



# CarryMate Green Tick<sup>®</sup> Sustainable Certification

## Addressing Minor Non-Conformances and Corrective Actions

Issue No. 1  
9 November 2023

**Applicant:** Story Bridge Advisors Pty Ltd

**Certification:** Green Tick<sup>®</sup> Sustainable

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## Disclaimer

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## 1. Greentick Summary – Audit Results

Green Tick® CRITERIA	PERFORMANCE	
<b>1 Safety</b>	1.1 Accident Record	C
	1.2 Staff Health and Safety	C
	1.3 Supplier Health and Safety	C
	1.4 Customer Health and Safety	C (O)
	1.5 Safety Management System	C
	1.6 Minimising Risk	C
	1.7 Safety Performance record	MNNC
	1.8 Safety Legal Compliance	MNNC
<b>2 Sustainability – Product</b>	2.1 Product Origin	C (O)
	2.2 Product Quality	C
	2.3 Product Labelling	Not audited
<b>2. Sustainability – Resource Use</b>	2.4 Resource Use	C (O)
	2.5 Chemical Use	C
	2.6 Energy Use	MNNC
<b>2. Sustainability –Nuisance</b>	2.7 Nuisance Effects	C
<b>2. Sustainability - Contaminant</b>	2.8 Contaminant Discharges	MNNC
<b>2. Sustainability – Waste Management</b>	2.9 Waste Management	C (O)
<b>2. Sustainability – Environmental Management</b>	2.10 Environmental Management System	MNNC
	2.11 Environmental Management Performance	MNNC
<b>2. Sustainability – Legal Compliance</b>	2.12 Legal Compliance	MNNC
<b>Additional Findings</b>	Reputation	C
	Sustainability Claims	C

## 2. Greentick Minor Non-Conformances

### 1.7 Safety Performance Record

- **Less than five minor non-conformances with H&S management system per 100 workers in past 12 months**

EG's Management system is not externally audited. They comprehensively monitor the system and report on its performance based on incident statistics.

**Findings: Minor Non-Conformance**

The health and safety management system is not audited, and system non-conformances are not identified.

### 1.8 Safety Legal Compliance

- **100% compliance with all legal requirements**

EG maintain the Annual Legal Requirements Matrix\_Evolve Group (2022) where safety legal requirements are listed. Compliance status and actions to address non-compliance are documented and included in the register. Next evaluation date is 06/11/2023.

EG's Workcover Interim Certificate of Insurance sighted, policy#WBA131029756 (exp. 30/09/2023)

Workers compensation and Rehabilitation Act 2003 is listed in the register, however a reference to the requirement to maintain WorkCover insurance is not recorded.

CarryMate has developed a Legal Compliance Checksheet which has been included in the company's register.

**Findings: Minor Non-Conformance**

While non-compliance with legal requirement was not identified during the audit. The applicant shall ensure that there is a system in place to evaluate compliance with all relevant legal requirements periodically.

The annual legal requirements matrix\_Evolve Group (2022) does not include all relevant legal requirements identified during the audit (e.g., WorkCover insurance).

CarryMate shall complete an evaluation of their level of compliance with legal requirements as soon as they commence their operations.

### 2.6 Energy Use

- **Programme in place to minimise energy use with defined performance targets**

EG has implemented several energy efficiency initiatives such as LED upgrades, installation of power factor correction equipment and swapped to hybrid hydraulic machines. They are currently investigating roof top solar.

**Findings: Minor Non-Conformance**

EG does not monitor energy use and has not defined energy performance targets.

- **Energy resources used lowest practical for site with current technology per sales unit**

Although EG has implemented several energy efficiency initiatives over the years. Records to demonstrate energy use in the last 12 months were not available.

EG does not generate any renewable energy on site and has not provided details in regard to the source of grid energy used.

**Findings: Minor Non-Conformance**

Information on energy used per sale unit was not available at the time of the audit.

## 2.8 Contaminant Discharges

- **Programme in place to minimise contaminant discharges with defined performance targets**

EG has Grease/oil trap in use to separate these contaminants from water before its discharge into the local Council sewer system. The captured grease/oil is disposed of via a licenced service provider. Tax invoice#5551 from KPL Filtration (14/06/2023) 2000L of Hydraulic oil ZF for filtration collected.

EG maintains spill kits on site to prevent other contaminants from entering the drains.

The EG employee induction contains details regarding spills and instructs employees not to drain any chemicals, oil or liquids into the storm water drains.

