1.0 PURPOSE

This management program is a facet of the procurement policy and procurement management developed under the EMS. To reduce the materials intensity of products.

2.0 SCOPE

This procedure is applicable to all Formula Interiors, Formula FG, Zenith Interiors, Zenith FG, Zenith Manufacturing, Queensland Glass, Infinite Image, S360 Electrical, S360 Plumbing and Wild Air Business Units unless otherwise stated.

The requirements of this procedure apply to all activities that interact with the Environment.

3.0 DEFINITIONS

Environmental Aspect – means the element of the Company's or Subcontractor's activities, products or services that can interact with the environment.

Environmental Impact – means any change to the environment, whether adverse or beneficial, wholly or partially resulting from the Company's or Subcontractor's activities, products or services.

Risk Assessment – means the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined criteria.

Environmental Risk Register – means a document that lists all process activities that have an Environmental Aspects, their associated impacts, risks and the controls to be put in place to manage the risks.

Responsible Manager (RM) – means the manager with the responsibility and authority for managing Environment issues, as follows:

Bid Manager Company Tenders

Project Manager or nominee Project Sites

Business General Manager Company Premises

Contract - means the written, legally binding agreement between the Company and its Customer, specifying their respective rights and obligations.

Quality Management Cyclems Descripements

4.0 REFERENCES

TCO 0001

T	150 9001	Quality Management Systems – Requirements
2	ISO 14001	Environment Management System
3	AS/NZS	Occupational Health & Safety Management
4	HS03P	Hazard Identification and Risk Assessment
4	MN05P	Management Review
5	QM15P	Record Management
6	QM14P	Compliance Requirements
7	QM12P	Monitoring and Measuring
8	HR05P	Learning and Development
	EMO2P	Environmental Aspects and Impacts

5.0 Procedure

- 5.1 All staff that have a design input are instructed to utilise a materials minimisation philosophy.
- 5.2 All staff, (in particular our design and key production staff) are made aware of the Materials Minimisation Management Program via the Staff Induction Program,

Materials Minimization

EM07P - Rev. B

company meetings, toolbox talk meetings and notice boards, both electronic and hardcopy.

5.3 The design and development process is aimed at producing more with less. The objective is to reduce the material intensity of products - thereby minimising the materials consumed to create the product and reducing the demand for raw materials.

Strategies

- 5.4 The Environmental Committee have implemented the following strategies:
 - a) Monitoring of product inputs including packaging
 - b) Express the waste reduction in relation to output to show how the changing material intensity for provision of furniture.
 - c) Light weighting in furniture design, materials selection and component specification
 - d) Packaging minimisation and recycling (document the past development of minimal packaging for the delivery of product to installation site)
 - e) Efficient use of materials relative to standard dimensions supplied
 - f) Refine the design for environment guidelines
 - g) insert material consumption monitoring into the EMS.
- 5.5 The Environmental Committee under the guidance of the National HSEQ Manager, shall complete the following:
 - a) develop a procurement policy to assist in the selection of environmentally preferred products, materials and services.
 - b) begin the recording/measuring and of material inputs and reviewing status
 - c) express the waste reduction in relation to output.
- 5.6 All materials minimization strategies and programs are measured, reported and reviewed at the 'Committee Meeting' on a 3 monthly interval. Minutes of the meetings are placed on the notice board and copies provided to the Management Team.

6.0 Documentation

The Environment Aspect and Impact Analysis are undertaken and recorded on the same forms as those in HS03P for Health and Safety, and are listed below:

1. MN02F2 Objectives & Targets Register

2. EM02F2 Environmental Aspects & Impacts Record

21/06/2018