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**Company Name:**

**AKS SOLUTIONS GROUP PTY LTD**

**Company Vision:-**

- Ensuring all clients needs are met and exceed their expectations
- Being recognized as the best at what we do by providing the most cost effective results without compromising performance.
- Maintaining an integrated team of highly skilled and experienced security professionals.

**AKS Solutions Group Philosophy**

**To be part of your business – To listen, advise, guide and serve**

**AKS Services**

Experience accumulated from 10 years of combined knowledge AKS Solutions Group Pty Ltd have a sound history in the provision of professional security services in:

**Manpower**

- Static Guards (Shopping Complexes, Banks and Club Security )
- Mobile Patrols
- Alarm Monitoring
- Alarm Response
- Close and Personal Protection
- Security Audits
- Security Consultancy

**Physical Security**

- Access Control Systems
- Ballistic Resistant Barriers and Glazing
- Biometric Identification - finger and eye recognition
- Closed Circuit Television and Cameras
- Digital Video Recording Systems
- Management, Safety and Emergency Evacuation
- Perimeter Surveillance & Detection Systems
- Personnel Management
- Policies and Procedures

## **AKS Solutions Commitment**

### **Expectations**

AKS Solutions Group Pty Ltd will endeavor to develop a close relationship with our clients to ensure the advice and services we provide exceed the expectations of our client. Our company is not aligned with manufactures, suppliers, or systems integrators and therefore will provide the best brand, product, or provider to meet your needs.

### **Cost Savings**

AKS Solutions Group Pty Ltd will provide innovative advice designed to save time, money, and effort. Through a comprehensive understanding of the industry, we will assist you to identify and implement cost saving opportunities. Continually evaluating better products and ways to provide our valued customers with reliable and sound advice.

### **Integrity**

AKS Solutions Group Pty Ltd, we base our business on integrity. We understand the serious nature of our business and the serious nature in which you entrust us with your business

## **Company Background**

An extensive history of roles within the security industry in Australia, provides our business with a vast understanding and a wealth of experience.

We are a family business, yet big enough to satisfy your security requirements. Based at Bankstown . we offer coverage for Sydney metropolitan and Greater NSW area. The central focus of our business plan is continuing the growth of our business and ensuring continued employment of our staff.

## **10 reasons you should choose our security business**

1. We are a boutique security company providing quality, value for money
2. We ensure the quality and timeless of our work.
3. We care about our clients – you are not just a number.
4. We are a team of high skilled security professionals
5. We provide fixed priced quotes and schedules for our standard charges.
6. We only perform and charge for work that is carried out.
7. Continually exceeding your expectations is an exciting challenge to us.
8. When you contact us you will find a real person not a recorded message
9. Our philosophy is to be part of your business
10. If you are unhappy with current security provider Give us a go.

The following are the policies that must be upheld by employees of AKS SOLUTIONS GROUP PTY LTD while completing works for AKS SOLUTIONS GROUP PTY LTD.

#### **INDEX**

- 1.1 Occupational Health & Safety Policy**
- 1.2 Environmental Policy**
- 1.3 Smoking Policy**
- 1.4 Drug & Alcohol Policy**
- 1.5 Rehabilitation Policy**
- 1.6 Fatigue Policy**
- 1.7 Manual Handling Policy**
- 1.8 Personal Protective Equipment Policy**
- 1.9 Dangerous Goods and Chemical Policy**
- 1.10 General Safety Rules**

#### **OTHER ATTACHMENTS**

- BP Safe Working Conditions**
- BP Incident Reporting Guidelines**

## **1.1 OCCUPATIONAL HEALTH & SAFETY POLICY**

The Management of AKS SOLUTIONS GROUP PTY LTD are committed to providing and maintaining a safe and healthy working environment for all its employees and anyone entering upon its premises or with connection to the company's business operations.

In demonstrating Management's duty of care, we will make every reasonable effort to provide a working environment that minimises incidents of risks or personal, injury, ill health or damage to property. This includes:

- Suitable plant and equipment are provided and maintained.
- Safe systems at work are implemented and observed.
- Provide the resources, skills and training necessary to assist our employees and contractors to maintain a safe and healthy work environment.
- Regular consultation on health and safety issues.
- Encouraging active participation in the compliance of Occupational Health & Safety for mutual benefit.
- Monitoring & Manage compliance with Occupational Health & Safety requirements ensuring timely and effective response for non-compliance.

A safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of employees. A safe culture will be reinforced through:

- Continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees to ensure safe work practices.
- Giving employees and customers the opportunity to participate in health and safety decisions that affect them.

This policy will ensure steps are taken in conjunction with Risk Management.

In the interests of maintaining safety, contractors, employees, visitors and customers are required to observe and comply with all health and safety standards and procedures enforced. This includes any safety signage or warnings, or instruction given by any company employee whilst on our premises.

## **1.2 ENVIRONMENTAL POLICY**

AKS SOLUTIONS GROUP PTY LTD is committed to responsible environmental management and to be a leader in pursuing acceptable and sound environmental practices within the community.

AKS SOLUTIONS GROUP will at all times operate within the requirements of environmental legislation and any license conditions applicable. This involves the integration of environmental criteria into economic practice in developing strategic plans. The goal is to ensure continuing growth and evolution while at the same time conserving nature's "capital" for future generations.

- 1) AKS SOLUTIONS GROUP requires all employees to operate in an environmentally responsible manner and to immediately communicate breaches of environmental practices to Management.
- 2) It is the responsibility of every employee and sub-contractor to take all necessary steps to report any incident that breaches environmental legislation, license requirements and/or site-specific client guidelines.
- 3) AKS SOLUTIONS GROUP will monitor and manage compliance with our Environmental Management Objectives and ensure timely and effective response to non-compliance.
- 4) AKS SOLUTIONS GROUP requests the active participation of all levels of management and employees, to ensure the environment objectives are achieved at all times.
- 5) AKS SOLUTIONS GROUP will ensure that all employees comply fully with site specific environmental policies and/or directives requested by the client under terms of contract.

To support this policy AKS SOLUTIONS GROUP ensures compliance with the International Environmental Standard ISO 14001 which subscribes the following principles:

- A corporation should focus on what needs to be done and have a purpose and a plan;
- A corporation should develop the capabilities and support mechanisms necessary to achieve its policies, objectives and targets; and
- A corporation should continually review and improve its environmental management system, leading to an improvement in overall environmental performance.

### 1.3 SMOKING POLICY

#### ***No Smoking Policy***

The purpose of this policy is to outline the company's NO SMOKING policy including background information on the risks to health and the environment. The documents also outline the steps supporting our no smoking environment, including support and advice for staff seeking to cease smoking.

The policy is applicable to all staff and personnel employed or contracted to perform works on behalf of Sound Security.

- Smoking is prohibited on or in all company premises, sites and nominated work places except those identified and nominated as "smoking areas".
- Smoking is prohibited in all Company provided vehicles, other than those issued to staff for private use.
- The Company's policy to prohibit smoking is recognized as an occupational health and safety responsibility.
- All job applicants to the Company shall be informed of the policy in regard to smoking in the workplace.
- The company shall provide support to those individuals trying to cease smoking.

The objective is to endeavour to provide a smoke free environment for those desiring such an environment to the maximum extent possible by eliminating the exposure to all passive smoke whilst individuals are on AKS SOLUTIONS GROUP Premises. This policy strives to conform to Occupational Health & Safety Legislation and Best

Practice. In addition this policy will reduce the risk of fire and protect the well being of sensitive equipment.

#### 1.4 DRUG & ALCOHOL POLICY

##### ***No Drugs & Alcohol Policy***

The purpose of this policy is to outline Sound Security's NO Drugs & Alcohol Consumption policy including background information on the risks to an individual's health and well being. The procedures following outline the steps in supporting our NO Drug & Alcohol environment including support and advice for staff seeking to cease the taking of and addiction to Drugs & Alcohol.

The policy is applicable to all staff and personnel employed or contracted to perform works on behalf of Sound Security.

- All job applicants to the company shall be informed of the policy in regard to the Consumption of Alcohol & the use of illicit drugs (non-prescribed) in the work place.
- All employees are aware of and comply with the policy on the use of alcohol and other drugs.
- Consumption of Alcohol & the use of illicit drugs (non-prescribed) are prohibited in company provided vehicles, other than those issued to staff for private use.
- The Company's policy to prohibit the Consumption of Alcohol & the use of illicit drugs (non-prescribed) is recognized as an Occupational Health & Safety responsibility.
- AKS SOLUTIONS GROUP prohibits the possession, transfer or use of illegal substances in the company's or clients premises and/or motor vehicles.
  
