



**CAPITAL E-WASTE  
RECYCLING**



Management System Awareness

# Contents

- 01 General Requirements**
- 02 Policies & Responsibilities**
- 03 Risk & Environmental Aspects**
- 04 Hazards, Objectives & Targets**



# MANAGEMENT SYSTEM

INTEGRATED. • DRIVEN. • RELENTLESS.



## Objective

To gain commitment to:



The Environment & Quality Policies



The Objectives & Targets



To Instill a Sense of Individual Responsibility

## Environment Policy

Capital E-Waste Recycling is committed to planning, carrying out and monitoring its operations in order to:

- comply with relevant EPA regulations and other legal requirements, any local council development
- application consent conditions and any additional customer requirements relating to the environment;
- set measurable environmental targets;
- prevent pollution;
- minimise waste through efficient material utilisation, re-use or recycling and disposal of waste in
- accordance with all requirements;
- respond promptly to any emergency situation which could cause adverse environmental impacts.

Environmental compliance will be regularly reviewed. We aim to prevent problems from occurring and promote continuous improvement towards best practice in environmental management in accordance with ISO 14001.

Appropriate training, instruction and resources will be provided to ensure that staff understand how to implement the Environmental Management Plan. Staff are encouraged to offer suggestions about how environmental protection measures can be improved. Such suggestions will be assessed by Capital E-Waste Recycling management and implemented as appropriate.

Capital E-Waste Recycling is open about its environmental policy and will make it available to relevant interested parties.

Mashal Khalid

A handwritten signature in blue ink, appearing to read "Mashal".

# Environment Policy

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## Quality Policy

Capital E-Waste Recycling is committed to providing exceptional service in refurbishment and construction services.

Our quality objectives are to have satisfied clients, deliver to their requirements and maintain a review process for continual improvement.

To ensure these objectives are achieved, we have established and will maintain a quality management system which complies with AS/NZS ISO 9001:2016.

Through our training programs, all employees have gained a sound understanding of this policy, our management system and are empowered to deliver service excellence.

We will achieve our objectives through our focus, our commitment and our training.

Mashal Khalid

A handwritten signature in blue ink, reading 'Mashal'.

# Quality Policy

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## Work Health & Safety Policy

Our Health & Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest Responsibility. Members of the public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace;
- To make health & safety an integral part of every managerial and supervisory position;
- To ensure health & safety is considered in all planning and work activities;
- To involve our employees in the decision making processes through regular Communication and consultation.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner;
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis;
- To ensure all potential accident/incidents are controlled and prevented;
- To provide effective injury management and rehabilitation for all employees;

The success of our health & safety management is dependent on:

- 1) Pro-active planning of all work activities with due consideration given to Implementing WH&S controls that
- 2) are suitable to each given situation;
- 3) Compliance with state or territory legislative requirements;
- 4) Understanding the total work process and associated WH&S risks;
- 5) Ensuring the work team is totally committed to achieving our objectives;
- 6) Ensuring that open and honest communication exists between management and all employees.

Mashal Khalid



# WHS Policy

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# 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

