



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 1 of 20

# INTEGRATED MANAGEMENT SYSTEM MANUAL

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# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 2 of 20

### TABLE OF CONTENTS

|                                                                            |           |
|----------------------------------------------------------------------------|-----------|
| <b>1. PURPOSE .....</b>                                                    | <b>4</b>  |
| <b>2. OBJECTIVES .....</b>                                                 | <b>4</b>  |
| <b>3. INTRODUCTION .....</b>                                               | <b>5</b>  |
| <b>4. POLICY .....</b>                                                     | <b>5</b>  |
| <b>5. REFERENCES .....</b>                                                 | <b>5</b>  |
| <b>6. DEFINITION .....</b>                                                 | <b>6</b>  |
| <b>7. INTEGRATED MANAGEMENT SYSTEM STRUCTURES .....</b>                    | <b>6</b>  |
| <b>8. ORGANISATION STRUCTURES .....</b>                                    | <b>7</b>  |
| <b>9. STRATEGIC PLANNING PROCESS .....</b>                                 | <b>8</b>  |
| <b>10. WORK FLOW PROCESS.....</b>                                          | <b>9</b>  |
| <b>11. PLANNING .....</b>                                                  | <b>10</b> |
| 11.1 General .....                                                         | 10        |
| 11.2 Job Safety Analysis (JSA) .....                                       | 11        |
| 11.3 Workplace Hazard Improvement System.....                              | 11        |
| 11.4 Legal and other Requirements .....                                    | 11        |
| 11.5 INTEGRATED MANAGEMENT PLANS .....                                     | 12        |
| <b>12. IMPLEMENTATION.....</b>                                             | <b>12</b> |
| 12.1 General .....                                                         | 12        |
| 12.2 Structure and Responsibility .....                                    | 12        |
| 12.2.1 Resources .....                                                     | 12        |
| 12.2.2 Accountability and Responsibility .....                             | 12        |
| 12.3 Training and Competency.....                                          | 13        |
| <b>13. CONSULTATION, COMMUNICATION AND REPORTING .....</b>                 | <b>14</b> |
| 13.1 Consultation .....                                                    | 14        |
| 13.2 Communication .....                                                   | 14        |
| 13.3 Reporting.....                                                        | 14        |
| <b>14. DOCUMENTATION .....</b>                                             | <b>15</b> |
| 14.1 General .....                                                         | 15        |
| <b>15. DOCUMENT AND DATA CONTROL .....</b>                                 | <b>15</b> |
| <b>16. IDENTIFICATION, ASSESSMENT &amp; CONTROL OF HAZARDS/RISKS .....</b> | <b>16</b> |
| 16.1 General .....                                                         | 16        |
| 16.2 Hazard Identification.....                                            | 16        |
| 16.3 Hazard/Risk Assessment.....                                           | 16        |
| 16.4 Control of Hazards/Risks .....                                        | 16        |
| <b>17. EMERGENCY PREPAREDNESS AND RESPONSE .....</b>                       | <b>17</b> |
| 17.1 Evacuation Plan .....                                                 | 17        |



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 3 of 20

|            |                                                                |           |
|------------|----------------------------------------------------------------|-----------|
| 17.1.1     | Evacuation .....                                               | 17        |
| <b>18.</b> | <b>MEASUREMENT AND EVALUATION AND MONITORING .....</b>         | <b>18</b> |
| 18.1       | General .....                                                  | 18        |
| 18.2       | Incident Investigation, corrective and preventive action ..... | 18        |
| <b>19.</b> | <b>RECORDS AND RECORDS MANAGEMENT .....</b>                    | <b>19</b> |
| <b>20.</b> | <b>WH&amp;S MANAGEMENT SYSTEM AUDIT .....</b>                  | <b>19</b> |
| <b>21.</b> | <b>MANAGEMENT REVIEW .....</b>                                 | <b>20</b> |
| 21.1       | General .....                                                  | 20        |



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001

Issue Date: 18/08/2025

Revision No.: 0

Page 4 of 20

### 1. PURPOSE

The purpose of this Integrated Management System (IMS) Manual is to establish a unified framework that combines the principles and requirements of both Quality Management and Occupational Health & Safety (OHS) Management into one cohesive system. This manual ensures that all organisational activities align with applicable standards such as ISO 9001 (Quality) and ISO 45001 (Safety).

This integrated approach allows the organisation to:

Consistently deliver products and services that meet customer requirements and regulatory obligations.

Provide a safe and healthy working environment for employees, contractors, and visitors.

Drive continual improvement in both performance areas—quality and safety—through coordinated planning, implementation, monitoring, and review processes.

Streamline compliance efforts, reduce duplication of documentation, and enhance operational efficiency by uniting the systems into a single management structure.