- The company shall provide support to those individuals trying to cease the use of or addiction to the Consumption of Alcohol & the use of illicit drugs (non-prescribed). The company will ensure the availability of a confidential and non-judgemental treatment response for any person with alcohol or drug related problems.

The objective is to endeavour to provide a safe environment for all, to the maximum extent possible by eliminating the exposure of all risks associated with the Consumption of Alcohol & the use of illicit drugs (non-prescribed) whilst they are on Sound Security's premises.

#### 1.5 REHABILITATION POLICY

Any employee suffering illness or injury whilst performing their duties for AKS SOLUTIONS GROUP will receive, as soon as possible, assistance and encouragement towards recovery and resumption of normal duties in the workplace.



AKS SOLUTIONS GROUP are committed to the prevention of injury and illness at work and committed to providing rehabilitation programs in the event of an accident. The company will do this by:

- Commencing rehabilitation as soon as possible after the injury in a manner consistent with medical judgement;
- Providing suitable duties for the injured worker after assessment of the employee's capabilities and limitations;
- Encourage employees to participate in all rehabilitation initiatives and training programs;
- Providing equity for employees involved in the rehabilitation process;
- Ensure that participation in the rehabilitation program will not prejudice the injured worker.

It is the objective that all employees participating in the rehabilitation program are treated equally and without prejudice, are given sufficient training in any new tasks assigned and are fully supported in the recuperation process.

It is AKS SOLUTIONS GROUP intent to comply with all provisions outlined in the relevant state injury management and workers compensation acts.

## 1.6 FATIGUE POLICY

The purpose of this policy is to assist managers and supervisors to recognise work situations that may lead to employee fatigue and other detrimental effects and to provide guidelines for managing situations where fatigue may be an issue.

AKS SOLUTIONS GROUP recognizes that fatigue will impair an individual's ability to perform work safely. It is the policy of AKS SOLUTIONS GROUP to protect its employees, assets, the community and the environment in which it operates from hazards arising from fatigue in the workplace.

AKS SOLUTIONS GROUP requires the performance of its employees, contractors & others to be unimpaired by fatigue whilst on AKS SOLUTIONS GROUP premises and sites or performing work for Fox Security.

AKS SOLUTIONS GROUP recognizes the value of its employees in achieving health, safety, environment and business goals and is committed to assist employees with fatigue problems through appropriate education.

All our employees and contractors who enter the Company's premises or sites carry the responsibility of exerting precautionary measures at the onset of fatigue.

### Responsibilities

#### *Managers*

- Establish procedures for recognizing and managing work situations that may lead to employee fatigue.
- Ensure all supervisors and employees receive training and instruction on minimizing fatigue in the workplace.
- Monitor the work situation for early identification of fatigue indicators.
- Take action to manage the situation where fatigue becomes an issue in the workplace.

### **Supervisors**

- Monitor the work arrangements to identify situations that may lead to employee fatigue.
- Implement recommended procedures for managing extended hours work and minimizing the occurrence of fatigue.
- Report situations that are difficult to manage to your manager to seek assistance.

### **Employees**

- Report situations where fatigue is becoming an issue
- Follow procedures that are implemented to reduce the effects of working extended hours.

## **1.7 MANUAL HANDLING POLICY**

### **OVERVIEW**

The policy covers all AKS SOLUTIONS GROUP employees who carry out frequent or infrequent lifting operations. A lifting operation – to be known as a Manual Handling Operation – is defined as a means of transporting or supporting a load (including the lifting, putting down, pushing, pulling, carrying or moving it) by hand or by bodily force.

### **AIM**

The aim of the policy is to formalize guidelines for the manual handling operations that are foreseeable within the work area or during the course of a person's work. This policy will give advice on the procedure for manual handling and identify the obligations of both AKS SOLUTIONS GROUP and the person likely to undertake manual handling operations.

### **PROCESS**

#### Identification & Control

All manual handling operations carried out in the work area or performed by personnel shall be identified and listed. This list should be formalized and be subject to an annual review by the health & safety team with assistance from the HSE Administrator. The list of manual handling operations will stand as means for the regional health and safety adviser to assess the risks to personnel.

