

MANAGEMENT DOCUMENTS

- Privacy Policy
- Licences and Authorities
- Work Place Health and Safety Statement
- Environmental Statement
- Professional Indemnity Insurance Certificate
- Public Liability Insurance Certificate

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Privacy Policy

1. General

qRAD staff are committed to protecting the privacy of personal information. Our policy reflects the Australian Privacy Principles as identified by the Office of the Australian Information Commissioner.

2. How we gather information

Information, such as name, work address and contact details may be received by us, mostly directly for business reasons through various means of communication. This may include professional interactions, emails, letters, emails, electronic contact and web media, accounts payable and receivable.

3. What we use this information for

qRAD may use personal information for business reasons of mutual interest and benefit only, such as communication relating to business work programs and projects or services provided; or business, administration and finance matters related to mutual business


qRAD will not use personal information to communicate on matters other than that reasonably expected within the business context – that is, environmental radiation consulting. qRAD will not exchange or distribute personal information without consent or requirement for legal reasons.

4. Information security

qRAD takes all reasonable steps to keep personal information data secure, correct and up-to-date. It is available only to the staff members who become involved in interaction with the individuals and the organisations mentioned in the information.

5. Access

Individuals or organisations that have are past clients request access to the nature of the information held about them. qRAD will generally disclose this information unless it could not be disclosed due to administrative or legal reasons, in which case qRAD will advise the person enquiring of the reasons and the nature of information withheld by us.

Name:	Ross Kleinschmidt	Position:	Principal Consultant
Signature:		Date:	02 September 2018
Review date:	01 September 2019		

Licences, Certifications and Approvals

qRAD Consulting's Principal Consultant, Dr Ross Kleinschmidt, holds the following credentials:

Radiation Safety Act 1999 (and Regulation 2010) authorities

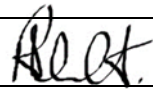
- Licence to Use Radiation Sources: <insert licence number>
- Accreditation Certification: <insert accreditation number>
- Radiation Safety Officer: <insert RSO number>

Miscellaneous authorities

- Qld Drivers Licence 'C' class
- Qld Marine licence
- WA OHS Construction Induction White Card: 10586753
- Qld Positive Notice Blue Card (Working with Children) 1731212/1

Professional Memberships

- Australasian Radiation Protection Society (ARPS) – Member
- South Pacific Environmental Radiation Association (SPERA) - Member

Name:	<u>Ross Kleinschmidt</u>	Position:	<u>Principal Consultant</u>
Signature:	<u></u>	Date:	<u>01 September 2018</u>
Review date:	<u>31 August 2019</u>		

Work health and safety policy

qRAD Consulting is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.


Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Name:	Ross Kleinschmidt	Position:	Principal Consultant
Signature:		Date:	01 September 2018
Review date:	31 August 2019		

Environment Commitment

qRAD Consulting (qRAD) recognises the importance of protecting the environment and identifying ways to be proactive stewards in the workplace. qRAD works within the intent of [ISO 14001:2015](#), which specifies requirements for an effective environmental management system, allowing us to further demonstrate our commitment to protecting the environment.

It is qRAD's policy to continually strive to improve our Environmental Performance by reviewing our operational and administration objectives.

qRAD adopts the following sustainability best practices:

Reduction

- Reduce our levels of energy consumption
- Reduce our use of consumables
- Reduce travel by using technology to collaborate and meet
- Recycle equipment, waste products, and redundant items

Prevention

- Procure items, services, and equipment manufactured or produced from sustainable sources or from providers that are committed to environmental protection
- Obtain supplies from environmentally friendly organizations and those that use renewable energy sources
- Use, store, control, and dispose of waste and hazardous materials in line with legislation obligations and environmental best practice
- Aim to prevent or reduce our pollution and actively pursue the reduction of our use of substances and processes that adversely affect the environment

Name: Ross Kleinschmidt

Position: Principal Consultant

Signature: 

Date: 01 September 2018

Review date: 31 August 2019