GHG emissions are not quantified.

Findings: Minor Non-Conformance

EG has not defined performance targets for the minimisation of contaminant discharges.

- **Contaminant discharges at lowest practical for site with current technology per sales unit**

Findings: Minor Non- Conformance

Information on contaminant discharged per sale unit was not available at the time of the audit.

## 2.10 Environmental Management System

- **Environmental management programme in place with defined performance targets consistent with industry or government standards.**

EG has implemented elements of an environmental management programme as part of their health and safety system. EG has developed and implemented an environmental policy (26/08/2020).

Environmental system induction identifies aspects and impacts and provided details about waste management, Hazardous Chemical Disposal, and staff environmental responsibilities.

Induction – employee and labour hire cover environmental and waste management, Licence conditions, accountabilities and responsibilities, goals, recycling, and waste management. Questionnaire sighted, Team Member BP (19/04/2022) includes signatures for induction topics on EG employee handbook, enviro policy, enviro incidents, waste minimisation, spills, spill kit.

While robust systems exist within Evolve Group to ensure process efficiency and the recycling of waste plastic from their operations, similar procedures have not been developed to monitor and enhance other significant environmental aspects and impacts. These aspects include energy and water usage, as well as the generation of Greenhouse Gas emissions.

Findings: Minor Non-conformance

Environmental management targets have not been defined for relevant environmental aspects and impacts.

Evolve Group should contemplate the complete integration of environmental sustainability into their current quality and/or health and safety management systems. This integration will guarantee the identification and mitigation of environmental risks, as well as the establishment of reduction targets.

## 2.11 Environmental Management Performance

- **Less than five minor non-conformances per 100 workers with EMS in past 12 months**

There is no formally implemented Environmental Management System. System non-conformances are not identified.

Environmental incidents are not recorded on Evolve\_TRIFR\_Data\_statistics.

Findings: Minor Non-Conformance

Environmental Non-Conformances are not identified or documented.

## 2.12 Legal Compliance

- **100% legal compliance with environmental consents and applicable plan rules**

EG maintain the Annual Legal Requirements Matrix\_Evolve Group (2022) where legal requirements are listed. Compliance status and the actions to address non-conformance as recorded in the register. Next evaluation date is 06/11/2023.

Date of evaluation is not recorded in the register.

Environmental Authority (ES/PPMA/1220) issued by the City of Logan expired in February 2023, the City of Logan Council carried out EPA inspection #121404 (17/03/2023), with an observation noted to check bunding capacity for the liquid stored in the oil/water separator area.

The Environmental Protection Act 1994 and the need to maintain an environmental authority is not documented in the register.

CarryMate has developed a Legal Compliance Checksheet which has been included in the company's register.

### Findings: Minor Non-Conformance

While non-compliance with legal requirement was not identified during the audit. The applicant shall ensure that there is a system in place to evaluate compliance with all relevant legal requirements periodically.

The annual legal requirements matrix\_Evolve Group (2022) does not include all relevant legislation or legal requirements identified during the audit (e.g., Environmental Protection Act 1994, Maintenance of the environmental authority and its conditions).

CarryMate shall complete an evaluation of their level of compliance with legal requirements as soon as they commence their operations.

### 3. CarryMate addressing Findings and Corrective Action

#### Safety performance Record – Item 1.7

##### Corrective Actions:

- Evolve Group have clarified that they have a process in place to audit HSW. Evolve Group complete a weekly report to review and discuss WHS matters. Please see appendix item 1 for the most recent report.
- CarryMate have included a new procedure for auditing health and safety management system and a incident and hazard form. This is to provide further transparency and understanding with the current procedures that were in place. This now provides further documentation of the procedure in place. Please see appendix item 2 for a copy of the procedure from the CarryMate Handbook.

#### Safety Legal Compliance – Item 1.8

##### Corrective Actions:

- Evolve Group have reviewed and updated Annual Legal Requirements Matrix – please see appendix item 3. They have also provided the latest copy of their ISO9001 Quality management System conformance as further confirmation to their compliance with aspect of quality control, product manufacturing, product delivery to general healthy safety and environment in the workplace. Please see appendix item 4
- CarryMate have drafted a process for auditing our legal compliance and the suppliers and manufacturers legal compliance. Please see appendix item 6 from CarryMate HSEQ register and for a copy of the procedure from the CarryMate Handbook.