Where it is found that significant risks are prevalent those risks will be recorded and suitable control measures reviewed or established, as is necessary, to eliminate or reduce those risks. The health and safety officer following the review of the list of identified operations will review the assessment of significant risks. A review shall also be undertaken at such time when an accident occurs requiring a reassessment of the risk and the control measures in place to eliminate or reduce the risk.

### **GUIDELINES**

It will be policy for AKS SOLUTIONS GROUP to inform its personnel to avoid hazardous manual handling operations so far as is reasonably practicable. However, not all manual handling operations are hazardous and therefore are likely to be undertaken by one person, using the correct lifting technique and observing care and diligence during the operation. Personnel assessed, as being persons who frequently undertake manual handling operations, will be suitably and sufficiently trained to undertake their duties safely.

It will be the obligation of AKS SOLUTIONS GROUP to identify, assess and review risks with regards manual handling operations and suitably and sufficiently eliminate or reduce those risks, and provide training where necessary to personnel who may come into contact with those risks. With regard manual handling operations that are defined as

'insignificant risk to the operator' the Good Handling Technique below will provide personnel with a general understanding as to the requirements for undertaking manual handling operations.

All personnel should be aware that they have an obligation with regard their own health, safety and welfare and the health, safety and welfare of others to undertake their work safely. If there is any doubt by a person, where they will be undertaking an operation that could lead to an accident or injury, they should seek advice from the health and safety adviser.

### **TRAINING**

Training will be provided to all employees and personnel in accordance with the Code of Practice and will comprise three levels:

- i) Identification, Risk Assessment and Control
- ii) Principles of correct manual handling and lifting and the correct use or application of any mechanical aids, personal protective equipment or team lifting procedures.
- iii) Instruction in safe systems of work and safe work procedures as developed for each manual handling task, this is to include instruction and information in ergonomics.

## **1.8 PERSONAL PROTECTIVE EQUIPMENT POLICY**

The purpose of this personal protective equipment policy is to provide a basis for the reporting and identification of safety related risks to personal protective equipment. The documents also outline the steps supporting our approach to ensuring staff awareness of safety issues both with the Company's premises and whilst performing work or carrying out business on behalf of the company.

AKS SOLUTIONS GROUP will ensure personal protection by ensuring:

- Provision of appropriate PPE to prevent injuries as a result of exposure to safety hazards.
- Proper fit of PPE will ensure the equipment can provide the intended protection as well as encourage consistent use by the user because it fits comfortably.
- Train personnel and contractors when safety PPE needs to be used, how to properly put on and remove PPE, how to inspect and care for PPE (cleaning and storage), limitations of PPE and when to remove defective PPE from service.

AKS SOLUTIONS GROUP will ensure personal protection by ensuring that all staff members and contractors are aware and fitted with the following:

- Safe clothing covering the body, arms and legs.
- Approved safety spectacles, with side protection.
- Approved safety footwear (for personnel involved in operational duties).
- Approved head protection (safety helmet, bump cap or first base cap) for specific sites, tasks and areas as designated.
- Hearing protection (where noise survey indicates necessity).
- Ultra Violet (UV) protection as required.
- Hand protection as required
- Fluorescent Safety Vest to be worn on specific sites at all times.
- Barriers (to be erected when completing works on a ladder).
- Safety straps and ladders (for various on-site works).
- Supplementary personal equipment as required.

The objective is to endeavour to provide a safe environment for all, to the maximum extent possible by eliminating the exposure of all risks associated with protective equipment whilst they are working on behalf of Sound Security. This policy strives to conform to Occupational Health & Safety Legislation.

## **1.9 DANGEROUS GOODS & CHEMICAL POLICY**

### **Hazardous Material and Dangerous Goods Register**

Each site must compile a register of Hazardous/Dangerous Goods and have a Material Safety Data Sheet (MSDS) for each item on the register.

The registers must be kept in a place in the workplace where they are readily accessible to all employees.

The minimum items to be included in this register are the Dangerous Goods listed in:

- The Code of Practice for Transport of Dangerous Goods by road and rail
- The Work safe document listing designated hazardous substances
- The state dangerous goods act and regulations list
- Any other chemical considered hazardous but does not appear in the above.

