Management System Awareness

Contents

Objective

To gain commitment to:

☑ **The Environment & Quality Policies**

☑ **The Objectives & Targets**

☑ **To Instill a Sense of Individual Responsibility**

Reuse-RecycleIT is an Australian company specialising in the facilitation and logistics management of recycling and reusing end-of-life IT and office equipment.

Our Canberra-based company brings together a talented team of professionals with many years of combined experience dedicated to providing customers nationally with a vendor independent, efficient and effective IT asset disposal solution.

Reuse-RecycleIT is committed to a cleaner environment through e-waste recycling.

We hold Environmental Management Systems (EMS) certification and maintain the Recycler's Pledge of True Stewardship through the use of a purchaser's declaration.

We are specialist equipment-disposal brokers, and we have developed a worldwide network of equipment reuse companies to achieve the highest possible return values to customers and the highest credentials for redundant equipment to be reused throughout the world.

Our EMS is based on the requirements of ISO 14001: 2015

Our EMS objectives are to:

- set and review environmental objectives and targets based on the nature, scale and environmental impacts of our company's activities, products and services
- commit to comply with environmental legislation and other environmental requirements
- ensure continual improvement, prevention of pollution and the conservation of resources
- communicate this policy to all persons working for or on behalf of the company
- make this policy available to the public

Reuse-RecycleIT's policy is to be a responsible corporate citizen in protecting the environment. It is committed to complying with accepted environmental practices, including meeting or exceeding all legal and social requirements, aiming for continual improvement to our EMS and minimising the creation of waste and pollution.

We manage our processes, materials and people in a way that will reduce the environmental impact of our business activities.

Reuse-RecycleIT pledges to implement and operate the ISO-14001 EMS to the full as a way to further enhance our environmental performance.

James Patrick Falzon

Environment Policy

Our quality management system is critical in underpinning our operations. It ensures that our work is consistent, transparent and helps us identify and apply continuous improvements in a systematic way. Our commitment for delivering high quality products and services is set out in our Quality Policy and customer service charter.

Quality Policy Statement

Falzon Pty. Ltd was established in 1998 to provide Financial services to Federal, State and Local Government for the IT requirements.

Quality is important to our business because we value our customers as well as all other stakeholders. We strive to provide our customers with products and services which meet and exceed their expectations.

We are committed to continuous improvement and have established a Quality Management System which provides framework for continuously measuring and improving quality performance.

We have the following policies and procedures in place to support us in our quality goals and align with our quality system:

- Regular gathering and monitoring of customer feedback
- A strict corrective and preventative action procedure
- Selection and performance monitoring of the entire supply chain
- Continuous training and development of employees
- Regular quality audits of our internal processes
- Measurable quality objectives which reflect our business aims
- Management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are held in a electronically which is made available to all employees.

Management has ultimate responsibility for Quality, but we ensure all employees understand their responsibilities within their own areas of work to help ensure that Quality is embedded within the whole company.

James Patrick Falzon

Quality Policy

General Requirements

Risk

The organisation must determine the internal and external issues (risks & opportunities) relevant to its activities that may affect the ability of the Management System to achieve it's intended outcomes.

The organisation must maintain documented information of risks and opportunities that must be addressed

This is maintained within the Risk Register

Once identified, these the organisation must establish processes to manage these risks.

Risks

New Risk

Name or Description

Category	Risk or Opportunity	Interested Party	Source
- Any -	- Any -	- Any -	- Any -

Apply   Reset

Name	Description	Initial Score	New Score
Performance	Competition	Moderate	Low
Performance	Profitability	Moderate	Low
Performance	Profitability	Moderate	Low
Performance	Failure of Suppliers to Meet Requirements	High	Moderate
Performance	Contractual and Other Disputes: - Financial Loss -...	High	Low
Performance	Competition	Moderate	Moderate
Products & Services	Impacts of Innovation	Moderate	Low
Products & Services	Customer Perception	High	Low
Products & Services	Critical Functions	High	Low
Products & Services	Specialised Skills – Succession Planning/Talent Management	High	Low
Products & Services	Human Error/Employee Skill	Moderate	Low
Products & Services	Environmental Incidents	High	Moderate
Products & Services	Injury/Property Damage	Moderate	Low
Products & Services	Transport - Spillage as a Result of Collision....	High	Moderate
Products & Services	Failure to Meet Legislated Requirements	Moderate	Low
Products & Services	Negative Impacts of Innovation	Moderate	Low
Products & Services	Poor Customer Perception	High	Low
Products & Services	Incorrect Disposal Practices	High	Moderate

Who Does What?