#### Energy Use – Item 2.6

- Evolve Group have undertaken the following Energy Saving Items:
  - All factory overhead lighting was replaced with LED 2 years ago.
  - Power Correction Unit Installation. 15 Years ago, we installed this unit to reduce the amount of power consumed by the factory.
  - Swapped over from straight hydraulic machines to hybrid electric ones. This has had huge reduction in power consumption factory wide.
  - Currently investigating the installation of solar panels onto the factory roof to further reduce our power consumption.
- **Currently, CarryMate are unable to record, report or provide corrective actions. We will not be able to provide this information until we undertake manufacturing and can work with evolve group to capture, report and review this figure.**

#### Containment Discharge – Item 2.8

- Evolve Group do track waste created over the last 3 years. Please see appendix item 5 for the report.
- **Currently, CarryMate are unable to record, report or provide corrective actions. We will not be able to provide this information until we undertake manufacturing and can**

work with evolve group to capture, report and review this figure.

#### Environment Management Performance – Item 2.10

Currently, we are unable to record, report or provide corrective actions. We will endeavor to capture the environmental not be able to provide this information until we undertake manufacturing the product and can report and review this information to

#### Environment Management System – Item 2.11

- CarryMate have drafted and implemented an environmental management system to work alongside our environmental management policy in our CarryMate Handbook. This process will support the environmental management systems and also support our safety and legal compliance. Please see appendix item 6 from CarryMate HSEQ register and for a copy of the procedure from the CarryMate Handbook. This will include an annual check with our manufacturer (Evolve Group) to ensure it is up to date. We will conduct this check and keep these records.

#### Legal Compliance – Item 2.12

- Evolve Group have reviewed and updated Annual Legal Requirements Matrix – please see appendix item 3.
- CarryMate have drafted a process for auditing our legal compliance and the suppliers and manufacturers legal compliance. Please see appendix item 6 from CarryMate HSEQ register and for a copy of the procedure from the CarryMate Handbook. This will include an annual check with our manufacturer (Evolve Group) to ensure it is up to date. We will conduct this check and keep these records.



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# Workplace Health and Safety

Weekly Update Report (30/10/2022 – 05/11/2022)

## 1. Injury / Incident Summary

The below table summarises incidents and injuries reported in the past week. Please see **section 2** for additional information on total recordable injury (TRI) descriptions (if applicable).

Classification*	Evolve		Resitech	
Lost-time injury	0		0	
Medical treatment injury	0		0	
First aid	0		0	
Property damage	0		0	
<b>TOTAL</b>	<b>0</b>		<b>0</b>	

\*Note: Incident/injury classifications to expand as training and information is provided to team members.

## 2. Total Recordable Injury Summary

The table below details any TRI, including medical treatment injuries (MTI's) and lost time injuries (LTI's) in the past week.

Site	Location	Injury Type	Date of Incident	Bodily Location	Nature of Injury	Incident Description	Actions
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## 3. Regulatory Interaction / Notifiable Incident

The below table summarises any interactions with government safety regulators (e.g. WorkSafe), as well as any 'notifiable' incidents.

Site	Location	Notifiable Incident	Description	Regulator Follow-up	Outcome	Actions
N/A	N/A	N/A	N/A	N/A	N/A	N/A

## 4. WHS Activity and Project Updates

The below table includes WHS activities and project progress in the past week:

Site	Activity / Project	Update
Evolve and Resitech	WHS Operational Plan	<ul style="list-style-type: none"> <li>WHS Operational Plan (attached) completed and communicated to Production Manager/HSR at both sites.</li> </ul>
	Site Safety Plan	<ul style="list-style-type: none"> <li>Evolve and Resitech 'Site Safety Plan' developed and currently in consultation with Production Manager/HSR at both sites.</li> </ul>
Evolve	High-risk construction work in Plastics	<ul style="list-style-type: none"> <li>Overhead boom operation risk assessment in Plastics completed at Evolve in consultation with team members, with implemented controls visually confirmed. Job has been scheduled for 5 days with a formal 'Contractor Spot Check' scheduled for week commencing (WC) 6/11/23.</li> </ul>

## 5. WHS Communications

The below table includes all recent and upcoming WHS communications:

Site	Topic	Description	Date Sent
Evolve	High-risk construction work in Plastics	<ul style="list-style-type: none"> <li>'Overhead boom operation in plastics Team Talk' delivered to team members at Evolve week ending 30/11/23</li> </ul>	2/11/23
	Tooling production in/out in Plastics	<ul style="list-style-type: none"> <li>'Tooling production in/out location in plastics Team Talk' scheduled for team members at Evolve WC 6/11/23</li> </ul>	3/11/23



