



MKD

Facilities Services

**OCCUPATIONAL
HEALTH & SAFETY**

MKD Facilities Services

Occupational Health & Safety

MKD Facilities Services Pty Ltd recognises its moral and legal responsibility, in particular to the Occupational Health and Safety Act 2000, to provide a safe and healthy work environment for employees, contractors, customers and visitors.

This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness. MKD has designed a safety program to mitigate, wherever possible, the risk of injury to all employees.

MKD Facilities Services Pty Ltd has adopted a systematic approach to managing OHS and has developed an IMS management system (OHIMS).

Our IMS management system promotes the general growth of awareness regarding OHS matters.

The IMS management system incorporates measures to foster sustained IMS improvements. It is purely designed to promote safe workplaces through health and safety management, to re-enforce best practices and focus for improvement.

Occupational Health & Safety working conditions are the responsibility of all staff members, at all levels of authority.

For their part, the management of MKD is to ensure that work is performed without risk to health and safety by informing, instructing, training and supervising all employees.

All MKD team members are required to implement necessary safe working practices.

Training

The aim of MKD's program is to give employees the expertise necessary to perform their designated duties, characterised by quality and time efficiency. In implementing this training schedule MKD is ensuring that both clients and the company obtain value for money by providing employees with skills that are suited to diverse customer requirements.

MKD Facilities Services Pty Ltd recognises that its strength lays in its employees, hence the ongoing and active commitment to training to maintain the quality of our services, the company's reputation and the environment.

Industrial Relations

MKD has a concise and comprehensive procedural plan for managing Industrial Relations. MKD has a formal Industrial Policy Statement, highlighting its Prevention, Resolution and Protection of Services strategies.

MKD takes great pride in its harmonious dealings with both employees and unions. MKD's philosophy of "Win Win" is applied ensure a fair and equitable outcome for employees, whilst maintaining a viable economic balance for our company and integrity of service to clients.

Occupational Health & Safety

Safe Storage, Handling & Control of Chemicals (OH&S)

The requirement for MKD to use chemicals within our business provides a hazard that needs to be clearly identified and controlled. If we are using a chemical it is a result of our people undertaking an assessment of a particular task and determining that chemical use is required to supplement a cleaning process.

MKD along with our specialist chemical partner Clearchoice Products determine the most effective and least hazardous substance required for the activity. Our Safety Management System clearly identifies the processes that are required to safely manage chemical use. From the Hazardous Substance Risk Assessment to the Toolbox Training session on Storing Hazardous Chemicals and the Safe Work Procedure, MKD has a clear process to ensure Safe Storage, Handling and Control of Chemicals.

Following is a list of the relevant components of the MKD Safety Management System:

The Central Cleaning Chemical Management process

The Hazardous Substance Risk Assessment

The Toolbox Training Talks

The Safe Work Procedure

Specific chemical training is provided by our chosen chemical company Central Cleaning Products. The reason we use this company is that they have the least hazardous chemicals on the market, and provide chemical training on how to use the chemicals. Training is competency based, thus providing benefits to ensure all employees who are trained understand the dangers of chemicals they use. Central Cleaning also produces training tools such as colour-coded posters, colour-coded labels on bottles, and communicating safe usage of the chemicals for their intended purpose. This is an important point given that some staff do not speak or read English at a high level.

Induction

MKD Facilities Services Pty Ltd completed an Induction as well as initial training and ongoing training of all employees. Included in this training is customer satisfaction, cleaning systems and processes, environmental policy, incident reporting fire and explosion and evacuation procedures, manual handling particularly the cleaning part of the business, chemical safety, first aid, and PPE (Personal Protective Equipment).

All employees must complete an initial site induction to have a thorough understanding of the service required at each premise. Employees are then expected to induct all staff in the same format and then provide a core competency checklist to the Operations Manager.