



Environmental Management Plan

TST Property Services' (TST) Environmental Management System has been established to ensure compliance with all Federal and State (NSW Protection of the Environment Act 1997 – Issue 2022) Legislation, and Local Regulations and to International Certification 14001:2015 as a certified and integrated system.

TST works in agreement with all clients to implement safe environmental operations.

- Compliance with environmental legislation includes:
- Disposal of different types of waste e.g. paper and waste water from cleaning equipment in a specified environmentally acceptable manner
- Recycling of waste, particularly paper
- Use of environmentally friendly chemicals, for all cleaning, storage and disposal
- Training/Induction of staff to comply with EMS legislation and regulations
- Inclusion of Environmental protection steps in company SWMS to assist in generating an integrated approach to management and cleaning
- Purchase and maintenance of equipment to keep air and noise pollution to a minimum
- An awareness that cleaning with green chemicals is beneficial to the environment in addressing the risks of climate change

TST Property Services continues to work with clients to meet the changing legal requirements in regard to protection of the environment. With each new contract TST Property Services liaises with the relevant authorities and clients with a view to putting in place specific procedures for the site to control:

- Handling and disposal of waste
- Correct use, dilution, handling, storage and disposal of chemicals
- Purchase, maintenance and use of equipment
- Standard Compliance and continual improvement
- Standards monitoring and auditing at set schedules

These procedures, after agreed to by the client as complying with environmental requirement form part of TST's basic training programs to be presented to all management and cleaning staff on-site. On-going monitoring by TST Property Services' managers, supervisors and team leaders ensures strict adherence to the procedures set down and become the benchmarks for continual improvement.

Suppliers/Debtors

The Supplier/Debtor List is a soft copy list of suppliers (cleaning materials/consumables and sub-contractors – Excel spreadsheet) who have been approved for use or have existing contracts to carry out cleaning on TST client sites. The Financial Controller has authority to add or delete

materials suppliers while decisions re sub-contractors is made by senior management, acting on reports from Supervisors and client feedback. Agar Chemicals for cleaning agents and Metro Cleaning Supplies for all other cleaning implements (mops, brooms, buckets and chemicals).

This list is reviewed in an ongoing manner to ensure – favourable pricing, delivery reliability, adherence to Australian Standards and client requirements. For sub-contractors' assessment is made through relating performance to client complaints, cleaning performance levels, invoicing correctly (as per contract requirements), correct induction and training of staff, suitable documentation (e.g., WHS), use and abuse levels of materials and maintenance of provided equipment and other issues as raised from time to time.

Issues relating to suppliers and sub-contractors are part of everyday discussions at management level but more particularly they are included as agenda items at management meetings and or recorded in the company management log.

New suppliers are thoroughly checked for ability to supply products at competitive prices, products that meet Australian Standards and their business credentials are sound (e.g., ABN and Certificates of Currency are checked).

Verification of Purchased Products – Ethical Purchasing

All incoming cleaning products consumables and equipment are visually inspected as conforming to the specified requirements, as ordered, before release for use in contracts. Verification is in accordance with TST supplier agreements (if established) and client requirements specified in the respective cleaning contracts and our environmental management (green cleaning) policies. Verification may involve direct comparisons to existing supplies or outside expert assistance if the full extent of the risk cannot be determined internally.

Through ethical purchasing TST is able to monitor the range of chemicals, consumables and other equipment to guard against products that possibly lead to harmful impacts on the environment leading to climate change.

George Shamoon
General Manager
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