE related RFAs for the purpose of:
 - Reviewing progress
 - Ensuring correct WHS Classifications have been assigned
 - Generating statistical reports in order to measure the current performance against set KPIs.

3.0 Review

- 3.1 The main drivers for change in AOS HSSE requirements come from:
 - External Audits
 - Management Reviews of KPIs
- 3.2 The HSSE requirements shall be reviewed at least two times per year, or as required by senior management of Amalgamated Pest Control.
These reviews shall include:
 - Set performance against Annual HSSE KPIs
 - Legislative changes
 - Changes in requirements of external clients
 - HSSE performance issues
 - Organisational changes

- 3.3 Minor system changes are to be recorded using the Request for Action System (P008) where necessary and assigned to a competent person to oversee timely implementation.
- 3.4 KPI variations shall be assigned to the WHS Manager for further investigation and action if required.
Where possible, a correlation between KPI changes and APC System and operational policy/procedure changes should be established to demonstrate the effectiveness of the HSSE Systems.
When KPIs are not being achieved, APC Systems, policies and procedures shall be reviewed to move closer to meeting the KPIs set. This process is initiated and monitored by Executive Management via the RFA system (P008).
- 3.5 Major system changes are to be assigned to a project manager under the direction of APC Executive Management to ensure that planning and implementation procedures are developed and deployed in a suitable timeframe.
- 3.6 The review process must be documented and minutes of recorded for future reference.

End of Procedure