

# Work Health & Safety Handbook



# Welcome to Recruitment Edge

Thank you for choosing to work with Recruitment Edge.

Your health and safety is of prime importance to us at all times. To ensure you are fully informed on the issue of safety in the workplace we have designed this Work Health & Safety (WHS) Handbook to help you understand the key issues involved, your rights and responsibilities, and how to identify a risk or hazard in the workplace.

## Your WHS Induction

To minimise your risk of injury or illness whilst at work, it is important that you receive adequate WHS training/induction from us and/or our clients, so please read this handbook thoroughly. We then ask you to confirm you are clear on your responsibilities and those of either your permanent or host employer (the firm/company to whom you are assigned on a temporary basis).

## Your Responsibilities

You need to know what is expected of you. Your cooperation is essential when assessing the environment you are working in and ensuring unnecessary risks are not taken. Some host employers will have their own WHS induction processes and others won't. It is up to you to alert your on-site Supervisor and/or your Recruitment Edge Manager/Consultant should you believe your health and safety are at risk.

If there is ever a change in your employment duties, responsibilities and/or locations from what was originally arranged, please notify your Recruitment Edge Manager/Consultant immediately so we can reassess your working conditions.

## When working on a new site...

... expect to receive a site specific and job specific induction. Employers have the responsibility to comply with any WHS legislation, including training and supervising staff, to ensure the environment staff are working in is risk free. The induction should familiarise you with business operations, facilities, policies and procedures surrounding WHS and specific to your duties and responsibilities. Should you believe you are being put at risk, it is imperative you advise your Recruitment Edge Manager/Consultant immediately.

## On your first day...

... remember to log onto the Recruitment Edge website [www.recruitmentedge.com.au](http://www.recruitmentedge.com.au) to obtain a copy of our WHS Induction Checklist. The link is located at the very end of each web page. Once completed with your on-site Supervisor, it is to be returned to your Recruitment Edge Manager/Consultant immediately.

If you are unsure about any part of your WHS induction, or your responsibilities in the workplace, please let us know.

*Tania Kapell*  
Managing Director

# WHS Policy Statement

Recruitment Edge is committed to providing a safe and healthy working environment for its permanent and temporary employees as well as visitors and contractors who are required to enter our premises. We will ensure that safe plant, machinery and equipment are provided for all workers and that safe and healthy work practices are employed. Recruitment Edge, in implementing this policy will observe the State & Federal legislation and good, established practices including Australian Standards.

To achieve our WHS objectives, Recruitment Edge maintains a Work Health and Safety Management System. This system focuses on responsibilities and resources in the areas of accident and injury prevention, hazard removal and control, health and welfare preservation, the development of safe and healthy work practices, the promotion of health and safety awareness, the provision of training in safe and healthy work practices, the compliance with health and safety legislation and regulations, the rehabilitation of injured employees and consultative mechanisms.

Safety at work is a shared responsibility between Recruitment Edge, a host employer and you. All associated individuals have a general responsibility in terms of the Work Health and Safety Act. Recruitment Edge is committed to consulting with both permanent staff and temporary employees, in a meaningful and effective manner on WHS issues, enabling you to contribute to decisions that may affect your health, safety and welfare at work.

The success of our Work Health and Safety Management System relies on the commitment of management at all levels, to its successful implementation and to the involvement and commitment of staff and temporary employees.

## Recruitment Edge seeks to:

- ✓ Increase awareness as to the provisions and requirements of the WHS Acts & Regulations
- ✓ Encourage the development of safe working practices and attitudes
- ✓ Develop and maintain regular workplace assessment and reporting procedures
- ✓ Ensure all hazards and risks to health and safety are identified, assessed, and where they cannot be eliminated are effectively evaluated, monitored and controlled
- ✓ Continue the consultative process between permanent and temporary workers and management
- ✓ Provide adequate WHS and First Aid services

# WHS: An Overview of Your Rights and Responsibilities

## Safety Policies and Procedures

### Signs

Everyone working on a site/location must comply with the requirements of any safety signs displayed. The wilful defacing of any sign is an offence. Damage to any safety sign is to be reported without delay to your immediate on-site Supervisor.

### Smoking

Most working environments are non-smoking. Should you wish to smoke, however, please check with your Manager/Consultant to confirm if it is permissible during scheduled breaks and in designated areas.

### Drugs and Alcohol

Alcohol and drugs are not permitted on any work related premises. Any person who exhibits behaviour that indicates an inability to perform work safely as a result of being under the influence of drugs or alcohol will be sent off the premises. If you are required temporarily to take medicinal drugs that may affect your ability to work safely, please inform your Recruitment Edge Manager/Consultant immediately.