# Workplace Health and Safety

## Weekly Update Report (30/10/2022 – 05/11/2022)

### WHS Operational Plan FY24

Strategy	Objective	KPI	Due	Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Worker	Training and Induction	Review WHS induction material for Evolve and Resi	Jul '24	In Progress												
	Safety Leadership and Culture	Develop and finalise Safety Leadership Training Plan	Jan '24	In Progress												
		Develop and implement Safety Scan form	Jan '24	In Progress												
		Deliver Safety Leadership training to key leaders in Evolve and Resi	Mar '24	Not Started												
Workplace	Emergency Preparedness	Proposal, acceptance and onboarding of first aid providers (Evolve and Resi)	Jan '24	In Progress												
		Proposal, acceptance and onboarding of spill kit providers (Evolve and Resi)	Jan '24	In Progress												
		Review SLA for fire safety training and evac drill providers	Dec '23	In Progress												
		Proposal, acceptance and scheduling of fire safety training and evac drill	Feb '24	Not Started												
		Review first aiders and fire wardens at Evolve and Resi	Dec '23	Not Started												
	Risk Management	Develop Risk Assessment template for Evolve and Resi	Jan '24	In Progress												
		Engage racking contractor to close audit actions	Apr '24	Not Started												
		Conduct risk assessment for Evolve and Resi	May '24	Not Started												
Work Process	Audits	Develop and implement monthly WHS audits	Jan '24	In Progress												
	Best Practice Systems	Proposal, acceptance and onboarding of online WHS software	Jan '24	In Progress												
		Develop incident reporting program/module in online WHS software	Mar '24	Not Started												
		Develop incident investigation program/module in online WHS software	Apr '24	Not Started												
		Develop corrective actions program/module in online WHS software	May '24	Not Started												
	Safe Operating Procedures	Review/develop SOPs for high risk plant and machinery	Jul '24	Not Started												
	Safety Management System	Develop Safety Management System Framework and Doc Control Process	Jul '24	In Progress												

