



# **JustAutomotive** recruitment

Just Automotive Recruitment Environmental Policy		
<b>Updated Date:</b> 30/06/2021	<b>Version:</b> 003	<b>Issuer:</b> D Robinson
<b>Issue Date:</b> 15/6/2018	<b>Version:</b> 002	<b>Issuer:</b> D Robinson

Just Automotive Recruitment is committed to minimising the impact of its activities on the environment and to conducting our business in an environmentally aware and responsible manner. We seek the co-operation of our employees and business partners in ensuring our organisational practices are conducted with minimal environmental impact.

## **POLICY**

This commitment shall be fulfilled by ensuring that we:

- Meet or exceed our legislative and regulatory requirements
- Provide employees with information to help them make environmentally appropriate decisions, promoting environmental awareness and understanding of environmental matters
- Minimise the impacts of waste on the environment by actively promoting recycling, re-use and waste minimisation strategies
- Communicate information regarding our environmental policy and performance to customers, employees, and the community
- Continually review, update and improve our environmental objectives and targets
- Identify and control environmental aspects and related impacts

This policy and the environmental aspects of our Management System will be regularly reviewed by senior management to ensure its continued effectiveness

## **PROCEDURE**

We recognise that it is important to identify and assess our environmental aspects, impacts and risks.

On a regular basis the Manager or their delegate will:

- Read the company Environmental Policy and procedure to identify where environmental impacts can occur
- Walk around the office, noting things that might impact the environment;
- Talk to employees, to learn from their knowledge and experience of areas and activities, and listen to their concerns and opinions about environmental issues in the workplace;

Having identified these, we will enter the significant aspects on a table with our objectives and targets. The table also takes into consideration our environmental risks.

In considering the significance of our environmental aspects and impacts we have taken into consideration the following:

- Regulatory and legal control
- Effectiveness of Management Control
- Possible Severity
- Probability of Occurrence
- Duration of Impacts
- Ease of Remediation
- Probability of External Concern
- Probability of Adverse Effect on Image

We will review our aspects and impacts on a regular basis, making a formal note of the date and the outcomes as part of our annual Management Review of our Environmental Sustainability

## **Methodology**

Impact

Likelihood of occurrence

Significance of occurrence,

With 1 = low, 2 = moderate, 3 = high.

Impact scores greater than 3 require mandatory mitigation and control measures.

The framework above will be reviewed annually.

The assessments of environmental aspects will identify potential impacts for:

- a) emissions to air,
- b) releases to water,
- c) releases to land,
- d) use of raw materials and natural resources,
- e) use of energy,
- f) energy emitted, e.g. heat, radiation, vibration,
- g) waste and by-products

### Assessment of Identified Significant Environmental Aspects, Risks and control

Aspect	Likelihood	Significance	Impact	Mitigation & risk control	Likelihood after control measures	Significance after control measures	Revised Impact
Vehicle Pollution	3	1	3	Lift sharing Minimise site visits Logistics of travel (circular schedules)	2	1	2
Excess contribution to landfill	2	3	6	Employees systematically made aware of recycling opportunities Raise awareness of reuse, reduce, recycle	1	2	2
Excessive contribution to quarrying	2	3	6	Employees systematically made aware of recycling materials Raise awareness of reuse, reduce, recycle	1	3	3
Office based waste	3	2	6	Reuse and recycle Preferentially buy recycled paper	2	1	2

				Preferential buy environmentally friendly natural cleaning products			
<b>Use of energy (office)</b>	3	1	3	Inform all employees of energy saving measures  Turn off standby function to reduce power use after hours	2	1	2

Just Automotive Recruitment seeks the co-operation, commitment and support of all employees who are involved with the activities of Just Automotive Recruitment in minimising our impact on the environment, conducting our business in an environmentally aware and responsible manner.

For further information on Just Automotive Recruitments Environmental Policy, please contact [donna@justautomotiverecruitment.com.au](mailto:donna@justautomotiverecruitment.com.au)

**References:**

WHS Act and Regulations 2011  
EPA Victoria – ECO footprint – Managing Impact on the Environment  
EPA Victoria – Sustainable Business and Industry  
WorkSafe Victoria – Sample Environmental Policy