### 2. OBJECTIVES

The key objectives of the Integrated Management System are to:

- **Ensure Product and Service Quality:**  
Maintain consistent quality outcomes that meet or exceed customer expectations and contractual requirements.
- **Promote Occupational Health and Safety:**  
Prevent work-related injury and ill health by identifying hazards, assessing and controlling risks, and fostering a proactive safety culture.
- **Achieve Compliance:**  
Ensure conformance with applicable statutory, regulatory, and contractual obligations relevant to both quality and workplace health and safety.
- **Support Continual Improvement:**  
Monitor performance through audits, reviews, feedback, and data analysis to drive ongoing improvement in quality and safety outcomes.
- **Enhance Stakeholder Confidence:**  
Demonstrate the organisation's commitment to quality assurance and health & safety excellence to clients, employees, regulators, and other stakeholders.
- **Integrate Risk Management:**  
Apply a risk-based thinking approach to both quality and safety, embedding preventive measures into all operational activities.



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 5 of 20

- **Empower People:**  
Provide appropriate training, resources, and support to enable employees and contractors to contribute effectively to quality and safety objectives.

*For Further Details Refer to 05-02-OBJ-001: Safety and Quality Objectives*

### 3. INTRODUCTION

The EDMS Australia is committed to ensuring that the Safety, Quality & Environment products and outstanding services is undertaken in a manner which minimises the risk of personnel injury, plant or equipment damage, business risk and environmental damages & effects.

This Integrated Management System (IMS) Manual has been developed to provide a source of guidance on the management of Safety, Quality and Environmental issues related to all EDMS Australia's activities.

### 4. POLICY

EDMS Australia is committed to ensure all operations are carried out in compliance with statutory requirements and regulations both in spirit and within legal requirements.

EDMS Australia is committed to the Quality, Environment, Health, safety and welfare of its employees and the communities in which it works.

To this end, EDMS Australia will:

- Provide to all employees, Contractors and Subcontractors, an understanding of this Policy.
- Comply with all Legislation, Codes of Practice, and Customer requirements.
- Provide appropriate training for employees.
- Ensure the commitment and compliance of all employees to the Company's Integrated Management System programmes.
- Aim for a high standard quality and safe work environment with no injury at any time.

*For Further Details Refer to PCY-001: Quality Policy, Safety & Environmental policy Statement*

### 5. REFERENCES

|           |                                                                  |
|-----------|------------------------------------------------------------------|
| ISO 9001  | Quality Management System – Requirements                         |
| ISO 45001 | Occupational Health and Safety Management Systems - Requirements |
| CRT- 001  | EDMS Australia Organizational Chart                              |
| PCY - 001 | EDMS Australia Quality, Safety & Environmental Policy Statement  |