## Health & Safety Management System Procedure

1. **Purpose:** The purpose of this procedure is to establish guidelines for conducting audits after an incident or hazard has been identified for CM health and safety management system to ensure compliance with regulatory requirements, company policies, and industry standards.
2. **Scope:** This procedure applies to all employees and contractors involved in the health and safety management system audit process within the organization.
3. **Timeframe:** This audit will be conducted annually
  - **Regular Internal Audits:** We will conduct a regular audit every year in July. Regular audits help ensure ongoing compliance with health and safety policies and regulations.
  - **Compliance Audits:** We will perform a compliance audit whenever there are significant changes in regulations or standards relevant to our organization's operations. Additionally, conduct compliance audits following incidents or near-miss events to assess the effectiveness of the health and safety management system in such situations.
  - **Follow-up Audits:** After identifying non-compliance issues in an initial audit, schedule follow-up audits to verify the implementation and effectiveness of corrective actions. These follow-up audits should occur within a reasonable timeframe after the initial audit, typically within a few weeks to a few months, depending on the severity of the issues identified.
  - **Special Audits:** Conduct special audits in response to specific events, such as accidents, changes in processes, introduction of new equipment, or significant organizational changes. These audits should be scheduled as needed based on the specific circumstances.
  - **Supplier Audits:** If the organization relies on suppliers or contractors for critical health and safety-related services, conduct audits of these suppliers periodically to ensure they meet the necessary standards and regulations.
4. **Responsibilities:**
  - **Health and Safety Officer:** Responsible for coordinating and conducting the audits.
  - **Audit Team:** Comprised of qualified individuals selected to perform the audit.
  - **Department Heads:** Responsible for addressing audit findings within their respective departments.
  - **All Staff:** Responsible to report any hazards or incidents.
5. **Procedure:**
  - a. **Before undertaking a task,** follow the procedures in the employee handbook. If undertaking a new task with no procedure, review the scope of works and determine if any risks need to be managed and create a procedure.
  - b. **If you see a hazard or if an incident takes place,** notify the Operations Manager immediately. Within 24 hours, complete a incident and hazard report form and submit it to the Operations Manager.
  - c. **Capturing Incident & Hazard:** When the operations Manager receives the report, they will capture the details in the HSEQ register (incidents and hazards tab) and commence the investigation and audit. The form will be saved in the file systems: CarryMate> 6. HSW > Incident and Hazard Forms. The file will be saved as "incident number – Date".
6. **Audit Preparation:**
  - **Review Documentation:** The audit team reviews relevant health and safety policies, procedures, and regulatory requirements.
  - **Audit Plan:** Develop an audit plan outlining objectives, scope, criteria, and audit methods.
  - **Notify Departments:** Inform department heads about the upcoming audit and provide necessary details.
7. **Conducting the Audit:**
  - **Opening Meeting:** Conduct a meeting to explain the audit purpose, scope, and expectations to the auditees.
  - **Document Review:** Examine relevant documents, records, and procedures to assess compliance.
  - **Site Inspection:** Visit work areas to observe safety practices, equipment, and conditions.
  - **Interviews:** Conduct interviews with employees and management to gather information about health and safety practices.
  - **Sampling:** Select a representative sample of processes, activities, and records for evaluation.
8. **Audit Evaluation:**
  - **Findings:** Document all audit findings, including non-compliance issues, observations, and positive practices.
  - **Severity Assessment:** Evaluate the severity of non-compliance issues based on potential risks and impact on health and safety.
  - **Root Cause Analysis:** Identify the root causes of non-compliance to address underlying issues.
9. **Reporting:**
  - **Audit Report:** Prepare a comprehensive audit report detailing findings, observations, and recommendations.
  - **Distribution:** Distribute the audit report to relevant stakeholders, including department heads and management.
10. **Corrective Actions:**
  - **Action Plan:** Develop a corrective action plan to address identified non-compliance issues.
  - **Follow-up:** Monitor and verify the implementation of corrective actions within the specified timeframe.
  - **Closure:** Close the audit report after verifying the effectiveness of corrective actions.
11. **Follow-up Audit:**
  - **Schedule:** Plan follow-up audits to verify the sustained effectiveness of corrective actions.
  - **Repeat Steps 5-8:** Repeat the audit process, focusing on previously identified non-compliance issues.
12. **Records and Documentation:**
  - **Maintain Records:** Keep records of audit reports, corrective actions, and follow-up audits for future reference.
  - **Documentation Retention:** Store audit documentation in a secure and accessible location for the specified retention period.
13. **Review and Continuous Improvement:**
  - **Review Procedure:** Periodically review this procedure to ensure its effectiveness and relevance.
  - **Continuous Improvement:** Identify opportunities for improving the health and safety management system based on audit findings and feedback.

IDENTIFICATION AND ASSESSMENT OF LEGAL REQUIREMENTS							
LEGISLATION REQUIREMENT	TYPE	RESPONSIBLE PERSON	NEXT EVALUATION DATE	REVIEW PERIOD	DOES EVOLVE COMPLY?	EVIDENCE (What are we doing to comply with the requirement?)	ACTION (What action is required to comply with the requirement)
<a href="#">Age Discrimination Act 2004 .</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Diversity and Inclusion Policy; Equal Opportunity, Anti-Discrimination, Workplaceplace Harrassment and Bullying Policy; Workplace Bullying training, Diversity and Inclusion training; Human Rights and Modern Slavery training	
<a href="#">Anti-Discrimination Act 1991.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Diversity and Inclusion Policy; Equal Opportunity, Anti-Discrimination, Workplaceplace Harrassment and Bullying Policy; Workplace Bullying training, Diversity and Inclusion training; Human Rights and Modern Slavery training	
<a href="#">Australian Human Rights Commission Act 1986.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Modern Slavery policy; Human Rights and Modern Slavery training	
<a href="#">Disability Discrimination Act 1992.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Diversity and Inclusion Policy; Equal Opportunity, Anti-Discrimination, Workplaceplace Harrassment and Bullying Policy; Workplace Bullying training, Diversity and Inclusion training; Human Rights and Modern Slavery training	
<a href="#">Environment Protection and Biodiversity Conservation Act 1999.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Environmental incidents reported, investigated and action plans created to avoid contamination	
<a href="#">Fair Work Act 2009 V2.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Relevant awards identified; All employees paid award or above award; entitlements as per Fair Work Act; Fair Work Information Statements provided to new employees; meet recorded requirements with regards to payslips; no sham contracting	
<a href="#">Fair Work Act 2009.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Relevant awards identified; All employees paid award or above award; entitlements as per Fair Work Act; Fair Work Information Statements provided to new employees; meet recorded requirements with regards to payslips; no sham contracting	
<a href="#">Modern SlaveryAct2018.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Modern Slavery policy; Human Rights and Modern Slavery training	
<a href="#">Racial Discrimination Act 1975.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Diversity and Inclusion Policy; Equal Opportunity, Anti-Discrimination, Workplaceplace Harrassment and Bullying Policy; Workplace Bullying training, Diversity and Inclusion training; Human Rights and Modern Slavery training	
<a href="#">Work Health and Safety Act 2011.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	Incident and Hazard Notification and Investigation Procedure. Responsibilities are included in position descriptions. Workers are consulted when hazards are identified and risk assessed, as well as inquiries about SWMS, plans and programs, and WHS regulations: Induction and raining Program. Health and Safety Representative Health and Safety Committee in place (monthly meetings)	
<a href="#">Workers Compensation and Rehabilitation Act 2003.pdf</a>	Act	WHS Officer	06.11.2023	Annual	Yes	All incidents reported; work towards return to full capacity by implementing suitable duties programs complying with medical advise.	
<a href="#">Managing-the-risk-of-psychosocial-hazards-at-work-code-of-practice-2022.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	No Yet	Consultation methods: Team meetings, individual discussions, toolbox meeting.	Expand the participation mechanisms and consult: Focus groups, worker surveys, WHS committee meetings, consultative committees. Risk assessment (in process). Create a Health and Safety committee to facilitate consultation, cooperation, participation and coordination processes
<a href="#">How-to-manage-work-health-and-safety-risks-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	How to identify hazards / How to assess risks /How to control risks /How to review controls SWMS (annually review) Risk Assessment. Hazard reports Weekly toolbox meetings (consultation and communication) Safety alerts Take 5 program Hierarchy of control in risk assesment. Internal training/ external training (site induction/ SWMS/ Skill matrix) Skill matrix VOCs	