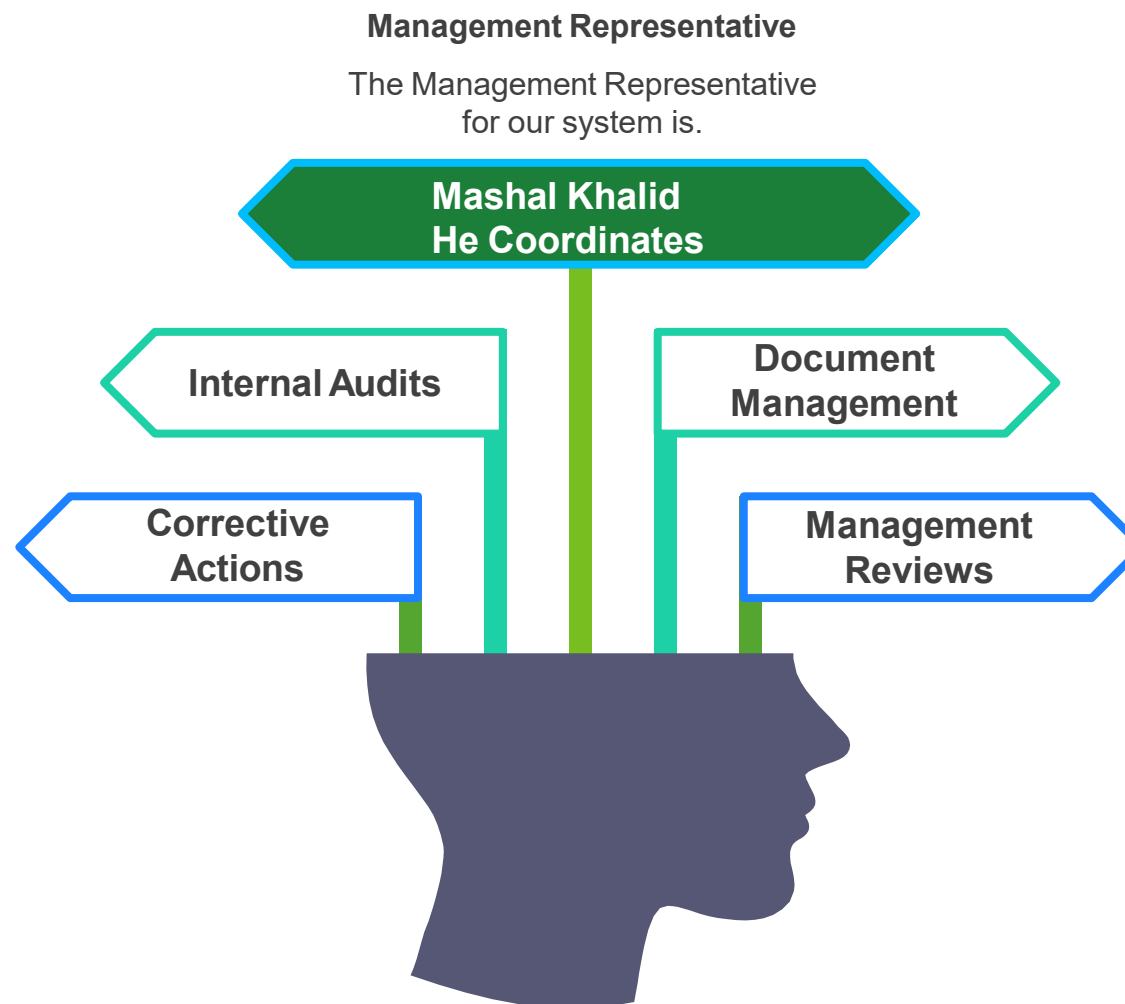
This is maintained within the Risk Register

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

## Organisational Risk

| Issue                      | Interested Party                | Source   | Risk Opportunity | Initial Rating | Needs & Expectations                                                                             | Residual Rating | Exisiting Controls                                                                                                                                               | Action       |
|----------------------------|---------------------------------|----------|------------------|----------------|--------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Performance of Competition | Directors & Owners Shareholders | External | Opportunity      | Medium         | Impacts of Activities of Competition Effectively Managed<br>Poor Competitor Offers Opportunities | Low             | Market Awareness<br>Effective Service Provision<br>Effective Customer Management                                                                                 | Monitor      |
| Performance of Competition | Directors & Owners Shareholders | External | Risk             | Medium         | Impacts of Activities of Competition Effectively Managed                                         | Low             | Effective Management of Customer Satisfaction<br>Addition of Quality Certification                                                                               | Monitor      |
| Effects of Climate Change  | Directors & Owners Shareholders | External | Risk             | Low            | Extreme Weather Conditions - Changing weather patterns may affect transport arrangements.        | Low             | No Controls Required.<br>Additional storage available if necessary.                                                                                              | Satisfactory |
| Effects of Climate Change  | Regulatory Authorities          | External | Risk             | Low            | Meet the updated requirements of Clauses 4.1 & 4.2 of the ISO Standards                          | Low             | Climate Change deemed not to be a significant issue for the operations of RRIT. No interested parties have been identified with Climate Change as a requirement. | Monitor      |
| Financial Exposure         | Directors & Owners Shareholders | Internal | Risk             | High           | Low exposure to:<br>Financial Loss<br>Reputational Loss                                          | Low             | Maintenance of Good Corporate Governance<br>All Appropriate Insurances in Place                                                                                  | Monitor      |
| Damage to Reputation       | Directors & Owners Shareholders | Internal | Risk             | Medium         | Low exposure to:<br>Financial Loss<br>Reputational Loss                                          | Low             | Maintenance of Good Corporate Governance<br>All Appropriate Insurances in Place                                                                                  | Monitor      |
| Resource Availability      | Directors & Owners Shareholders | Internal | Risk             | High           | Skills & Equipment Available When Required.                                                      | Low             | Broad Skill Base With Redundancy<br>Tasks Can Be Outsourced If Required<br>Backup of essential data.<br>Low dependance on equipment.                             | Monitor      |

# Who Does What?



# System Documents

The Management System

Documents are available online

at:

[www.capital.managementsystem.net.au](http://www.capital.managementsystem.net.au)



Employees should be aware of the following documents:

## Policies

Which state the overall intent of the Organisation

## Procedures

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, and 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.