## Emergency Procedures

You should be familiar with evacuation procedures posted in respective worksites. Employees must ensure they know the locations of items such as evacuation points, fire exits, First Aid kits and fire hose and extinguisher locations. You should expect to be advised of the emergency procedures in the host employer's initial induction.

### In general:

- All site employees will be notified if there is an evacuation. This may be from an alarm or siren.
- When you hear the Evacuation Alarm, turn off all machines if accessible.
- Follow the instructions from your Supervisor or emergency warden and move quickly (do not run) to the evacuation area.
- Cooperate with any instructions you are given and do not re-enter the building until instructed.
- Exit the building via the fire escape, do not use the lift.

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## Safety Issues for Specific Roles

### Tools, Equipment, Plant & Machinery

Depending on the role you hold, you will be issued with a range of tools, equipment and machinery to operate. It is imperative you carry out your job productively and safely to minimise injury. If you are issued with higher risk machinery, it is important to check that all appropriate safeguards are in place (and are never tampered with) and in working order. Any damage, malfunctions or concerns must be reported to the on-site Supervisor immediately. Only persons who are appropriately trained, or hold a relevant certificate of competency/licence AND are authorised, are permitted to use/operate any tools, equipment, plant or machinery.

### Hazardous Substances

Should you be required to use or store a hazardous substance on site, ensure you do so in accordance with all information supplied in a relevant MSDS (Material Safety Data Sheet) for that substance. If one isn't available, please ask for it.

#### Remember:

1. Always follow the manufacturer's instructions.
2. Wear Suitable PPE (Personal Protective Equipment/Clothing)
3. Wash your hands after handling hazards

### PPE (Personal Protective Equipment/Clothing)

All persons working in a potentially dangerous workplace are to wear personal protective equipment (PPE) or clothing. This is generally supplied wherever signs in the workplace indicate, including Hi Visibility Shirts, however, should this not be the case, please advise your Recruitment Edge Manager/Consultant so alternative arrangements can be made. Examples of PPE include safety glasses, gloves, overalls, hearing protection, safety boots, and respiratory equipment.

# WHS: An Overview of Your Rights and Responsibilities

## Dealing with Accidents in the Workplace

### First Aid

In the event of a first aid emergency, a speedy and appropriate initial response can reduce discomfort and pain. Keep in mind that the first aid officer may not always be available. To enable timely and appropriate treatment it is important for you to know:

- who the site first aid officer/s are and how to contact them;
- the location of the first aid room (if available); and
- the location of first aid kits and contents.

Your permanent or host employer should provide you with this information on your first day of work – if not, please ask.

### Accident/Incident Reporting

Any injuries, near-misses and incidents are to be reported without delay to your on-site Supervisor and/or your Recruitment Edge Manager/Consultant so that the injury can be treated and recorded. It is imperative you follow these procedures and cooperate with the relevant direction, aid and investigation. In serious cases where you require medical treatment, you must notify your Recruitment Edge Manager/Consultant immediately. You will also be required to fill in the appropriate documentation and provide us with as much information as possible surrounding the accident/incident.

At Recruitment Edge, we take work injuries very seriously. A false claim of work injury and/or false claim for compensation are grounds for termination and/or legal investigation.

### Return To Work Program

If you have been injured on the job, it is our policy to help you get back to work as quickly as practicable. We will consult with you, your doctor, medical practitioners and our workers' compensation insurer where applicable to help make your transition back into employment as smooth and stress free as possible.

# WHS: An Overview of Your Rights and Responsibilities

## Preventing Injury or Illness in the Workplace

### General Housekeeping

Housekeeping at work means maintaining clean and tidy work areas and promoting a safe and efficient working environment. In most cases the hazard leading to slips, trips and falls can be avoided by taking a few simple precautions. Clean up slippery surfaces caused by the spillage of liquids and the build up of materials and/or dust and ensure co-workers do not travel across the area.

### Manual Handling

1

Make sure you check to ensure your travel path is clear.

2

Size up the load (weight, size and shape). Consider your physical ability to handle it. If in doubt, get assistance. Avoid the lifting of loads that weigh more than you are comfortable lifting.

3

Place your feet close to the object to be lifted. Adopt a balanced position.

4

Bend your knees in a semi-squat to a comfortable degree and get a good handhold. Lift the load keeping it close to the body. Try to keep the natural curve of your spine whilst lifting.

5

Use your leg muscles to lift the load and allow it to rest in fully extended arms. Lift smoothly and rhythmically. Avoid sudden accelerations or jerky movements.

6

With the load comfortably in your hands and arms, move your feet in the direction of travel – don't twist at your hips or shoulders.

7

Setting down the load is just as important as picking it up. Using the leg muscles, lower the load by bending your knees in a semi-squat to a comfortable degree. Don't let go of the load until it is secure.