Item 3: Copy of EG Annual Legal Requirement Matrix cont.

<a href="#">Traffic-management-construction-cop-2008.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	Traffic Management Plan Safe Work Method Statement (SWMS) for forklifts. Procedure for investigation and notification of incidents and risks. High-risk work licenses (forklifts). AI and Safety mirrors for forklifts. Maintenance schedule and records (vehicles and forklifts). Verification of Competency (VOC) for personnel operating forklifts. Document of the Traffic Management Plan. Forklift driver training by a competent trainer. Signalling and demarcation. High visibility or reflective clothing. Speed limits. Safety inspection of daily and monthly areas. Consult workers for the Traffic Management Plan.
<a href="#">Managing-risks-of-hazardous-chemicals-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	Risk assessment. SDS Folder and chemical register PP-SWMS -007 Working with hazardous substance version 1 (Annually review) PP-SWMS-015 Epoxy / Roll out SDS for PP-SWMS-016 Plumbing. Review each hazardous chemical used. each SDS at least once every 5 years. (Manufacturers and importers dutie). Register of hazardous chemicals and kept up to date. Register of hazardous chemicals be readily accessible to workers involved in using. SDS for each hazardous chemical listed.
<a href="#">First-aid-in-the-workplace-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	First aid kits in place Display of well-recognised first aid signs in place (Fist aid kits and first aiders signage in all areas) First aids kits displayed in the evacuation diagrams First aiders trained in CPR First aid procedures: First aiders training / Emergency Response Plan Reviewing your first aid requirements: monthly re-stock scheduled and annual training of first aiders
<a href="#">Managing-electrical-risks-in-the-workplace-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	Electrical Test and Tag program in place
<a href="#">Managing-the-risk-of-falls-at-workplaces-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	PP-SWMS-013 Working at ladders and work plataforms PP-SWMS-014 Entering and exiting the pool PP-SWMS-006 Working at heights Monthly safety inspection (ladders and workplataforms inspection) Training in site induction
<a href="#">Managing-the-work-environment-facilities-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	<b>Work environment:</b> workplace allows, and is maintained to allow, persons to enter and exit the workplace and move within it safely, both under normal working conditions and in an emergency. work areas have space for work to be carried out safely (restricted area) • floors and other surfaces are designed, installed and maintained to allow work to be carried out safely • lighting enables each worker to carry out work safely, persons to move around safely and safe evacuation in an emergency (good results in evacuation drills) • ventilation enables workers to carry out their work without risk to their health and safety (rolling doors) • workers exposed to extremes of heat or cold are able to carry out work without risk to their health and safety (heat stress management, hydrolyte Rehydration Solution, fans, well ventilated areas • work in relation to or near essential services (such as gas, electricity, water, sewerage and telecommunications) does not affect the health and safety of persons at the workplace. <b>Facilities:</b> adequate facilities for workers, including toilets, water fountain, 2 lunchroom for washing and eating. These facilities are in good working order, clean, safe and accessible.