Capital E Waste uses the following matrix to determine its Impacts.

| Probability | Nil    | Minor  | Serious | Major  | Catastrophic |
|-------------|--------|--------|---------|--------|--------------|
| Remote      | Low    | Low    | Low     | Low    | Medium       |
| Unlikely    | Low    | Low    | Low     | Medium | Medium       |
| Possible    | Low    | Low    | Medium  | Medium | High         |
| Likely      | Low    | Medium | Medium  | High   | High         |
| Certain     | Medium | Medium | High    | High   | High         |

## Aspects & Impacts



| Activity           | Situation | Aspect                                                                | Impact                                                          | Initial Rating | Description                                      | Actions                                                                                                                                           | Residual Rating | Significant | Controlled |
|--------------------|-----------|-----------------------------------------------------------------------|-----------------------------------------------------------------|----------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|------------|
| Office Activities  | Normal    | Waste                                                                 | Landfill                                                        | Low            | Use of Paper                                     | Minimisation of Printed Materials                                                                                                                 | Low             | No          | No         |
| Office Activities  | Normal    | Air Emissions                                                         | Generation of CO2                                               | Low            | Use of Electricity                               | Energy Efficient Practices                                                                                                                        | Low             | No          | No         |
| Recycling of Waste | Normal    | Hazardous Substances Waste                                            | Contamination - PCBs & Other Substances                         | Low            | Contamination from Items Disposed Of in Landfill | Selection of reputable disposal suppliers.<br>Use of Suppliers Disposal Declaration<br>Regular Supplier Performance Review                        | Low             | No          | No         |
| Recycling of Waste | Normal    | Air Emissions                                                         | Generation of CO2. Use of Oil Resources from Transport of Waste | Medium         | Transport to Site. Use of Fossil Fuels           | Use of Backloads to transport goods for disposal.<br>Selection of Suitable Transport Provider - Toll<br>Effective Supplier Performance Evaluation | Low             | Yes         | Yes        |
| Transport          | Abnormal  | Spillage as a Result of Collision. Contamination as a Result of Fire. | Emissions to Air.                                               | Medium         | Toxic Fumes as a Result of Fire during Collision | Effective Emergency Management<br>Toll                                                                                                            | Low             | No          | No         |
| Transport          | Abnormal  | Waste                                                                 | Landfill                                                        | Medium         | Damaged Items sent to Landfill                   | Effective Emergency Management<br>Toll                                                                                                            | Low             | No          | No         |