### **Handling of Hazardous Material and Dangerous Goods**

All employees likely to be involved in the handling of Hazardous/ Dangerous Goods must be trained in the safe handling and storage procedures of such materials.

Each site must ensure that correct safety measures are implemented for the handling of such goods and that full protective equipment is available to all operators as necessary. Such equipment safety measures are to be in accordance with the guidelines for the substance on the Material Safety Data Sheets.

### **Storage of Hazardous Material and Dangerous Goods**

All storage of Hazardous Material and Dangerous Goods is to be in accordance with any relevant state dangerous goods storage and handling regulations.

### **Signs and Notices**

All Hazardous Material and Dangerous Goods storage sites are to have full signs and notices displayed in accordance with the relevant state dangerous goods legislation and to have HAZCHEM signage displayed in accordance with the Australian Standard AS 1216.

### **Material Safety Data Sheets**

All work sites that have any listed Dangerous/Hazardous goods, as per the lists itemised on the register prepared in accordance with the Dangerous Goods handling and storage regulations, are also to have a Material Safety Data Sheet for each substance. These are to be available to all employees upon request.

All staff likely to be involved with, or working near, these goods are to be trained in the HAZCHAM system and in understanding the contents of the Material Safety Data Sheets.

## Emergency Services

Each site manager is to ensure that liaison is established with the relevant emergency services in their area and full co-operation is to be provided at all times.

A list of all potential hazards that could affect the emergency services in any emergency response by them is to be made available and revised on a regular basis. Additionally, any circumstance that may create a potential threat outside the Company site in the event of an emergency within the site is to be notified to the emergency services responsible.

In the case of dangerous goods that are listed in the relevant State Dangerous Goods Legislation, the Federal Code for Transport of Dangerous Goods, or the Worksafe list of designated Hazardous Substances (NOHSC 10005 1994) being stored on the Company site, an inventory list of such goods is to be supplied to the local Fire Authority and updated on a regular basis (the frequency to be established in consultation with the fire authority).

A copy of such a list is also to be maintained at the Company Administration Office.

## GENERAL SAFETY RULES

1. Follow Instructions: **Do not** take chances.
2. Report immediately any condition or practice you think might cause injury to employees or damage to equipment.
3. Put everything you use in its proper place. Disorder causes injury and wastes time, energy and material. Keep your work area clean and orderly.
4. Use the right tools and equipment for the job and use them safely.
5. Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
6. Use, adjust, alter and repair equipment only when authorized.
7. Wear approved personal protective equipment as directed. Keep it in good condition.
8. Don't horseplay; Avoid distracting others.
9. When lifting, bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible. Get help for heavy loads.
10. Obey all policies, rules, signs and instructions.

## Prior to Visiting Site

- Ensure the site has been contacted to advise them of expected time of your arrival.
- Spend adequate time on site prior to beginning work to enable one to familiarize themselves with all site safety requirements.
- If in doubt check safety manuals or ask the supervisor. Do not proceed until you are sure you are working within a safe working environment. AIP standards must be adhered to at all specific sites.
- Ensure tools/machinery are all tagged and in working order.
- Ensure all safety equipment is available and ready for use.
- Ensure you have the correct protective clothing required.
- Discuss any obvious safety hazards with the direct supervisor.

## On Arrival at Site

- Introduce yourself to site owner/manager and discuss works to be carried out.
- Complete all relevant clearance forms/paperwork and have them signed by site owners/manager.
- Should any other permits be required (e.g. Hot Works Permit) ensure they are issued.
- Ring relevant control to log in.
- Ensure safety barriers (if necessary) are erected before work can begin.

- Should a change in the workplace circumstances occur, stop and re-assess safety. If in doubt discuss problem with site owner/manager.
- If additional hazards become known, stop work and discuss with your supervisor and the site owner/manager.

#### At Completion of Works

- Remove all tools from site and any refuse.
- Ring control room to book out.
- Ensure owners/manager signs off all relevant paperwork. Ensure paper work is stamped correctly.

#### **TECHNICIAN RESPONSIBILITIES AND AUDITS**

All technicians including contractors and apprentices are responsible in ensuring that the above is conducted on all sites and at all times.

Every 6 months every technician working in behalf of AKS SOLUTIONS GROUP will have their licenses (drivers, ACA and any other as requested) checked to ensure that each technician is legally capable of fulfilling their responsibilities.