<a href="#">Mobile-crane-cop-2006.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	<p><b>Risks associated with mobile crane operations</b>  PP-SWMS-002 Bridge Crane  <b>Limiting and indicating devices</b>  <b>Ergonomic issues</b>  <b>Crane documentation and markings</b>  <b>Planning and coordinating mobile crane operations</b>  <b>Crane stability</b>  <b>Minimising risk of injury from collision</b>  <b>Training</b>  SWMS, VOC Crane  <b>Inspecting, testing, maintenance and repair of mobile cranes</b>  Daily Overhead Crane checklist  Weekly inspection</p>	
<a href="#">Whs-consultation-cooperation-coordination-cop-2021.pdf</a>	Code of Practice	WHS Officer	06.11.2023	Annual	Yes	<p>Weekly toolbox meetings  Safety alerts  Hazard / Incident Report  Document consultation, communication and training  Health and Safety Committee</p>	
<a href="#">Trading (Allowable Hours) Regulation 2014.pdf</a>	Regulation	WHS Officer	06.11.2023	Annual	Yes	<p>JN Comment: This Reg stipulates what's required of industrial inspectors for the relevant industry it's referring to. The WHS Act specifically refers to Workplace Health and Safety Inspectors. The Safety Management System at Evolve will outline the required steps when an inspector arrives onto site (e.g. Incident Management Standard)</p>	
<a href="#">Work Health and Safety Regulation 2011.pdf</a>	Regulation	WHS Officer	06.11.2023	Annual	Yes	<p>JN Comment: the WHS Policy demonstrates Evolve's commitment to complying with the Work Health and Safety Regulations 2014. Legal requirements and the WHS Policy are also the driver of safety standards/procedures (e.g. Incident Management, Risk Management, etc.), communication (e.g. Toolbox talks, WHS committee, inductions, etc.) and forms (risk assessment form, safety scan form, safety walk form, etc.), which brings together a holistic WHS Management System at Evolve.</p>	
<a href="#">Workers' Compensation and Rehabilitation Regulation 2014.pdf</a>	Regulation	WHS Officer	06.11.2023	Annual	Yes	<p>JN Comment: The Evolve WHS Management System is aligned to legal requirements and WorkCover principals through report your injury and injury management processes, Suitable duties forms, Workers Compensation certificate/capacity form to support suitable light duties. Return to work coordinators are also assigned at Evolve.</p>	



# Certificate of Approval

This certificate confirms that the company below complies with the following standard:

Company Name	Evolve Group Pty Ltd		
Company Other Name			
Client ID	100677	Scheme	Quality Management Systems Scheme
Certification Standard	ISO 9001-2015: Quality management systems - Requirements		
Scope of Certification	The design, engineering and provision of plastic injected moulded products, tool making, general machining, finished goods assembly, warehousing & distribution.		
Type of Certification	Management System		

**CERTIFICATE DATES:**

Original / Initial	15/12/2007	Last Certificate update	6/11/2023
Certification / Re Certification	17/10/2023	Expiry	22/10/2026
Last Certification Decision	6/11/2023		

**APPROVED COMPANY/SITE ADDRESS(ES):**

**15 Titanium Court Crestmead QLD 4132 Australia**

The use of the Accreditation Mark indicates accreditation by the Joint Accreditation System of Australia and New Zealand in respect to those activities covered by JAS-ANZ accreditation. Refer to [www.jasanz.org/register](http://www.jasanz.org/register) for verification.

This certification remains valid until the above mentioned expiry date and subject to the organisation's continued compliance with the certification standard, and Global-Mark's Terms and Conditions.

