

## **PIRMP - Pollution Incident Response Management Plan**

### **What is the PIRMP – Pollution Incident Response Plan?**

Under changes to the EPA legislation, all trackable waste licensees are required to keep a plan for the mobile plant where the relevant activity takes place. i.e. keep it in the truck.

### **What should be included in the plan?**

PIRMP's must include the information detailed in the POEO Act (section 153c) and in the form required by POEO Regulation (clause 98B) information such as:

- Company Name & EPA Licence Number
- Postal & Primary address
- Company contact details Business and after hours
- Individuals responsible to call EPA and other relevant authorities & contact details
- Define type of incident that may result harm to the environment
- Training and testing program of staff



## **PIRMP - Pollution Incident Response Management Plan**

### **What do you do when a Pollution incident Occurs?**

*“If a pollution incident occurs in the course of work activity at the premises or during transport that may cause material harm to the environment ( within the meaning of section 147), the person carrying out the activity must immediately implement the PIRMPP.”*



## Workplace Harassment and Bullying Policy Refresher

### What are the effects of bullying and/or harassment (including sexual harassment) in the workplace?

Employees who are feeling bullied, harassed or discriminated in the workplace may feel any or all of the following:

- Unsafe
- Unwelcome
- Distressed
- Threatened
- Insecure
- Scared
- Anxious

Bullying and harassment can affect the mental and physical health of workers. It will have a direct impact on the employee and their productivity at work, it may also impact the people around them both at work and outside the workplace. This type of behaviour does not contribute to a positive workplace, one which is productive, efficient and sustainable and not what we want at our workplaces.

**Everyone is responsible for creating a positive and safe workplace.**



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### **PERCEPTION IS IMPORTANT – people interpret comments differently**

It is important to remember that perception in the workplace is important – what one person finds funny another person may find offensive and whilst we want to have friendly conversations at work, hot topics such as politics and religion should be avoided.

- If you make a comment that someone lets you know that they don't like – apologise and remember not to discuss it again.
- If you hear something that is inappropriate, you can choose to ignore it, but it may happen again if you don't let the other person know that it's not ok.

**Everyone is responsible for creating a positive and safe workplace.**



## **Workplace Harassment and Bullying Policy Refresher**

### **If it is happening to you:**

If you feel comfortable to, let the other person know that their behaviour is offensive, unwelcome and not appropriate at work. If they stop, great, that is the aim. If they don't stop, then speak to your Supervisor/Manager for support. You may prefer to speak to Human Resources or the Managing Director/CEO who will also assist you. Keep a written record of the incident(s).

### **If it is happening to someone else:**

Depending on the situation, you may be able to tell the offender to stop, or you may speak to the person involved to offer your support in raising the matter with the appropriate person(s) as mentioned above. You can also speak to the offenders Manager.

All matters relating to the investigation of issues raised regarding bullying and/or harassment will be treated in strict confidence. Any breach of confidentiality in this regard may result in disciplinary action. Employees will not be victimised for reporting bullying or harassment.

Employees found to be involved in bullying or harassment in the workplace will be disciplined as per the Counselling, Discipline and Termination Policy. This may lead to termination of employment.

False accusations of bullying and harassment may also result in disciplinary action.



## Workplace Harassment and Bullying Policy Refresher

### Are the following Case Studies examples of bullying or harassment?

1. An employee posts a photo with derogatory comment on their Instagram page about their Manager and the organisation.
2. An employee tells a crass joke to a colleague who laughs at the joke.
3. A Manager screams at an employee across an open plan office about an error they made
4. An employee has asked a colleague out on a date multiple times.
5. The whole Marketing team go out for lunch but don't invite one member Bob.
6. An employee shouts and swears at a colleague.

***Remember: Bullying and harassment is about how behaviour and/or comments are perceived or interpreted by another person. Think before you say/act/do .***



## Workplace Harassment and Bullying Policy Refresher

### Answers

1. An employee posts a photo with derogatory comment on their Instagram page about their Manager and the organisation.

**Bullying.** *Do not post workplace photos and mention workplace specifics on any social media platform. Better still, don't post any defamatory comments. Even though you may be using your own phone/device, it still relates to the workplace and therefore contravenes our IT Policy. The manager can also sue for defamation.*

2. An employee tells a crass joke to a colleague who laughs at the joke.

**Harassment.** *Even if the people involved in the conversation are not offended, be mindful that anyone who overhears it may be. Refrain from having these type of conversations in the workplace.*

3. A Manager yells at an employee across an open plan office about an error they made

**Bullying.** *Managers can advise employees of errors made and assist with further training. This should be done privately in a meeting room and not in an open plan office around others.*

4. A employee has asked a colleague out on a date multiple times.

**Harassment** *as it is unwanted and unreciprocated, a form of sexual harassment.*

5. The whole Marketing team go out for lunch but don't invite one member Bob.

**Bullying.** *Exclusion in work arranged events is a type of bullying.*

6. An employee shouts and swears at a colleague.

**Bullying.** *This is unacceptable behaviour and would result in termination if the individual had previously been warned of similar behaviour. This conduct undermines the principles of cooperation and mutual respect for a productive workplace. This scenario would be addressed in line with Counselling, Discipline & Termination Policy as a one-off incident which could still lead to termination.*