

Overview

SKG Services Environmental Policy covers all environmental aspects of the cleaning services of both the company and our subcontractors when working on our behalf on client premises. Activities that may have an impact on the environment include:

- Use of chemicals in the cleaning process
- Power operated equipment
- Use of artificial light during night cleaning
- Cleaning and maintenance of SKG Services' designated areas
- Disposal of waste produced in cleaning process and as requested by our clients

We are committed to continually improving our environmental performance through our objectives and target. Our commitment to environmental practices include:

1. Meeting the requirements of the Environmental Protection and Biodiversity Act 1999 [Federal], State EPA Acts and local government environmental regulations.
2. Documented environmental systems implemented in company offices and client premises within the scope of our influence
3. Inspection and audit against environmental standards and identified aspects and are undertaken

SKG Services' documented environmental system forms part of our overall integrated management system [IMS] and as such is in accordance with ISO 14001.

The IMS is subject to continual improvement of systems and regulatory compliance in accordance with state and federal legislation.

Environmental objectives, integrated with quality and safety objectives and targets include, but are not limited to:

- Compliance with OHS Statutes - State and Federal requirements
- Compliance to AS NZS ISO 14001 - sustainable systems within the IMS
- Elimination of waste to landfill
- Prevention of pollution to air, waterways and ground surfaces
- Engage in recycling and reuse programs
- Continually improve our environmental footprint including carbon emissions

SKG Services contracts to provide a range of commercial cleaning and related services throughout NSW and interstate in accordance with client contract agreements. In undertaking contract cleaning SKG Services strives for environmental excellence in all our activities.

As part of our commitment to the environment we:

- a) implement and maintain an Environmental Management System to comply with NSW Protection of the Environment Legislation Amendment Act (latest issue March 2021), applicable legislation in other states and territories, and ISO 14001:2015
- b) comply with relevant associated Environmental Protection Regulations, such as noise control, use of green chemicals, and recycling wherever possible
- c) continually improve our environmental management performance through general reviews, and site inspections
- d) develop and set environmental benchmark objectives on an annual basis and review performance against these objectives
- e) communicate SKG Services' environmental policy initiatives to all employees, contractors, clients, and the public
- f) reclaim used materials/containers where appropriate and recycle them where possible
- g) Implement an action management plan in the event of an environmental accident (e.g., chemical spillage or waste dumping)
- h) seek to develop energy and resource saving work methods
- i) strive to develop work methods that reduce the risk of environmental damage
- j) maintain knowledge of and compliance with relevant eco-related legislation and regulations
- k) integrate environmental management throughout our business system

Jobs included in the environmental aspects of cleaning and maintenance at SKG Services

Grounds Maintenance

PURPOSE:

The grounds person must have a sound knowledge of the operation and maintenance of machinery used in the maintaining of SKG Services' clients external gardens.

Grounds Maintenance focuses on the service including professional lawns, trees, shrub maintenance, litter picking, weed spraying and removal, hedging and tree trimming. Must be willing to effectively maintain the grounds to the highest standard. Must be self-motivated and willing to work under Operations Manager and the Grounds Supervisor. Must be hardworking, honest, reliable and have a sound knowledge of the WHS requirements.

COMPETENCIES:

- Communicate effectively, must be healthy and should have a respectable disposition and be honest in all aspects of his/her role.
- Use a variety of gardening tools and maintenance equipment.
- Must enjoy and be able to conduct the physical nature and outdoor labour that will be required.
- Maintain positive and consistent personal management and discipline strategies.
- Maintain good working relationships with the SKG Services clients

- Be competent in or willing to learn the use of gardening equipment to maintain a high level of grounds appearance.

DUTIES:

- Lawn mowing including grass strips
- Spray and remove weeds in garden beds and on walkways, minor trimming of foliage at garden beds and kerb edges
- Removal of all dead plants in garden beds with minor trimming of plants to ensure no risk hazards
- Hedging of bottle brush bushes
- Remove all litter and debris from the garden beds as well as reporting any vandalism/damages to the Operations Manager
- Under supervision of a qualified person apply fertiliser, pesticides and herbicides when directed.
- Prepare and maintain new and existing garden beds as well as correct pruning and basic tree maintenance.
- Assist with lawn mowing activities i.e. operate and use a zero steer mower, operate and use ride on mowers, push mowers, whipper snippers and lawn edger's.
- Assist with equipment maintenance with safely working on ladders and elevated platforms.
- Setting up hoses to irrigate garden beds.
- Current drivers licence, to drive work buggy and trailer on public roads and refuelling equipment when required.
- Loading and unloading of gardening equipment.
- Safe operation of chainsaws, hedgers, all garden machinery and pole saws.
- Manual handing- raking up and removal of garden waste.

QUALITY, ENVIRONMENT AND WHS RESPONSIBILITIES

- Inform the Operations Manager of incidents or accidents, which may require investigation or other, follow up.
- Work in the safe manner and following the safety instruction
- Identify and raise safety concerns through the hazard register as required
- Identify and report any incidents/accidents in the workplace
- Work in a safe manner as designated in workplace procedures
- Identify and record any problems relating to the product, process, quality, environment and WHS system

Facilities Manager**COMPETENCIES:**

- Supervisory skills involving staff and work standards.
- Excellent communication, organization and consultation skills
- Inspection and audit skills.
- Report writing and presentation.
- Knowledge and understanding of Quality, Environment and WHS systems – safe systems of work and environmental management.
- Hazard identification and risk assessment process management.

DUTIES:

- Responsible for the security, maintenance and services of work facilities to meet the needs of SKG Services.
- Ensuring SKG Services meets the needs of the client.
- Maintaining the surrounding environment is suitable for SKG Services clients.
- Initiate action to prevent the occurrence of any non-conformance's relating to site processes.
- Identify and record any problems relating to the site and as specified by the customer.
- Initiate and provide solutions. Follow up as necessary to verify the implementation of solutions.
- Test and inspect all facilities in SKG Services to ensure of the safety.
- Accidents and incidents are reported and followed up.

QUALITY, ENVIRONMENT AND WHS RESPONSIBILITIES:

- Ensure all appropriate actions are taken to implement company Policies, procedures and legislative requirements.
- Monitor regulatory performance within their area of responsibility.
- Visibly show commitment to WHS, environment and quality through participation in discussions, workplace visits and hazard inspections, risk management etc.
- Review all accidents/incidents and participate in preparation of incident /accident reports if appropriate.
- Initiate actions to improve overall performance.
- Ensure all staff has knowledge of company facilities practices.

All staff and service delivery subcontractors have a shared responsibility for the environment. Our commitment to the environment is communicated through this policy and supporting IMS systems to staff and subcontractors at employee induction and is displayed in prominent positions within the organisation as is practical. This policy is made available to interested parties on request. The environmental policy, as part of the integrated management system is reviewed annually for continuing suitability, regulatory compliance and opportunities for improvement. Accountability for the IMS is the General Manager and responsibilities delegated to senior management throughout the organisation as documented.