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 6 of 20

FLC-001  
SYM-001

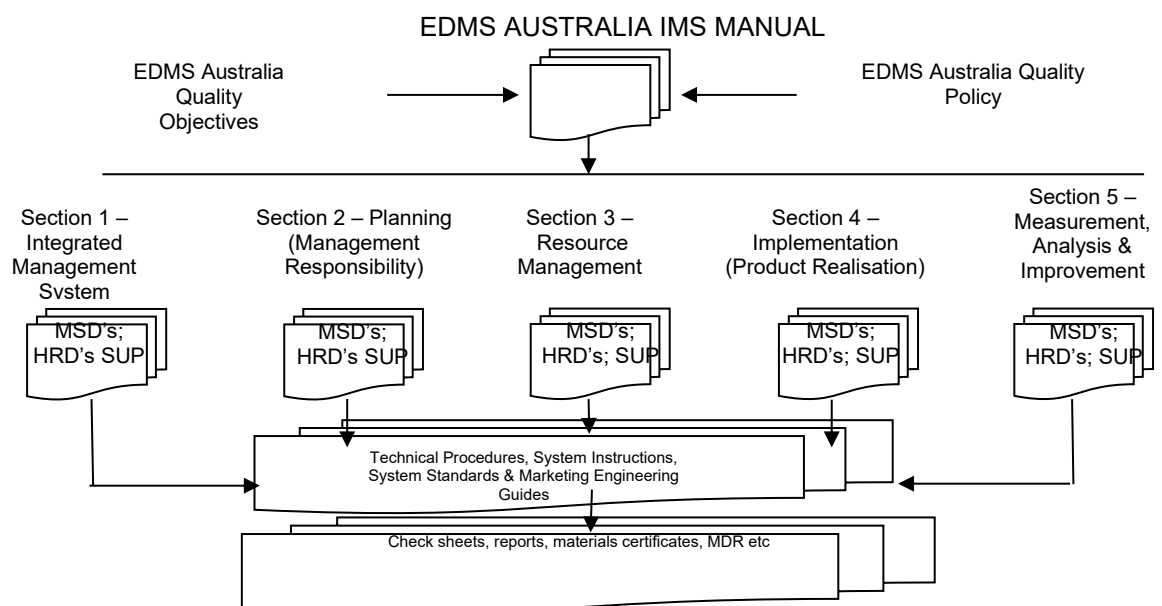
Company Process Map  
Procedure Manual

### 6. DEFINITION

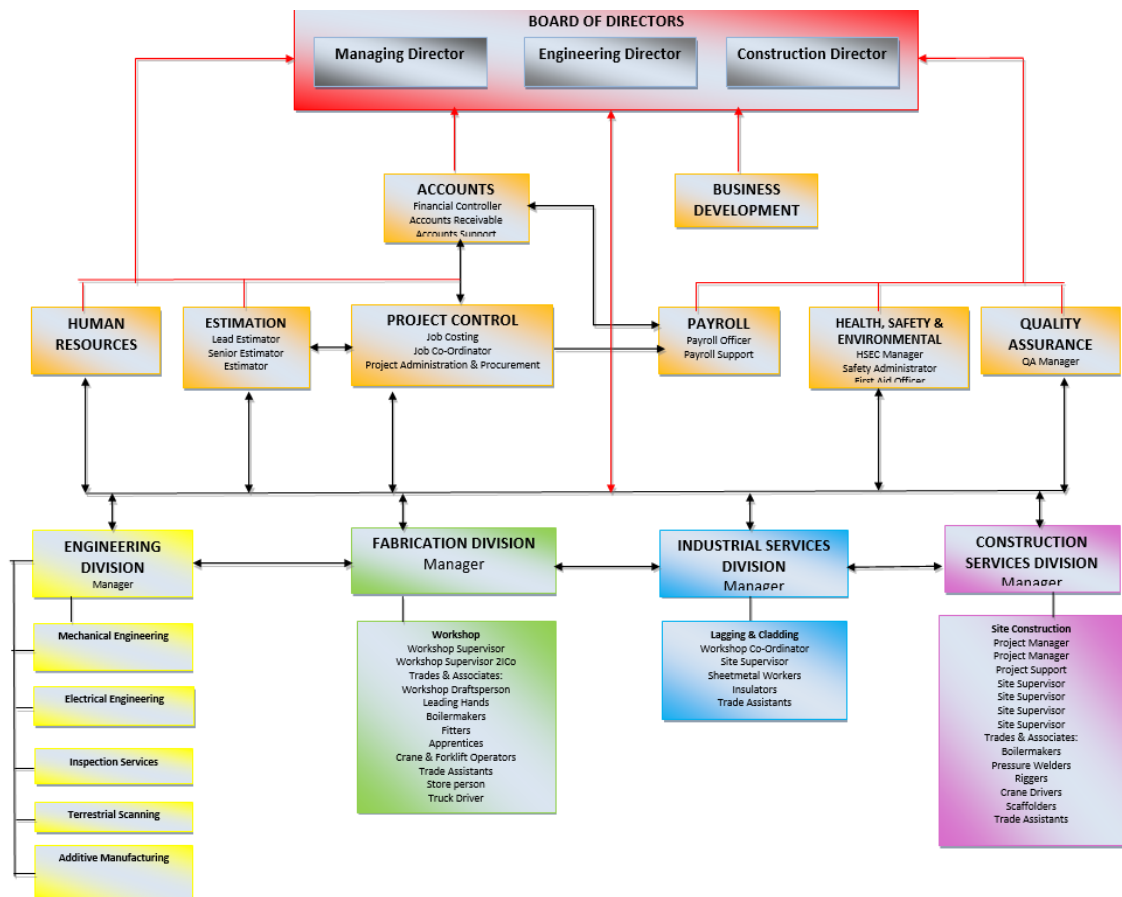
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|-----|------------------------------------------------------------------------------------------------------------------|
| MSD | Management System Description – Describes the methods used for safety and quality assurance.                     |
| HRD | Human Resource Description - Describes the methods used for Human Resources                                      |
| SUP | Supplementary Procedures                                                                                         |
| SI  | System Instruction – Defining the methods to support the MSD's                                                   |
| TP  | Technical Procedure and instructions – Defining, how technical activities and special processes are carried out. |
| IMS | Integrated Management System.                                                                                    |
| CRT | EDMS Australia Organizational Chart                                                                              |
| PCY | Policy – Defining company policies.                                                                              |
| SYM | System                                                                                                           |

### 7. INTEGRATED MANAGEMENT SYSTEM STRUCTURES

EDMS Australia uses a multi-layered structure to document its IMS. The IMS Manual sits at the top of the structure and provides an overview of the entire system. The IMS Manual nominates detailed procedures, (MSD's) with supporting System Instructions (SI's) or Technical Procedures (TP's) which provide the basis of how activities are carried out. Quality plans, ITP's, Reports and check sheets associated with these procedures provide objective evidence of conformity