Management Representative

The Management Representative for our system is.

Harry Dickinson
He Coordinates

Internal Audits

Document Management

Corrective Actions

Management Reviews
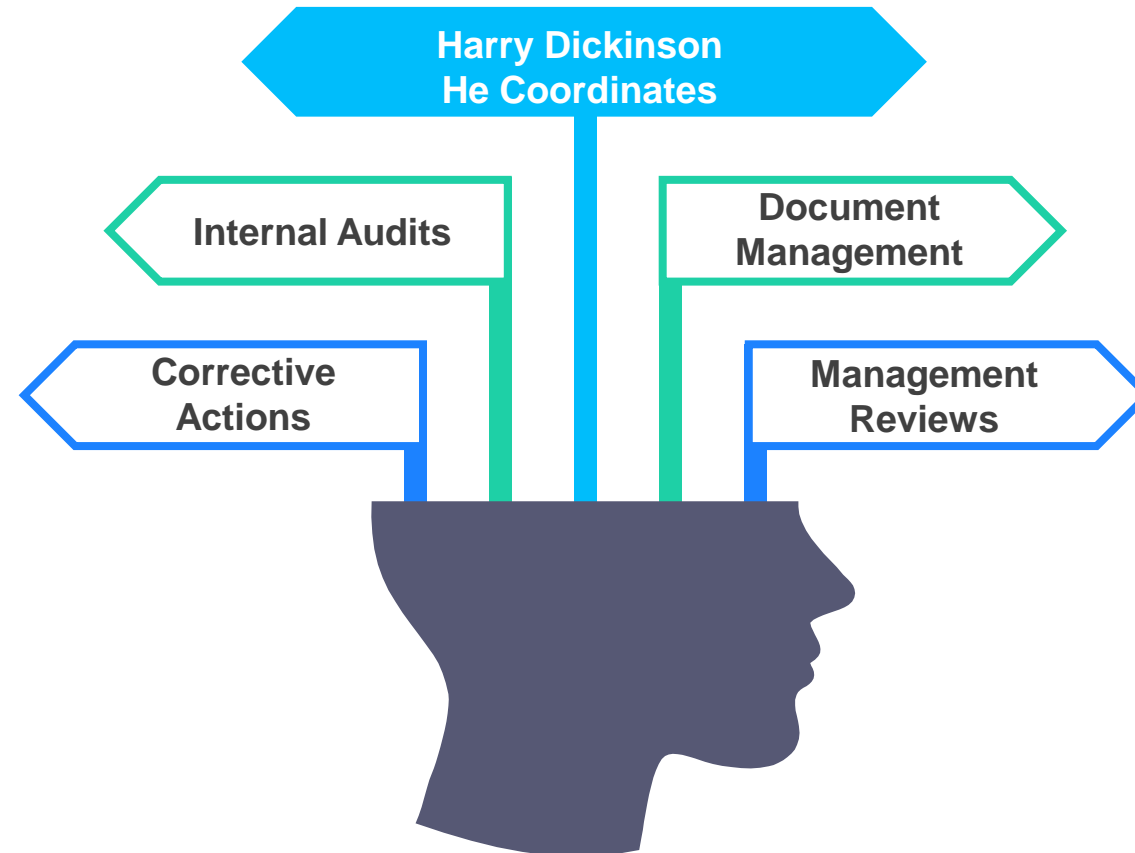
System Documents

The Management System Documents are available online at:

www.reuserecycleit.managementsystem.net.au.

Employees should be aware of the following documents:

Policies	Procedures
Which state the overall intent of the Organisation	Which give further detail as to the process of that particular element operates.

Environmental Aspects

Within the defined scope of the environmental management system, the organisation shall determine the environmental aspects of its activities. products and services that it can control and those that it can influence, arid their associated environmental impacts, considering a life cycle perspective.

When determining environmental aspects, the organisation shall take into account:

1. change, including planned or new developments, and new or modified activities, products and services:
2. abnormal conditions and reasonably foreseeable emergency situations.

The organisation shall determine those aspects that have or can have a significant environmental impact, i.e. significant environmental aspects, by using established criteria.

RRIT uses the following matrix to determine its Impacts.