# What You Should Know

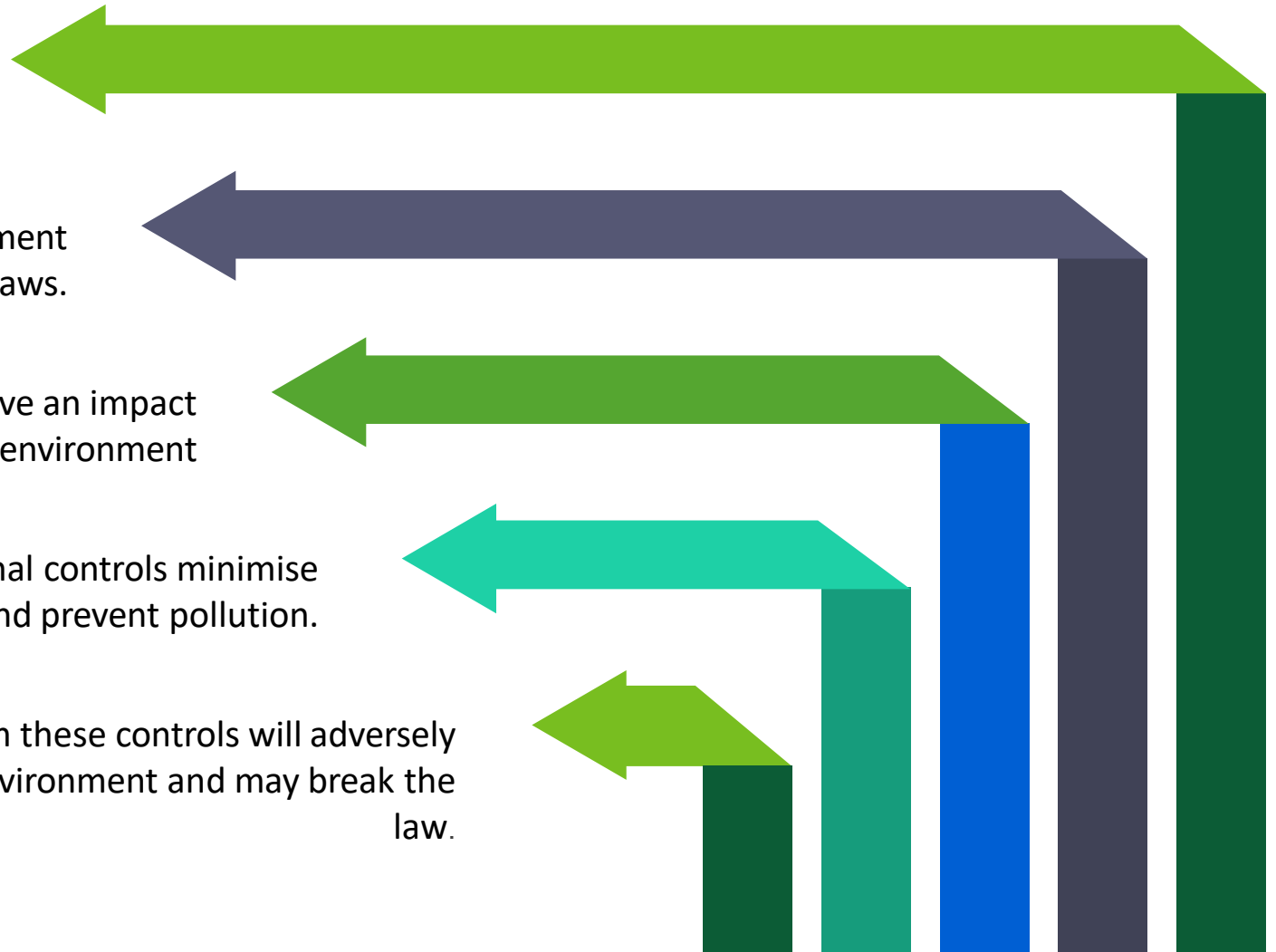
We must comply with the environment policy and procedures.

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.



# Workplace Hazards

**ISO 45001 requires organisations to establish, implement and maintain an ongoing, proactive process for identifying hazards. This process must consider routine and non-routine activities, how work is organised and performed, psychosocial and human factors, workplaces, equipment, materials, substances, previous incidents, potential emergencies and changes to operations or hazard information.**

**Hazard identification must cover employees, contractors, visitors, nearby people and workers at locations outside the organisation's direct control. Workers must participate in the process, identified hazards must be assessed for risk, records must be maintained, and hazard information must be reviewed following incidents, workplace changes or new information.**

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

Capital E Waste uses the following matrix to assess hazards.