## 8. ORGANISATION STRUCTURES





# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

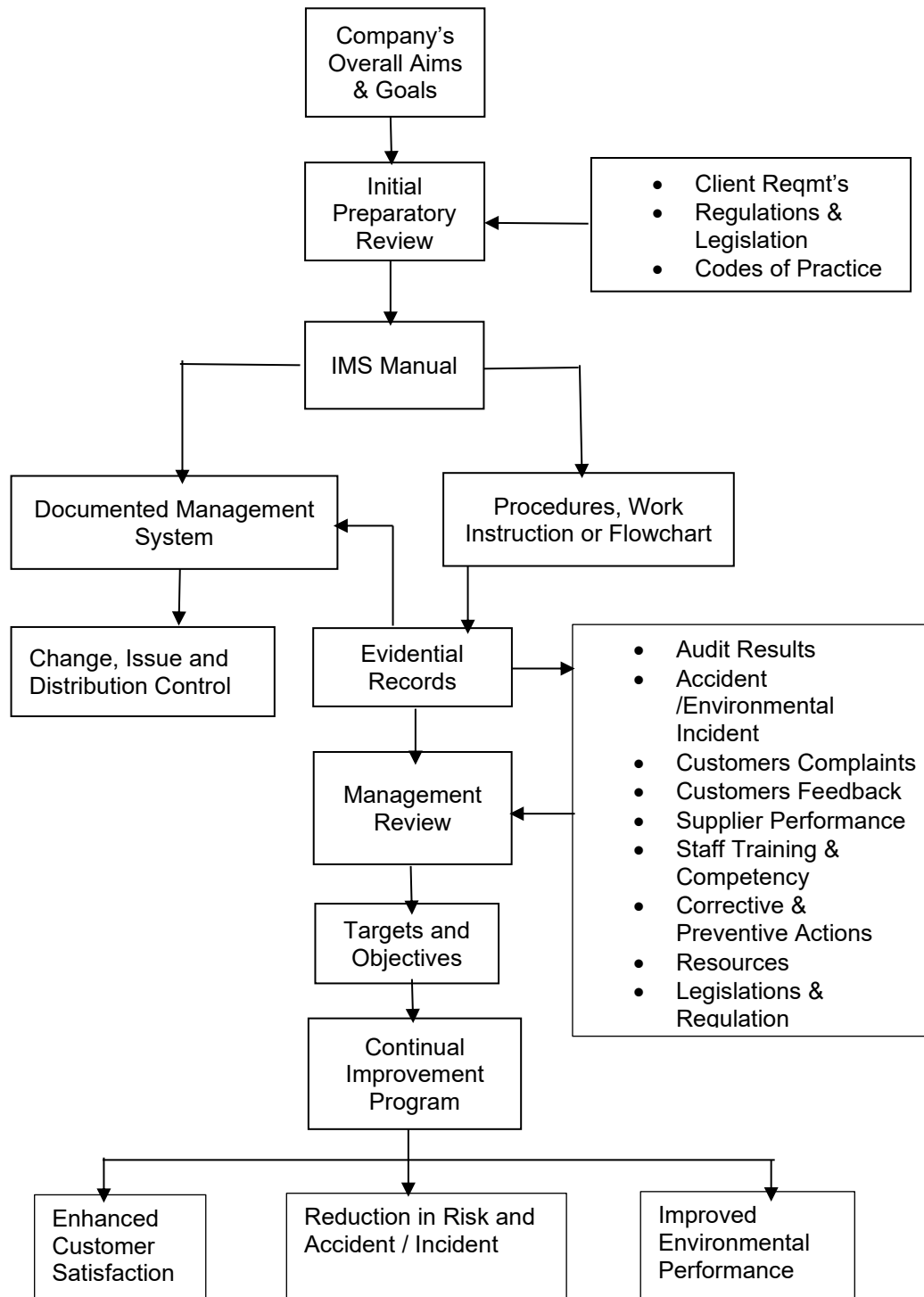
Doc No.: 05-01-IMS-001

Issue Date: 18/08/2025

Revision No.: 0

Page 8 of 20

### 9. STRATEGIC PLANNING PROCESS







# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

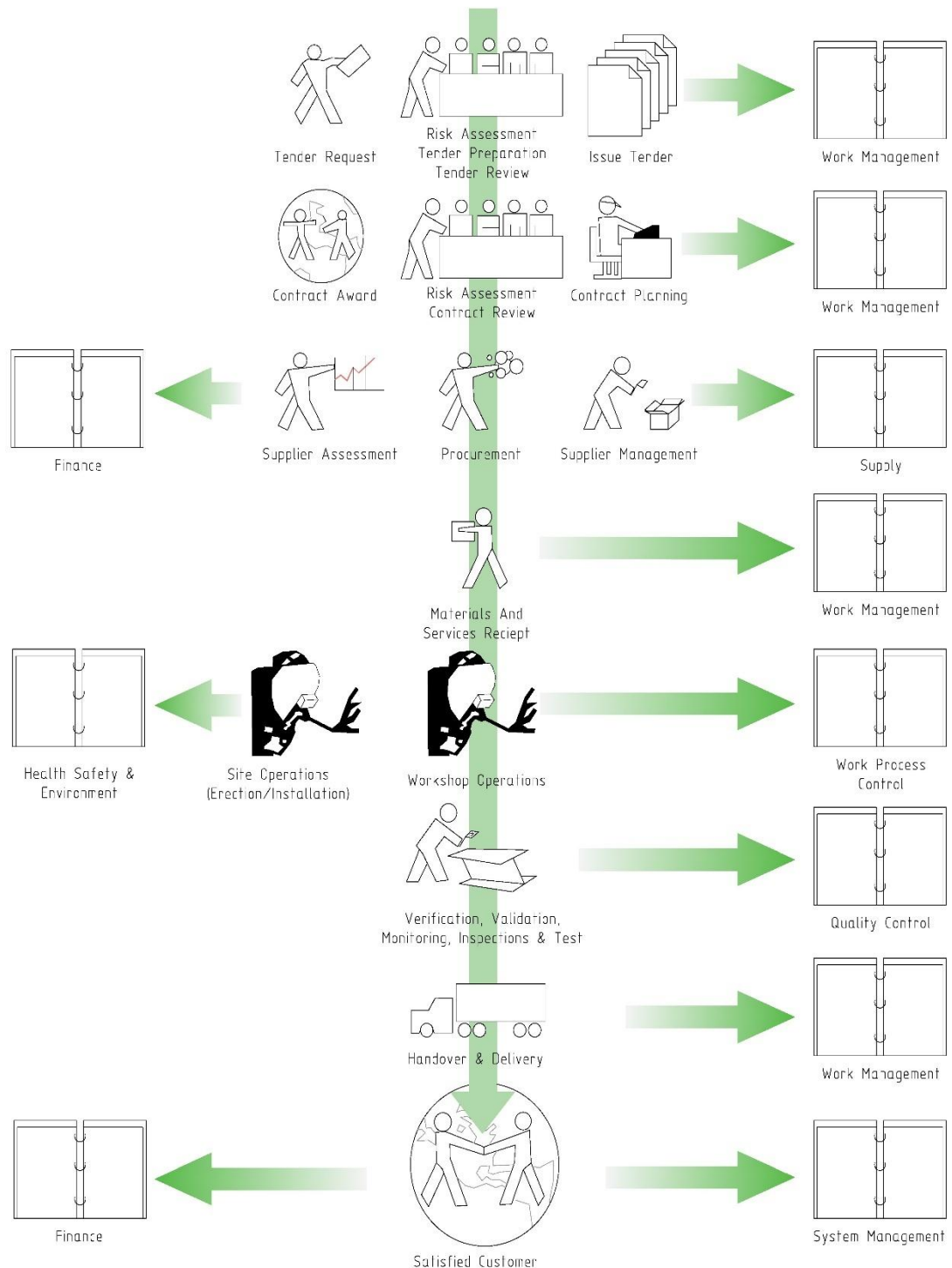
Doc No.: 05-01-IMS-001

Issue Date: 18/08/2025

Revision No.: 0

Page 9 of 20

### 10. WORK FLOW PROCESS





# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001

Issue Date: 18/08/2025

Revision No.: 0

Page 10 of 20

## 11. PLANNING

### 11.1 General

Planning is an integral part of the successful implementation of the Integrated Management System. All works may encounter hazard and risk.

EDMS Australia routinely evaluates risks and opportunities to achieve the outcomes of the IMS, to reduce potential of undesired effects and to achieve continual improvement.

| Applicable Standard | Identification                                   | Assessment Methods                                        | Risk and Opportunity Examples                                                                                         | Action Examples                                                                                                          |
|---------------------|--------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| ISO 45001           | Safety Hazards and Compliance Obligations        | Risks Register Review / Continuous Assessment by EHS      | Climate change, New Employee, OSHA Requirement Gaps, Customer property, Field Risks                                   | Prepare assessment – JSEA, Create Emergency Response plan, Provide training, Assign Owners, Follow up for effectiveness. |
| ISO 9001            | Product and Service                              | IMS Risk Register / Project Risk Review /                 | Business Process Risk, Project Concerns, Resource Constraints / Product and Process defects (NCR's), New Technologies | Define Mitigation ACTIONS, Provide Training, Assign to Owner, Determine Opportunity, Follow up for Effectiveness         |
| ISO 14001           | Environmental Aspects and Compliance Obligations | Risk Register Review/ Continuous Review assessment by EHS | New Employees, Language Barriers, Leading to Spillage, Changes to EPA regulations, Climate Change                     | Provide training, Assign Owners, Prepare assessment – JSEA, Follow-up for effectiveness.                                 |

EDMS Australia perceives a **hazard** as something with the potential to cause harm or damage. This can include substances, plant, work processes and/ or other aspects of the work environment.

**Risk** is the likelihood that death, injury, illness and damage might occur as a result of the hazard.



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 11 of 20

Prior to the commencement of any contract or project EDMS Australia undertake risk assessment. A risk register is maintained by EDMS Australia. Each risk shall be managed using the Hierarchy of Control approach. That is, the risk shall be eliminated, or substituted, or engineered out, or administered.