	Environmental Impacts				
	1	2	3	4	5
Probability	Nil Impacts	Minor Pollution	Serious Pollution	Major Environmental Event	Catastrophic Environmental Event
1 Negligible	L1	L3	L4	M5	M6
2 Unlikely	L3	L4	M5	M6	H7
3 Possible	L4	M5	M6	H7	H8
4 Likely	M5	M6	H7	H8	H9
5 Almost Certain	M6	H7	H8	H9	H10

Environmental Aspects and Impacts Register

New Environment

Location
- Any -

Risk
- Any -

Significant
- Any -

Controlled
- Any -

Apply

| Aspect	Impact	Risk Rating	Significant	Controlled
Emissions to Air	Generation of CO2. Use of Oil Resources from Transport of Waste	Medium	Yes	Yes
Hazardous Waste	Contamination - PCBs & Other Substances	Low	No	No
Use of Materials	Office Waste to Landfill	Low	No	No
Emissions to Air	Enegry Use - Office	Low	No	No
Emissions to Air	Toxic Fumes Discharged Due to Fire	Medium	No	No
Solid Waste	Damaged Items sent to Landfill	Medium	No	No

What You Should Know

We must comply with the environment policy and procedures.

We must comply with environment laws.

Our work and services have an impact on the environment

Our operational controls minimise these impacts and prevent pollution.

Deviating from these controls will adversely impact the environment and may break the law.
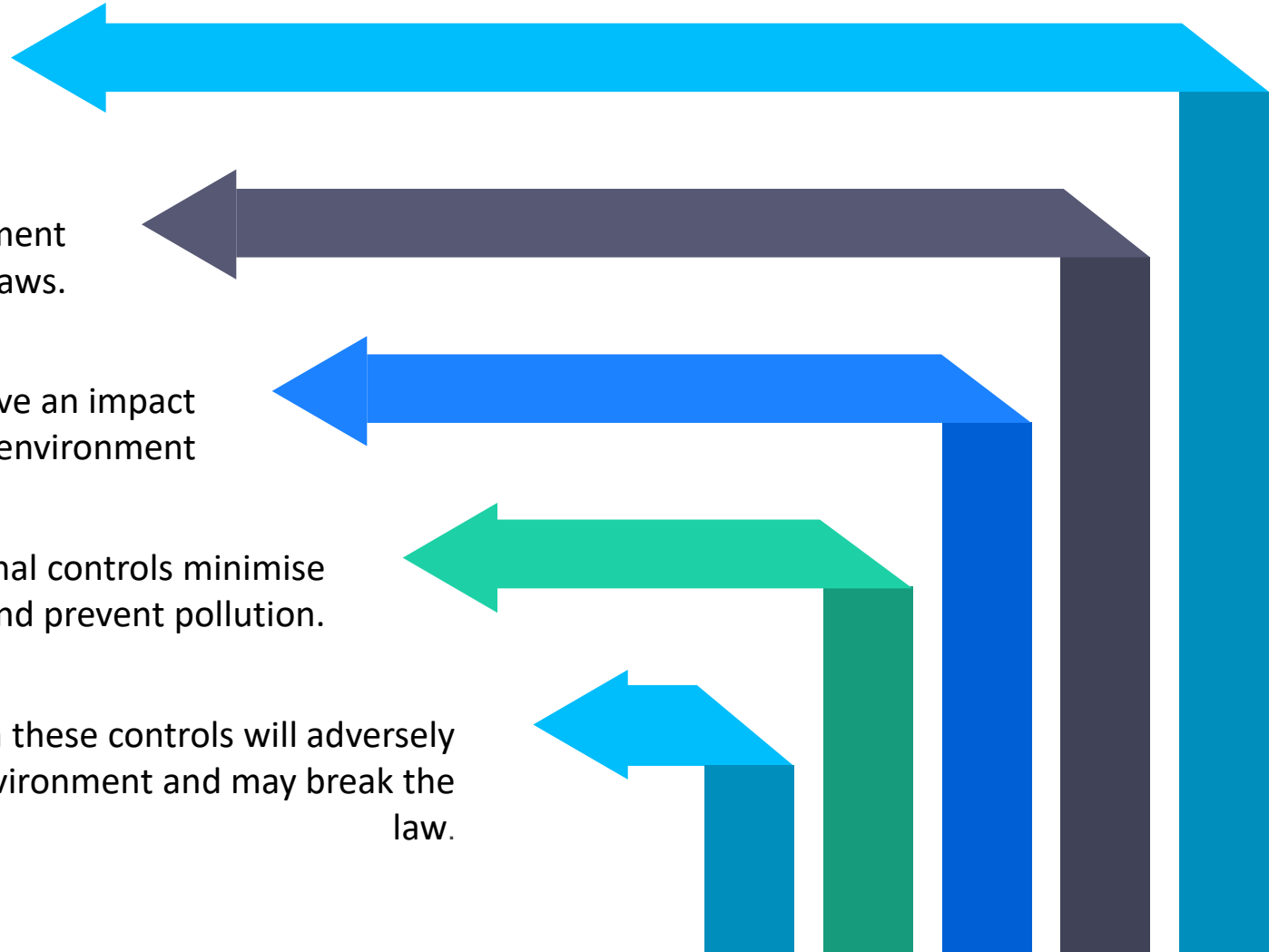
Objectives & Targets

