



Integrated Management System Policy

As a major distributor of Workplace Supplies, COS is committed to implementing an Integrated Management System that embraces our Quality, Environmental and Workplace Health & Safety Management Systems to ensure all our functions are of the most proficient standard.

As a company, COS commits to:

- Comply with all applicable quality assurance (QA), environmental (ENV) and workplace health and safety (WHS) laws, statutory and regulatory requirements and standards.
- The protection of our employees, visitors, contractors and the environment.
- Continually deliver safe, effective, high quality applications and services.
- Processes and controls that ensure all operations are performed properly the first time, so that our services meet client requirements and prevent pollution.
- Continually improve the effectiveness of our QA, Environmental and WHS management systems performance.
- Developing processes in a manner that minimises risks of injury to staff and damage to the environment.
- Conserving energy, water and raw materials and striving to reduce waste and emissions.
- Supporting Small to Medium Enterprises (SME) with a total headcount of less than 200 full time employees.
- Actions supporting reconciliation with Aboriginal Australians via actions outlined in our Reconciliation Action Plan.

We will meet these requirements by:

- Establishing QA, Environmental and WHS objectives and targets and periodically reviewing our performance against them to ensure continued improvement aimed at elimination of work-related injury & illness and reduction of environmental impacts.
- Ensuring operations leaders and staff are aware of their responsibilities for QA, environmental and WHS compliance and performance.
- Providing all employees with the education and training they need to understand their QA, environmental and WHS responsibilities.
- Communicating openly with our employees and interested parties regarding our QA, environmental & WHS systems.
- Taking prompt action to address environmental and WHS issues.
- Reviewing annually for continuing suitability and relevance to our organisation.
- Ensuring a minimum of 25% of all expenditure on goods and services associated with conducting our operations is with SME organisations.
- Delivering upon commitments outlined in our Reconciliation Action Plan.

Dominique Lyone
Managing Director

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Phone 1300 88 22 44
Fax 1300 73 88 20

Email sales@cos.net.au
Web www.cos.net.au