*For Further Details Refer to HSD-001: Hazard Management.*

### 11.2 Job Safety Analysis (JSA)

A Job Safety Analysis (05-01-JSA-001-Template) is a formal method of ensuring that any task is performed in the safest, most effective manner.

A JSA will be completed for all hazardous activities or where there is a reasonable probability of an incident occurring if the work process is not assessed and appropriate controls introduced, especially for non-routine tasks.

JSA's will be undertaken as a team approach involving employees who are going to undertake the work. The effectiveness of the JSA process will be assessed by way of the audit process.

*For Further Details Refer to HSD-001: Hazard Management.*

### 11.3 Workplace Hazard Improvement System

The purpose of the Workplace Hazard Improvement Report is to report and action observed hazards which are not or cannot be immediately removed or which may exist in other areas throughout the worksite. It is also used by employees to propose any suggested opportunities for improvement.

The Report includes sections to facilitate risk assessment and the assignment of appropriate controls. A close-out and follow-up loop ensures that responsibilities are assigned and the hazard is effectively dealt with.

*For Further Details Refer to HSD-001: Hazard Management.*

### 11.4 Legal and other Requirements

Processes are in place to identify and have access to legal (and other requirements) which impact on the Health, Safety and Environment aspects of EDMS Australia's activities within its day to day activities. To ensure regulatory compliance EDMS Australia maintains up to date information with regards to Legislation. The systems that are installed ensure that this information is constantly kept up to date.

*For Further Details Refer to MSD-002: Legal and Other Compliance Management.*



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 12 of 20

### 11.5 INTEGRATED MANAGEMENT PLANS

EDMS Australia has prepared Integrated Management Plan to detail the principles and controls that will be established for all EDMS Australia, Contractor and Subcontractor activities. It is based on the requirements of the ISO9001 and ISO 45001, this unified system ensures that both product/service quality and Work Health and Safety (WH&S) objectives are systematically managed, monitored and continually improved across all levels of the organisation.

Each activity that EDMS Australia performs work at will be subject to a risk assessment. This risk assessment identifies possible hazards and assesses the risks associated with them. The review takes into account the environmental sensitivity and any regulatory or other requirements that may be significant.

*Refer to: 05-01-IMP-001\_Integrated Management Plan Template*

## 12. IMPLEMENTATION

### 12.1 General

Integral to EDMS Australia achieving their objectives is the people and the alignment of systems, strategies, resources and structure to meet objectives. Specific WH&S responsibilities defined by WH&S legislation and regulations must be met.

### 12.2 Structure and Responsibility

#### 12.2.1 Resources

EDMS Australia will continue to identify and provide the resources required to implement, maintain and improve WH&S and Quality management. Resources include but not limited to:

- Human resources and specialised skills
- Safety professionals and practitioners to provide assistance with all WH&S requirements
- Safety training for various workers if required
- Adequate facilities for the safety of persons at its premises.
- Financial Resources
- Information Resources

*For Further Details Refer to HRD-002: Training & Competency*

#### 12.2.2 Accountability and Responsibility

Documented and communicated WH&S responsibilities throughout the business. WH&S accountabilities and responsibilities are addressed personally by management and workers as per position descriptions. These accountabilities and



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 13 of 20

responsibilities are reviewed through performance reviews between management and worker/s.

The Directors, who has the executive responsibility for Safety and Quality, has nominated the HR/Safety Manager as the Safety Management Representative. He/she is responsible for and has the authority to ensure WH&S Management requirements are established, implemented and maintained and that WH&S Management performance is reviewed and improved.

*For Further Details Refer to 02-04-PD-001: Management Responsibility and Authority*

### **12.3 Training and Competency**

The need for competency training is determined through the risk management process and by the review of accident/incident investigations.

The HR/Safety Management Representative of EDMS Australia will ensure that all staff is trained in operation of all equipment and vehicles.

Safety training and accreditation will also be available on request and at the management's discretion.

Licences required to perform duties must be current and carried on persons at all times when operating machines or vehicles.

Staff must only perform work in a prescribed occupation, if they have the appropriate certifications and training to perform work in that occupation.

- Ensure safety skill training is provided to employees
- Provide an open environment for communication and participation between management and employees
- Ensure adequate tools, materials, machinery and equipment of work are available to employees
- Provide a competent and accountable standard of supervision and management.
- Ensure compliance with all relevant occupational health, safety and environmental legislation and codes of practice
- Provide effective hazard identification and control systems for the use of Employees
- Provision of approved standards of personal protective, clothing and equipment.

*For Further Details Refer to HRD-002: Training and Competency*



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 14 of 20

### **13. CONSULTATION, COMMUNICATION AND REPORTING**

#### **13.1 Consultation**

EDMS Australia must have employee involvement and consultation in WH&S matters.

