

PURPOSE:

- The Management of Easy-Go Connect (Easy-Go) has implemented a Quality, Safety & Environment (QSE) Management System to enable it to consistently meet client requirements, enhance client satisfaction and act as a basis for continual improvement.
- To provide value for the clients, employees, volunteers and other stakeholders of Easy-Go.
- Ensure services are provided, and suppliers sourced, with the minimum environmental impact possible.

1. QSE OBJECTIVES

- (a) Measurable objectives will be established and reviewed by senior managers with a full review of all aspects of the QSE system at least annually. The QSE programme seek to prevent the risk of accidents or incidents which cause significant injury, harm and pollution, to achieve the planned target of zero occurrences.
- (b) Through a schedule of regular internal auditing Easy-Go will validate the effectiveness and continually improve the QSE management system.
- (c) Easy-Go will achieve and maintain a standard of management and service delivery that meets the requirements of the international Standard ISO 9001, AS/NZS 4801 and AS/NZS ISO 14001. Verification will be obtained by certification by a JAS-ANZ accredited external certifying body.
- (d) Easy-Go will seek to comply with current WHS and environmental legislation and regulations, applicable Codes of Practice, industry guidelines and other legislative and regulatory requirements applicable to Easy-Go.
- (e) Easy-Go will continue to identify strategic goals and opportunities to minimise the environmental footprint of Easy-Go through stakeholder engagement, review and improvement of current practices.

2. POLICY

1. The QSE system is an integral part of the Administration Officer's (AO) responsibilities as the Easy-Go nominated Quality Representative.
2. The AO will provide regular reports on the effectiveness of the QSE to the management team and relevantly to the Easy-Go Management Committee.
3. Senior managers will consult with employees and volunteers individually and through WHS& E meetings on matters affecting their health & safety at work.
4. Senior managers will ensure immunity from disciplinary action for employees reporting deficiencies in the QSE System in the expectation that employees will **always** stop unsafe practice, and seek to promote good environmental practice. All employees are encouraged to disclose unsafe acts or omissions, including use of drugs or alcohol, to enable safe management and prevention of potential accidents or incidents.
5. This policy will be reviewed by management as required, but at least annually, and will be available to all stakeholders in a medium suitable for their requirements, including access via the Easy-Go website.
6. Given the organisation has identified that it currently has a low environmental impact it has been determine by the CEO that Easy-Go will not communicate to external parties about identified significant environmental aspects. This decision will be reviewed annually.

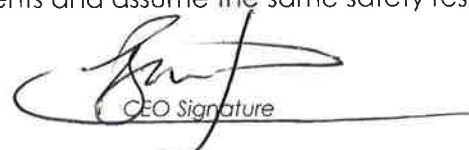
3. EMPLOYEE AND VOLUNTEER RESPONSIBILITIES

1. Take reasonable care to ensure the safety of themselves and others, complying with Easy-Go policies, procedures and safe work practices, including use of personal protective equipment.
2. Prompt reporting and follow up of all accidents, incidents, near misses and injuries. In the event of injury reporting and liaising with Easy-Go managers to promote early intervention and return to work.

4. CONTRACTOR RESPONSIBILITIES

1. Comply with Easy-Go contractual requirements and assume the same safety responsibilities as Easy-Go employees set out above.

Ben Jackson
CEO Name



CEO Signature

5.2.2018
Date