

Progressive Training™

(WA) Pty Ltd

Title:	Environment	Policy HR 5.01
<p>Policy:</p>	<p>Progressive Training is committed to integrating sustainable workplace practices in its day-to-day operations in order to reduce any environmental impact during the provision of training and/or consultation services. This will be achieved by adhering to the following principles:</p> <ul style="list-style-type: none"> • We will continually seek opportunities to reduce our environmental footprint and improve our environmental performance in areas including, but not limited to: Energy usage, water usage, paper, fuel consumption and vehicle travel • We will encourage and promote participation and communication in the area of environmental management with staff, contractors and clients by not only making the environmental policy accessible to all via the Progressive Training website, but by soliciting input from those stakeholders to identify opportunities for continuous improvement with regard to sustainability practices • We will seek to minimize waste, recycle and reuse wherever possible <p>Sustainable work practices during day-to-day operations include but are not limited to:</p> <ul style="list-style-type: none"> • Ensuring any lights and/or devices not in use during business hours, are switched off to save power • Lock up procedures are followed each day to ensure lights and/or devices are all switched off over night • Any paperwork that requires disposal of, is shredded using the shredding machine located in the photocopy room and full bags of shredded paper are then repurposed • Printed paper-based resources that can be used for future courses are kept, saving on the re-printing of said resources • 70% recycled paper and/or carbon neutral paper is purchased for use • When available, rainwater is used instead of ‘tap’ water for actions like filling the kettle / urn, in order to reduce water usage • All Progressive Training vehicles are maintained regularly with regard to cleanliness, tyre replacement, servicing etc. Basic maintenance will ensure vehicles are running at their most efficient and therefore reducing fuel consumption • Most direct routes are planned when vehicle travel is required to reduce mileage and fuel consumption 	

This document is **UNCONTROLLED** in hard copy – Progressive Training (WA) Pty Ltd

Prepared by: Jason Driscoll	Title: Environmental Policy	Issue Date: November 2019
Reviewed by: Tanja Parry	Code: HR 5.01	Last Reviewed: Oct 2020
ONCE THIS FORM HAS BEEN UPDATED, ENSURE THE LATEST VERSION IS UPLOADED ONTO THE WEBSITE		

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	<ul style="list-style-type: none"> • Whenever possible digital AQF certification is issued in preference to a printed paper-based copy • Digital advertising for both business promotion and job vacancies within the organisation is to be utilised as opposed to paper-based options • Slashers to be used around the business property instead of chemicals for the control of weeds • Printer cartridges are to be recycled through business such as Australia Post / Stationary Outlets • Use of environmentally friendly products such as 'Earth Choice' detergent that is grey water and septic friendly and made from plant material • Installation of water saving devices such as low-flush toilets and reduce flow taps • Whilst 'on-site' at Progressive Training's Geraldton HQ, optimum use of installed solar panels is to be achieved by programming appliances such as the dishwasher to run during daylight hours <p>We expect that staff and contractors will attempt wherever possible to follow sustainable work practices by working intelligently, with common sense and foresight.</p>
Purpose:	To highlight the requirement for all Progressive Training Stakeholders to be consciously aware of adopting sustainable work practices to reduce environmental impact during the course of day-to-day operations, both in location at Progressive Training registered sites and when 'on-site' at client locations.
Scope:	All staff/employees/contractors and stakeholders
Documentation:	<p>The Continuous Improvement Plan located at:</p> <p>https://trizoneptyltd.sharepoint.com/sites/ProgressiveTraining/Shared%20Documents/Forms/AllItems.aspx</p> <p>is to be used to capture any opportunity for the development, implementation or review of sustainable practices and will be discussed during scheduled staff meetings.</p>
References:	<p>Occupational Safety & Health Act 1984 https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_650_homepage.html</p> <p>Occupational Safety & Health Regulations 1996 https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1853_homepage.html</p>

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	Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) https://www.environment.gov.au/epbc AS/NZS ISO 14001:2016 Environmental management systems – Requirements and guidance for use AS/NZS 4801:2001 Occupational health and safety management systems
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Company Director

Name: _____

Signature: _____

Date: _____

Chief Executive Officer

Name: _____

Signature: _____

Date: _____

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