- Workers must be involved in the risk management process.
- Workers must be consulted to ensure their needs and concerns are understood and also when implementing, reviewing or varying the Workplace Health and Safety Management System

#### **13.2 Communication**

EDMS Australia's Project Manager and/or Safety Management Representative or his/her designee must communicate WH&S information including but not limited to:

- All safety incidents
- WH&S requirements
- Accident and Incident Reporting, Recording and Investigation
- Safety communication of accident and incident outcomes with suggested actions for improvements
- Strategic Safety Plan
- General and On-site Safety Inductions
- Outcome from the audit process with suggested improvements

EDMS Australia has developed a procedure that describes the methods by which issues are communicated and employee participation is encouraged.

*For Further Details Refer to MSD-004: Communication and Participation Procedure  
SUP-023: Employee Consultation*

#### **13.3 Reporting**

WH&S performance reporting is achieved through the reporting of:

- Accidents/incidents (both internally and externally to the relevant State Regulators)
- Hazard identification in accordance with risk management procedures
- Hazard/risk assessments
- Preventative and corrective actions
- Identifying requirements for reporting to the relevant Authority for notifications.

*For Further Details Refer to HSD-001: Hazard Management  
HSD-005: Incident Notification, Reporting and  
Investigation Control*



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 15 of 20

### 14. DOCUMENTATION

#### 14.1 General

All Health, Safety, Quality and Environment system Documentation are controlled to ensure:

- The review and approval by authorised personnel.
- The uniformity in presentation of all documentation.
- The availability to all personnel.
- The resolution of conflicting or contradictory content.
- The identification of revision status.
- That change is identified and that revision receives the same level of authorisation as the originals.
- The prompt identification and / or removal of obsolete documentation from use.
- The effective backup of all electronic data.

The documentation that is controlled includes, but is not limited to:

- All Company manuals, procedures and forms.
- Relevant standards, statutory, legal and regulatory codes.
- Relevant Client specifications as appropriate.
- Electronic data

### 15. DOCUMENT AND DATA CONTROL

A system of records is maintained to enable verification that the Health, Safety, Quality and Environment System meet with the requirements of EDMS Australia, our Clients and the applicable Standards.

All records are made available for audit and review purposes, whilst maintaining confidentiality where required.

Records are maintained for a period of time as nominated in the contract, required by legislation or as determined by EDMS Australia. This is clearly defined within the procedure.

Legible records are maintained in a suitable environment to:

- Be identifiable and readily retrievable.
- Minimise deterioration or damage.
- Prevent loss.

Registers are maintained of archived records, which may be stored in the system.

*For Further Details Refer to MSD-005: Document & Data Control*



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 16 of 20

## **16. IDENTIFICATION, ASSESSMENT & CONTROL OF HAZARDS/RISKS**

### **16.1 General**

EDMS Australia, Contractors and Subcontractors shall report, investigate and maintain records of all hours worked, Minor Incidents, Serious Incidents and Near Misses. Details of which shall be submitted to EDMS Australia Health & Safety Advisor for record and assessment that will be review during the management review meeting.

Work Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk.

*For Further Details Refer to HSD-001: Hazard Management*

### **16.2 Hazard Identification**

When identifying WH&S hazards in the workplace, attention must be given to:

- Situations, events or circumstances that have the potential to give rise to injury or illness
- The nature of potential injury or illness relevant to the activity, product or service
- Past injuries, illnesses and incidents
- The organisation of the work, the way it is managed and carried out and any changes that occur to this
- The design of workplaces, processes, materials, plant and equipment as well as the fabrication, installation, commissioning, handling and disposal of these
- The purchasing of goods and services
- Contracting and subcontracting of plant, equipment, services and labour
- The inspection, maintenance, testing, repair and replacement of plant and equipment

### **16.3 Hazard/Risk Assessment**

Risks are assessed and a risk score is determined for each, with priorities for control being based on these scores.

### **16.4 Control of Hazards/Risks**

WH&S risks are controlled through applying the hierarchy of controls:

- Elimination – remove the hazard/risk
- Substitution – replace the hazard with one that presents a lower risk
- Engineering – structural changes
- Redesign work process





# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 17 of 20

- Isolate the hazard with barriers, e.g. machine guards, extraction ventilation, manual handling aids
- Administration – adherence to procedures or instructions e.g. training, job rotation, job safety analysis
- Personal Protective Equipment (PPE) – e.g. hearing protection, eye protection

Control measures may be used individually or as a combination of measures to control a hazard/risk.

PPE is the least preferred method of control because if the PPE fails, the worker is left unprotected from the hazard.

## **17. EMERGENCY PREPAREDNESS AND RESPONSE**

An **emergency** is any situation requiring immediate response, which caused, or may cause, serious personal injury, environmental damage or significant property loss on or off site.

An emergency will take priority over all other activities.

Evacuation may be initiated due to fire, chemical spill, gas escape, explosion, bomb threat, earth tremor, flood warning or any potentially threatening situation.