# WHS: An Overview of Your Rights and Responsibilities

## Using a Computer

**Monitors** – Position your monitor to minimise glare and reflections from glass and windows without shades. Remember to place the monitor in front of you for a comfortable viewing distance.

**Keyboards** – Good keyboard and mouse techniques are important. Keep your upper body as relaxed as possible so you don't over-stretch your wrists/fingers.

**Chairs** – Support your feet on the floor or foot rest. Adjust the height of your chair so you are comfortably sitting at your desk.

**Breaks** – It is important you take regular breaks when sitting at a computer to both rest your eyes and exercise your muscles. This will prevent fatigue and vary visual and mental demands.



## Hygiene at Work

Whether at work or home, good hygiene is one of the most effective ways to help stop the spread of infection.

- Wash hands before preparing or eating food
- Cover your nose when coughing or sneezing
- Use antibacterial wipes regularly on your keyboard or telephone

## Personal Safety

The position you hold at work may mean you need to work outside core business hours. This means when travelling to or from your home, there will be fewer commuters and your personal safety may be at risk. This may also apply when working within the office itself. Personal safety is a matter of common sense and awareness – trust your instincts!

**Pedestrians** – If you walk to and from work, ensure you walk in well-lit areas avoiding less travelled routes.

**Drivers** – If your employment requires you to use your own or a company car, remember to consider your surroundings. Well lit, busy places are the best places to park.

**Public Transport** – If you catch public transport, remember to check the timetable beforehand so that you are not waiting at the bus stop or at a train station for long periods.



# WHS: An Overview of Your Rights and Responsibilities

## Workplace Security

Within the working environment, all equipment, furnishings and personal effects are exposed to potential intruders on a day-to-day basis. It is, therefore, the responsibility of everyone in the workplace to ensure the security of the facility is not compromised. If an act of burglary or destruction has happened, please advise your on-site Supervisor immediately.

## Consultation

The policy of Recruitment Edge is to consult with you on Work Health and Safety issues on a regular basis. You are also encouraged to raise any concerns you may have and offer suggestions for improvement.

## Issue Resolution

WHS relates to any matter involving the health and safety of you and your work colleagues or our customers and contractors. You are encouraged to raise any issues you may have, in relation to your health and safety, with your on-site Supervisor or Recruitment Edge Manager/Consultant at any time. It is our policy to encourage employees, whenever possible, to resolve issues at the workplace with their direct Manager. There may be occasions, however, where this person is unable to assist. In these instances you should notify your Recruitment Edge Manager/Consultant who will ensure action is taken to resolve safety issues. Any issue or hazard identified as a risk to safety or health is to receive priority attention. If the issue involves an immediate threat to health or safety, work shall cease in that area until such a time as the issue is resolved satisfactorily.

# Other Important Information

## Environment Policy

At Recruitment Edge we place great importance in ensuring employees and other individuals working on its behalf are aware of our environmental policy and play a role in protecting the environment, preventing pollution and managing adverse environmental impacts on its operations.

**These commitments will be met by adhering to the following principles:**

- Community standards and all relevant Commonwealth and State/Territory environment legislation are met or exceeded;
- Employees and other individuals working on behalf of Recruitment Edge will act in an environmentally responsible manner, and will be made aware of environmental responsibilities;
- Resources such as energy, water, and consumables will be used as efficiently as practical and the amount of waste generated will be minimised to the extent practical;
- We will strive to provide an environmentally sound workplace, and progressively implement a range of environmentally sound work practices;
- We will work closely with employees, contractors, suppliers, clients and other stakeholders to develop and implement agreed environmental initiatives consistent with this policy;
- Managers are accountable for implementing and maintaining processes and procedures to ensure operations are sustainable and comply with environmental objectives.

## Workplace Harassment & Bullying

Providing a work environment that is pleasant for workers and conducive to good workplace relations, is a priority for Recruitment Edge.

Harassment and bullying in the workplace decreases productivity, increases absenteeism, and is also against the law. For these reasons harassment will not be tolerated. All workers should be aware of their rights and responsibilities regarding harassment and ensure that any issues, which may arise, are dealt with promptly. All workers have the right to be treated fairly and with respect.

Recruitment Edge seeks to promote an environment, which supports the productivity, self-esteem and personal work goals of all workers. If you believe you have been harassed, you should first approach the other party and tell them you do not like what they are doing and request that it stops. If you are uncomfortable with this, or nothing changes after this request, you have the right to lodge a complaint with your on-site Supervisor or Recruitment Edge Manager/Consultant. All complaints of bullying and harassment will be treated seriously, confidentially and impartially and action taken to ensure that any harassment stops immediately.



*The right person for the job*

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