Objectives

| Risk	Objective
Environment	Minimise Environmental Impacts
Quality	Continually Improve the Management System and It's Operational Processes
Quality	Customer Satisfaction

Targets

Objective

- Any -   Apply   Reset

| Risk	Program, Process or Procedure	Metrics	Results & Comments
Environment	ACT Smart Business Recycling Program	Maintain certification to program	Certification current for 2022
Environment	Diversion from Landfill	Number of Pallets Diverted from Landfill	432 Pallets Diverted from Landfill at May 2023
Quality	Planned System Events Carried out As Scheduled. Internal Audits carried out as per Audit Schedule. NCRs (Reviews) actioned by nominated date.	No Red Status	Current System Activities ON Schedule
Quality	Repeat Business	Repeat Business	Overall Business Volume Significantly Decreased due to ongoing affects of Lockdowns and Working from Home.

Pallets Diverted from Landfill
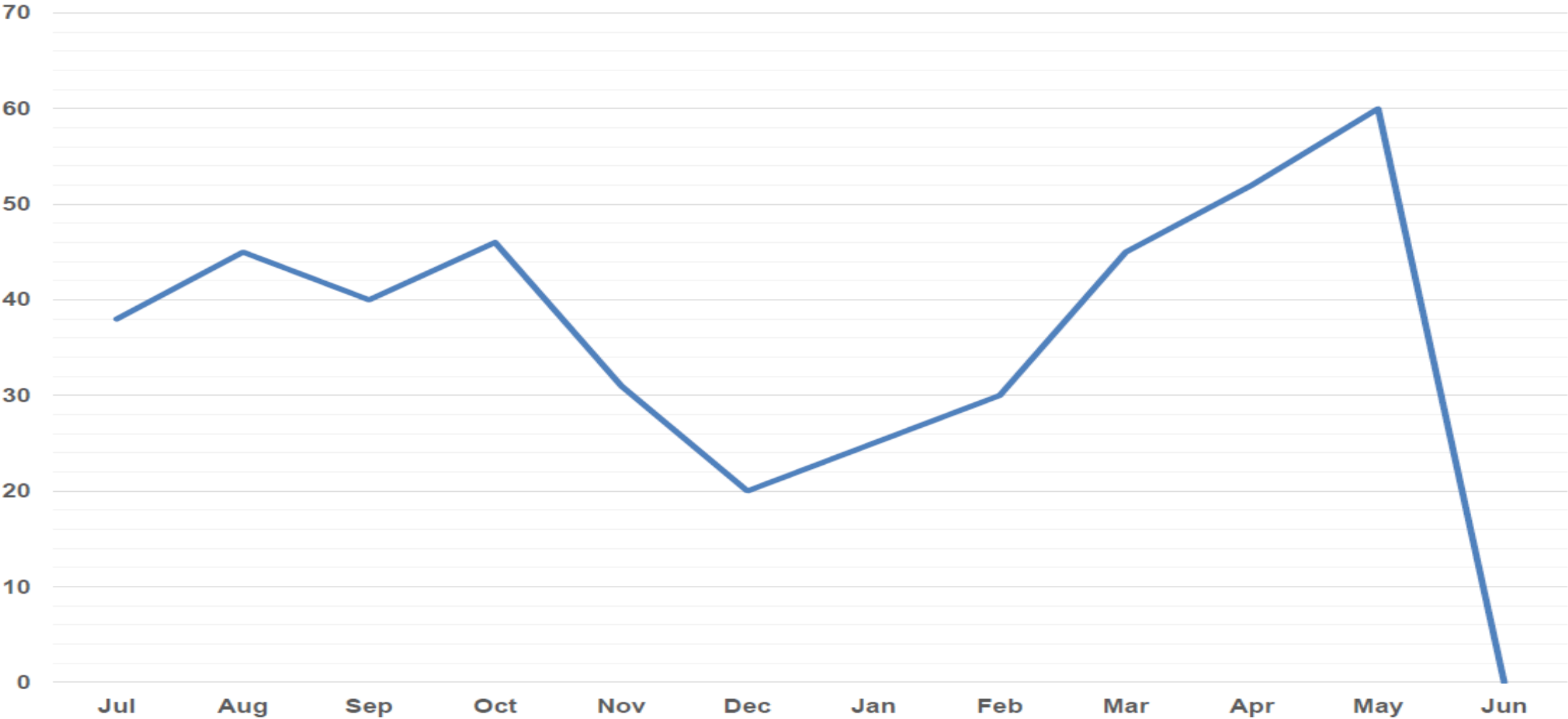
Greenhouse Gas Emissions Saved
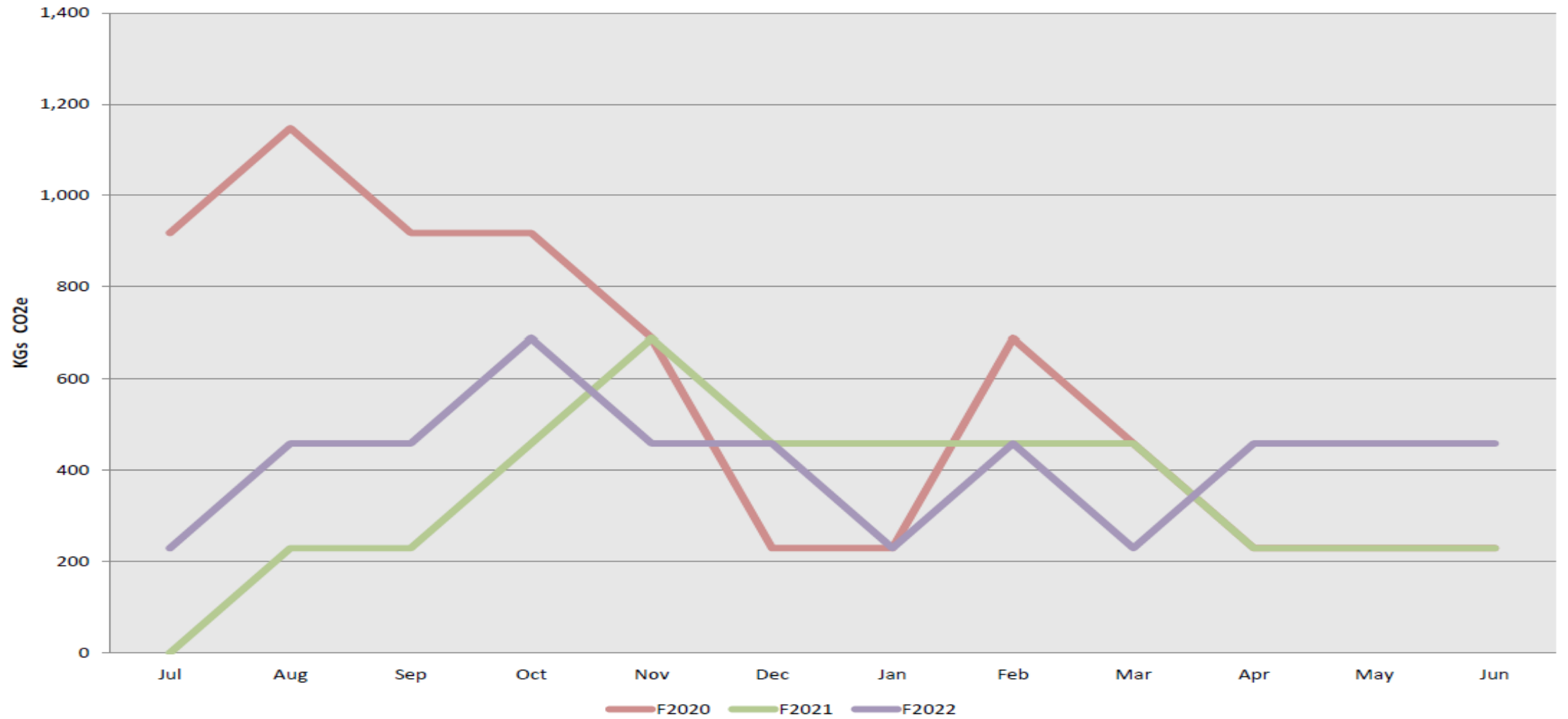
Retained Business
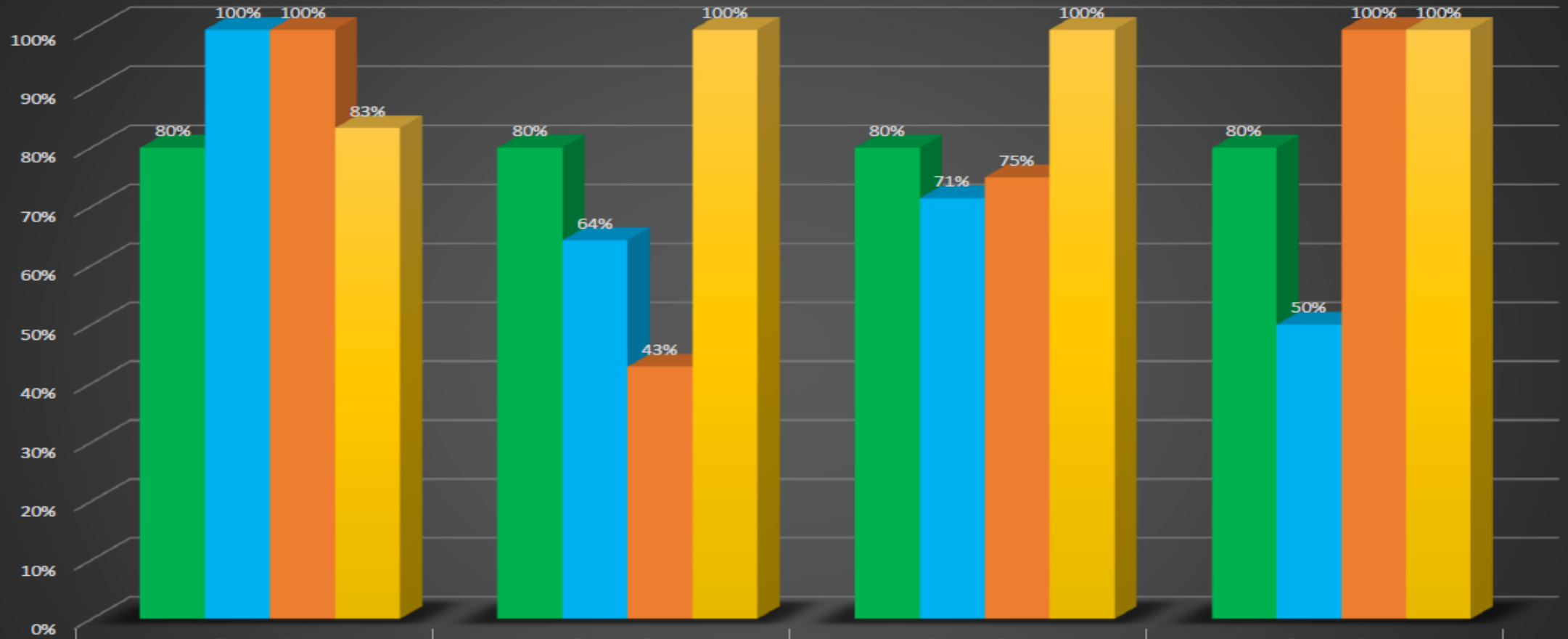
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Target	80%	80%	80%	80%
2020	100%	64%	71%	50%
2021	100%	43%	75%	100%
2022	83%	100%	100%	100%

How to Contribute

Be Positive

If something is wrong or a process can be improved, tell us by raising a review..

Be Aware

You are each part of the system and have an impact.

Be System Savvy

Learn how to find the information

Read the Policies

Enjoy the Journey

How to Raise a Review

From the Main Menu screen select:

Take Action

Raise a Review

Enter the Details

Save

Attach File

Add a new file

Choose file | No file chosen | Upload

Files must be less than **5 MB**.
Allowed file types: **txt xls xlsx xlsm doc docx pdf ppt pptx zip**.

Revision information

New revision

Revision log message

Provide an explanation of the changes you are making. This will hel

Save | Preview

Thank You

Please complete the session by following the link below and answering the questionnaire.