### **17.1 Evacuation Plan**

An evacuation plan shall be prepared and displayed on notice boards, crib sheds and offices indicating the Evacuation Assembly Area and access routes from the working area.

#### **17.1.1 Evacuation**

All personnel should proceed to the Evacuation Assembly Area and report for a head count. Following the head count personnel should await instruction or the “All Clear” to return to the working area.

The Emergency Preparedness and Response covers all areas of EDMS Australia operations. All employees shall follow procedures for emergency preparedness and response. Plans are to be developed for emergency preparedness, response and recovery and the plans must be tested at least annually.

*For Further Details Refer to HSD-002: Emergency Planning.*



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 18 of 20

## 18. MEASUREMENT AND EVALUATION AND MONITORING

### 18.1 General

EDMS Australia HR/Safety Management Representative or designated staff member, monitor and evaluate their WH&S performance in order to take both preventative and corrective action when necessary.

EDMS Australia will seek advice from experts for related Ergonomic and Hygiene matters as required.

Compliance to WH&S legislation is to be monitored through:

- Auditing
- Accident and Incident Reporting
- Recording and Investigation
- Conducting accident and incident investigations

Processes for dealing with Notices placed on EDMS Australia Safety Plan monitors performance by:

- Providing an overview of safety pressures arising from activities, products and services in terms of safety risk exposure and significant legal and other obligations
- Providing a summary analysis of the state of EDMS Australia safety performance
- Providing information on safety management response strategies for risk management, compliance, planning and development

### 18.2 Incident Investigation, corrective and preventive action

The HR/Safety Management Representative must have processes for Accident and Incident Reporting, Recording and Investigation to:

- Investigate, respond to and take action to minimise any harm caused from accidents/incidents
- Investigate and respond to system failures
- Determine the terms of reference and timeframe for accident and incident investigations
- Initiate and complete appropriate corrective and preventative action
- Requirements for accident and incident reporting, recording and investigation must include any requirements specific to relevant individual State legislation and regulations

*For Further Details Refer to HSD-005: Incident Notification, Report & Investigation Procedure.*

*MSD-006 : Non Conformance Report Procedure*

*MSD-007 Corrective & Preventive Action Procedure*



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 19 of 20

### 19. RECORDS AND RECORDS MANAGEMENT

EDMS Australia's record management system enables the control and maintenance of contract records that demonstrate conformance to requirement. Records are identified, stored, protected, retained and disposed.

Records are maintained to:

- Demonstrate objective evidence that the Safety and Quality System is functioning efficiently.
- Demonstrate compliance of product and services to client and statutory requirements.
- Document that resources are suitably trained and competent
- Provide information and evidence of the improvement process.

The methods of identification, collection, indexing, filing, storage and disposition of records are defined and controlled to ensure they are identified, stored and allow easy retrieval when required.

Records shall be made available to the Client/Statutory Authorities and retained for the specified periods in a suitable storage environment.

Examples regarding records that must be maintained are as follows but are not limited to:

- Allocation of PPE
- Training records
- Accident/Incident reports, investigations and recommendations
- Service, maintenance and pre-use inspection checklists for plant
- Audit reports and recommendations
- Medical records from health assessments
- Risk management records

*For Further Details Refer to MSD-005: Document & Data Control  
MSD-008: Records Control*

### 20. WH&S MANAGEMENT SYSTEM AUDIT

In the course of each year or as need arises, all aspect of the Health and Safety Management Plan shall be examined. Audits verify that the Plans & System are performing as documented and that the objectives are being met.

- Comply with legislation
- Comply with requirements
- Provide audit results to workers and management

The WH&S Discipline Audit is carried out by the following method:



# EDMS Australia

## INTEGRATED MANAGEMENT SYSTEM MANUAL

Doc No.: 05-01-IMS-001  
Issue Date: 18/08/2025  
Revision No.: 0  
Page 20 of 20

- Annual workplace assessment conducted by safety personnel who are trained to conduct assessments
- Verification audits conducted by or on behalf of the QA Manager
- State WH&S and/or other relevant authority audits in response to an incident

*For Further Details Refer to MSD-009: Internal Audit Control*

## **21. MANAGEMENT REVIEW**

### **21.1 General**

EDMS Australia Management will review and continually improve their integrated management system with the objective of improving overall safety & quality performance.

The operation and ongoing suitability and effectiveness of this IMS Manual and all associated documents shall be subject for review. Review shall be chaired by the Directors and will focus on:

- Result of the Audits
- Suggestion made via Non Conformance and corrective actions.
- Adequacy of the Plan against scope of work requirements.
- Feed-back received from clients/customers.
- Complaints received.
- Non-Conformance Issues.
- Review of legislation relevant to the states/s and jurisdictions in which the business group operates.
- Knowledge gained from previous accident and incidents.

*For Further Details Refer to MSD-001: Management Review*