



LICENSING AND COMPETENCY POLICY

Recopak Machinery Pty Ltd

POLICY STATEMENT

The company will ensure that persons who operate items of high risk plant or machinery or carry out certain occupations are competent to do so and have obtained the education and training required in the task for a certificate or license to be issued to allow them to carry out the task in a safe manner.

AIMS AND OBJECTIVES

We will ensure that work classified as high risk work is only carried out by persons who are suitably trained in the task, or are specifically exempted by regulations. Where a license for high risk work is not required to operate plant or to carry out an occupation, the person who will carry out the work will be required to provide suitable evidence of competency before being allowed to carry out the work.

RESPONSIBILITIES

We will ensure that workers and contractors must ensure that the only persons with current certificates or licenses for a class of work carry out specialised tasks and operate specified plant and equipment in areas under their control. The company will implement and maintain register listing the names and qualifications of persons who are competent to carry out work requiring a license or similar competency.

License holders must ensure that they carry their license on their person at all times for inspection by a company or principal contractor representative, or an inspector from the regulating authority when requested. License holders must ensure that their license remains current, and ensure that they renew their license every 5 years as required by legislation.

Supervisors must ensure that adequate suitably licensed or qualified workers are available to carry out work for which a license or certificate is required, and to ensure that unlicensed or unqualified persons do not operate the plant or equipment unless they are specifically exempted by regulations (such as a trainee who is working under the direction of a licensed person).

Workers must not carry out work for which they are not licensed or competent.

AUTHORISED BY

Name: Luke Dopper

Signed:

A handwritten signature in black ink, appearing to read "Luke Dopper", written over a light blue horizontal line.

Position: DIRECTOR

Date: 08/01/2020