



Health & Safety

Waste Minimisation

Environmental

Energy Management

Hazardous Substances

Health & Safety Policy

Pollett Furniture Ltd. and its management is committed to the Health and Safety of its employees, visitors and contractors and to the elimination of work related illness and injury. It is recognised that the entire Management team is responsible for delivering a safe working environment.

This will be achieved by:

- Provision and maintenance of a safe working environment.
- Training of all employees in safe work habits.
- Involvement of all employees in the development of Health and Safety procedures.
- Education of employees in awareness of their individual obligations and their responsibilities for observing safe work practices.
- Complying with all relevant legislation, standards, and codes of practice.
- Continuous review of procedures and communication of results to improve performance.
- Supporting the safe and early return to work of injured employees.
- Accurately reporting and recording all incidents and accidents.

Employees are responsible for:

- Observing all safe work practices, rules and instructions relating to their work.
- Acting in a manner that will not put themselves or others at risk of injury.

This policy will be reviewed every 2 years. Objectives for meeting Health and Safety targets will be set annually.

Signed: _____

Date: _____

Kind Regards,

Mike Pollett

Pollett Furniture Ltd

Waste Minimisation Policy

Introduction

Pollett Furniture Ltd. is committed to seek opportunities within the current operation (both administration and manufacturing) to reduce the amount of waste generated.

Purpose

This policy signifies Pollett Furniture's commitment to control the level of waste generation and realise on-going savings in both waste and costs.

Objectives

Pollett Furniture's long term objectives are:

- Find opportunities to re-use waste material into new products or new opportunities for this waste.
- Recycle as much of the waste as possible where applicable.
- Re-work designs that produce large amounts of waste material. Focussed on high volume products initially
- Develop design guidelines, to ensure raw material waste is minimised.
- Staff education to aid in the implementation of initiatives.
- Nesting 'like' components to minimise waste/ maximise board usage.

Action Plan

- Communication to raise staff awareness regarding waste management
- Establishing an waste management database that allows for collection, monitoring and reporting of data on waste generation, waste costs, waste reduction and key performance indicators
- To meet and review waste management policy and actions

Accountability and Structure

The Managing Director has ultimate responsibility for waste management. The management team will manage and delegate as required the activities regarding the policy. All staff have a responsibility for waste management. All staff should report wasteful activities and have an obligation to ensure waste generation in their area is minimised.

Review

The waste management policy and actions will be reviewed quarterly.

Kind Regards,

Mike Pollett

Pollett Furniture Ltd



11 Carnegie Road
Onekawa
Napier 4110
Ph 06- 8431357

Environmental Policy

Pollett Furniture Ltd is a business that is dedicated to the preservation of our environment and environmental sustainability.

We recognise the importance of local and global sustainability issues and realise that these issues are of concern for many of our customers, staff and other stakeholders.

Pollett Furniture undertakes the following in maintaining our environmental policy:

- Compliance: with all relevant environment legislation and industry codes of practice.
- Waste: Reducing our waste materials from production.
- Energy: Efficiently and effectively using energy and other resources. Continuously looking for opportunities to reduce our consumption.
- Education: Ensuring the education of our employees and contractors about our joint responsibilities and understanding how their actions influence our environmental performance
- Communication: Ensure our clients, staff and stakeholders are informed of our environmental performance.
- Review: Regularly reviewing our Environmental Management Systems to continuously improve our environmental performance
- Pollution: Commitment to the prevention of pollution.

This policy will be reviewed 2 yearly

Kind Regards,

Mike Pollett

Pollett Furniture Ltd

Energy Management Policy

Introduction

Pollett Furniture Ltd is committed to responsible energy management and will practice energy efficiency throughout all our premises, plant and equipment, wherever it is cost effective to do so. Pollett Furniture will achieve the objectives of this policy statement through implementation of energy management projects from identified energy saving initiatives.

Purpose

This policy signifies Pollett Furniture's commitment to control the level of energy consumed and realise ongoing savings in both energy and costs.

Objectives

Pollett Furniture's long term objectives are:

- To buy energy at the most economic cost
- Use energy as efficiently as possible
- To reduce pollution, particularly greenhouse gas emissions, caused by our energy consumption.
- To identify and drive energy efficiency initiatives and to provide an integrated organisation-wide response to energy management.

Action Plan

- Communication to raise staff awareness regarding energy use
- Establishing an energy database that allows for collection, monitoring and reporting of data on energy consumption, energy costs, energy savings and key performance indicators
- To meet and review energy management policy and actions
- Invest in latest technology e.g. recent purchase of Icam computerised machinery and Cabinet Vision drawing software, updated yearly

Accountability and Structure

The Managing Director has ultimate responsibility for energy management. The management team will manage and delegate as required the activities regarding the policy. All staff have a responsibility for energy management. All staff should report wasteful activities and have an obligation to ensure energy consumption in their area is minimised.

Review

The energy management policy and actions will be reviewed quarterly.

Kind Regards,

Mike Pollett

Pollett Furniture Ltd

HAZARDOUS SUBSTANCES REGISTER

Building Address: 11 Carnegie Road, Onekawa

Storage Area: Store

Napier

Chemical Name	Trade Name	Hazard Class	Quantity	Form (Below)	Container Type	MSDS Obtained	Date
Henkel	P481HV	N/A	2 x 20L	L	PVC	Yes	14/2/14
Henkel	Dorus KS 217	N/A	20kg	L	PVC	Yes	14/2/14
Mirotec	WB 8022	2	4L	L	PVC	Yes	14/2/14
Mirotec	WB 8060	2	4L	L	PVC	Yes	14/2/14
Star-CC	Starstuk Cleaner						
Citrus Edgit	Edge Cleaner	3	20L		Metal		

FORM: Compressed Gas=CG Liquid=L Powder=P Granules=G Crystals=C