This Certificate of Approval remains the property of Global-Mark Pty Ltd, Company Number: ACN.108-087-654



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**Certification Manager**

Unique Certificate Code: CEDC47EC7D775EA248258A5C00270136

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Item 5a:

### CarryMate HSEQ Register Supplier & Manufacture Legal Compliance Tab

Supplier & Manufacturer Legal Compliance Annual Reviews									
Company	Legislation Requirements Applicable	Compliance Status (C/NC)	Action in the event of non-compliance	monitoring method	evidence location	evaluation date	responsible person	initials	Next evaluation date
Evolve Group				Visual Inspection		1-Jul-24			

► Incident Reports    Hazard Reports    Annual reviews    **Supplier Manufacturer Review**    TBC - Vehicle Monthly Audits    TBC - HSE Meetings Record    TBC-I

## Environmental Management Procedure for CarryMate Company

### 1. Purpose & Scope

The purpose of this Environmental Management Procedure is to establish a systematic approach for CarryMate Company to evaluate its own environmental aspects, as well as those of its suppliers and manufacturers. By identifying, monitoring, and managing these aspects, CarryMate aims to minimize environmental impacts and promote sustainability throughout its supply chain.

### 2. Responsibilities

- **Top Management:** Responsible for overall environmental policy, objectives, and allocation of necessary resources.
- **Environmental Management Representative:** Ensures compliance with this procedure, conducts evaluations, and communicates findings.
- **Employees:** Responsible for adhering to environmental policies, reporting environmental concerns, and actively participating in environmental initiatives.

### 3. Procedure

#### 3.1 Environmental Aspects Identification and Evaluation

##### 1. CarryMate Company:

- Identify all activities, products, and services.
- Assess environmental aspects and their significance, considering energy usage, waste generation, emissions, and natural resource consumption.
- Add legal requirements into the annual review tab in the HSEQ register.
- Conduct an annual review every year in July to ensure all insurances, certificates and legislative requirements are in place/renewed. This is to be done by the operations manager.

##### 2. Suppliers and Manufacturers:

- Communicate environmental policy and expectations to suppliers and manufacturers.
- Request suppliers and manufacturers to identify and assess their environmental aspects and impacts related to CarryMate's products and services.

#### 3.2 Legal and Regulatory Compliance

##### 1. CarryMate Company:

- Identify and regularly update applicable environmental laws, regulations, and standards.
- Ensure compliance with all relevant environmental requirements.
- Ensure the HSEQ register annual review matrix tab is up to date.

##### 2. Suppliers and Manufacturers:

- Verify that suppliers and manufacturers comply with local, national, and international environmental regulations.
- Include compliance verification in supplier and manufacturer selection criteria.

#### 3.3 Supplier and Manufacturer Evaluation

##### 1. Evaluation Criteria:

- Develop a set of criteria to evaluate suppliers and manufacturers, considering environmental performance, certifications, and adherence to eco-friendly practices.
- Add the Supplier and manufacturer requirements in the HSEQ register; Supplier and manufacturer review tab and keep up to date.

##### 2. Regular Assessment:

- Every year in July conduct a review and audit the suppliers and manufactures. To be done by Operations Manager. It's important to regularly evaluate suppliers and manufacturers based on the established criteria.
- Conduct on-site visits or audits to assess environmental practices firsthand.
- If in a review a supplier or manufacturer has lapsed a certification/insurance, notify the operations Manager immediately to set up an urgent meeting and/or provide them 30 days' notice to amend the issue before further corrective actions (such as stopping orders or service) take place.

#### 3.4 Improvement and Corrective Actions

##### 1. CarryMate Company:

- Establish a process for addressing non-conformities and environmental incidents within the organization.
- Implement corrective and preventive actions to mitigate negative environmental impacts.

##### 2. Suppliers and Manufacturers:

- Provide feedback to suppliers and manufacturers on areas requiring improvement.
- Collaborate with suppliers and manufacturers to develop action plans for environmental improvement.

#### 3.5 Documentation and Reporting

##### 1. Record Keeping:

- Maintain records of environmental aspects, supplier and manufacturer evaluations, compliance assessments, corrective actions, and improvements.

## **2. Reporting:**

- Generate regular reports summarizing environmental performance, supplier and manufacturer evaluations, and actions taken.
- Communicate these reports to stakeholders, including employees, customers, and regulatory authorities.

## **4. Review and Revision**

### **1. Regular Review:**

- Conduct periodic reviews of this Environmental Management Procedure to ensure its effectiveness and relevance.
- Revise the procedure as needed to address changing environmental aspects, legal requirements, and business needs.

This Environmental Management Procedure is effective upon approval and should be communicated to all relevant stakeholders within CarryMate Company, its suppliers, and manufacturers. All employees, suppliers, and manufacturers are expected to comply with the requirements outlined in this procedure to support CarryMate's commitment to environmental sustainability.