**RISK RATING MATRIX**

| Consequence →                                                                     | Low (C1)<br>No injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained; | Minor (C2)<br>FBI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action;         | Moderate (C3)<br>MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action; | Major (C4)<br>LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off site, considerable remediation required | Critical (C5)<br>A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination. |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Likelihood ↓                                                                      |                                                                                                                    |                                                                                                                                                             |                                                                                                                                                                                     |                                                                                                                                                         |                                                                                                                                          |
| <b>Rare (L1)</b><br>A similar incident is unlikely to occur again                 | L2                                                                                                                 | L3                                                                                                                                                          | L4                                                                                                                                                                                  | M5                                                                                                                                                      | M6                                                                                                                                       |
| <b>Unlikely (L2)</b><br>A similar incident could occur in the next 5 years        | L3                                                                                                                 | L4                                                                                                                                                          | M5                                                                                                                                                                                  | M6                                                                                                                                                      | H7                                                                                                                                       |
| <b>Possible (L3)</b><br>A similar incident could occur in the next 1 year         | L4                                                                                                                 | M5                                                                                                                                                          | M6                                                                                                                                                                                  | H7                                                                                                                                                      | H8                                                                                                                                       |
| <b>Likely (L4)</b><br>A similar incident could occur in the next 6 months         | M5                                                                                                                 | M6                                                                                                                                                          | H7                                                                                                                                                                                  | H8                                                                                                                                                      | E9                                                                                                                                       |
| <b>Almost certain (L5)</b><br>A similar incident could occur in the next 3 months | M6                                                                                                                 | H7                                                                                                                                                          | H8                                                                                                                                                                                  | E9                                                                                                                                                      | E10                                                                                                                                      |
| Risk Score                                                                        | Risk Rating                                                                                                        | Required Action                                                                                                                                             |                                                                                                                                                                                     |                                                                                                                                                         | Hierarchy of Controls                                                                                                                    |
| 2-4                                                                               | Low risk                                                                                                           | Manage and Monitor by routine internal procedures.                                                                                                          |                                                                                                                                                                                     |                                                                                                                                                         | 1. Elimination<br>Complete elimination of risk                                                                                           |
| 5-6                                                                               | Moderate risk                                                                                                      | Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities. |                                                                                                                                                                                     |                                                                                                                                                         | 2. Substitution<br>Replacement of material, process, substance, etc.                                                                     |
| 7-8                                                                               | High risk                                                                                                          | Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified                                                                |                                                                                                                                                                                     |                                                                                                                                                         | 3. Engineering<br>Designing risks out or isolation of risks                                                                              |
| 9-10                                                                              | Extreme risk                                                                                                       | Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSEQ manager. GM must be notified.    |                                                                                                                                                                                     |                                                                                                                                                         | 4. Administrative<br>Adjusting the time or conditions of risk exposure, including training options                                       |
|                                                                                   |                                                                                                                    |                                                                                                                                                             |                                                                                                                                                                                     |                                                                                                                                                         | 5. Personal protective equipment<br>Provision of PPE where other options are not practicable                                             |

# WHAT IS A **WORKPLACE HAZARD**?



A workplace hazard is anything in the workplace that has the potential to cause injury, illness, damage or other harm to people, property or the environment.



**PEOPLE**



**PROPERTY**



**ENVIRONMENT**



**POTENTIAL SOURCES OF HARM**

Identify hazards. Assess the risks. Apply controls.

## On Site Activities

| Activity                           | Hazard                                                    | Probability   | Consequence | Ranking | Control                                                                      | Probability   | Consequence | Ranking |
|------------------------------------|-----------------------------------------------------------|---------------|-------------|---------|------------------------------------------------------------------------------|---------------|-------------|---------|
|                                    |                                                           | Inherent Risk |             |         |                                                                              | Residual Risk |             |         |
| Office Activities                  | Soft Tissue & Repetitive Strain Injuries                  | 3             | 3           | M6      | Ergonomic Furniture,<br>Regular Breaks                                       | 1             | 1           | L2      |
| Site Emergencies - Office Building | Exposure to Extreme Situations - Fire & Other Emergencies | 3             | 5           | E9      | 1 - Mandatory WHS Induction<br>2 - Building Emergency Response Plan Training | 2             | 3           | M5      |
| Fitness For Work                   | Fatigue                                                   | 3             | 3           | M6      | Regular Breaks                                                               | 2             | 2           | L4      |



# Objectives & Targets

# Objectives & Targets



## Performance Against Targets

| Objective                                                                | Target                                                         | Metrics                                                                             | Results, Actions & Comments                                                                                                            | Satisfactory |
|--------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Certified Management Systems                                             | Management System Certified to ISO 90001, ISO 14001, ISO 45001 | Maintain Certification                                                              | Certification Audits Planned                                                                                                           | Yes          |
| Continually Improve the Management System and It's Operational Processes | Planned System Events Carried out As Scheduled.                | Internal Audits carried out as per Audit Schedule. CARs actioned by nominated date. | Current System Activities ON Schedule as at September 2026<br>25 Internal Audits Conducted YTD 2026.<br>No Corrective Actions Overdue. | Yes          |
| Customer Satisfaction                                                    | Positive Customer Perception                                   | Ongoing Repeat Business                                                             | Repeat Business = 100% YTD 2026                                                                                                        | Yes          |
| Minimise Environmental Impacts                                           | End of Life Recycling                                          | Effective Operational Controls. Maintain Zero Environmental Incidents.              | IT Equipment Diverted from Landfill = 27 Tonnes                                                                                        | Yes          |
| Minimise Harm                                                            | Hazard & Risk Management                                       | Minimise Incidents - FTI & Greater                                                  | Incidents Recorded:<br>2026 - 0                                                                                                        | Yes          |

# How to Contribute





# Thank You

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

