

Work Health & Safety - Policy

Purpose

The Work Health and Safety policy commits Recruitment Edge to ensure a safe and healthy workplace for staff, contractors, and visitors. This document specifies the objectives and responsibilities for implementing the policy and outlines the Recruitment Edge program for the health, safety and welfare of staff, contractors and visitors.

Recruitment Edge has implemented a number of work health and safety procedures. These include a reporting system to record and investigate accidents and other health and safety incidents, safety audit/workplace assessment procedures, advice and staff training in safe and healthy work practices.

To ensure that the policy continues to guide activities and developments in work health and safety within Recruitment Edge, it is essential that work health and safety objectives, procedures and activities are monitored and reviewed by HSR'S (Health & Safety Representative/s).

Those with responsibility must recognise the ongoing need to review procedures in the light of new processes and equipment ensuring that new workers are acquainted with the policy, trained in safe and healthy work practices and provided with a safe and healthy place in which to work.

To implement the policy and procedures, workers at all levels must recognise their responsibilities. This will require the ongoing incorporation of work health and safety principles into work practices, the ongoing commitment of resources to work health and safety and communication between all levels of staff.

Responsibility & Accountability

The Managing Director has ultimate responsibility for the implementation and review of the Company WHS policy, and delegation of WHS management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation with workers to ensure that the policy operates effectively and that the health and safety issues are regularly reviewed.

Scope

This policy covers all Recruitment Edge workers, contractors and visitors.

WHS Objectives

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out.

Recruitment Edge seeks to:

- ✓ Increase the awareness of its staff of the provisions and requirements of the Work Health and Safety Acts & Regulations
- ✓ Encourage workers to develop safe working practices
- ✓ 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 controlled
- ✓ Implement appropriate drills for evacuation of the workplace in the event of a dangerous situation
- ✓ Continue the consultative process between workers and management
- ✓ Train appropriate staff to assist in the implementation of the work health and safety policy of the Company
- ✓ Methods to eliminate or control hazards and risks to health and safety are regularly monitored and evaluated
- ✓ Provide adequate work health and first aid services
- ✓ Develop and promote health and safety attitudes within the Company.

Consultation

Consultation between Recruitment Edge workers is an essential part of effectively managing health & safety in the workplace. The company will consult with workers so that they can contribute to decisions about the implementation of safety practices and systems designed to ensure the health & safety of all persons at the workplace. Workers will be given the opportunity to express their views and to contribute to the resolution of WHS and welfare issues at the workplace as part of their team meetings and at management meetings. It is a legislative requirement that consultation arrangements are documented.

Specific Responsibilities

a) Senior Management

Senior Management includes the Managing Director and members of the Executive team. Senior managers are accountable for the health, safety and welfare of all people at the workplace. They must become safety conscious and set standards in developing and maintaining a healthy and safe work environment. As a guide to accident prevention and hazard identification, evaluation and control they should:

- ✓ ensure managers and supervisors have been made responsible and accountable for their area of responsibility and that they have the necessary resources for identification, evaluation and control of hazards
- ✓ participate in policy development and establish procedures and goals for occupational health and safety within their own area of responsibility
- ✓ be fully committed and ensure that Recruitment Edge safety standards are maintained when supplying on-hired workers to clients
- ✓ ensure adequate budgetary provision to meet work health and safety needs
- ✓ ensure a program of staff training in health and safety appropriate to their area of responsibility particularly for key personnel
- ✓ encourage staff to become safety conscious
- ✓ be prepared to devote time to health and safety matters
- ✓ ensure that the reporting mechanisms for work health and safety matters are working
- ✓ further develop the administrative framework of the health & safety system
- ✓ maintain and further develop the network of health and safety service within their area of responsibility
- ✓ ensure a good health and safety communications network
- ✓ ensure a *Return to Work Program* for staff who have suffered injury is in place
- ✓ Meet all legal requirements with regard to work health and safety.

b) Managers

Each manager is required to ensure that this WHS policy and programs are effectively implemented in their areas of control and will be held accountable for taking all practical measures to ensure that the workplace under their control is safe and without risks to health and that the behaviour of all persons in the workplace is safe and without risks to health.

Specifically:

1. The manager is responsible for detecting and correcting any unsafe or unhealthy conditions or behaviour.
2. If the manager does not have the necessary authority or is otherwise unable to fix the problem, they must report the matter promptly, together with any recommendations for remedial action, to a manager or other appropriate person for correction.

c) Operations/Recruitment Consultants

Operations and Recruitment Consultants responsibilities include and are not limited to:

- ✓ Adherence to company Work Health and Safety policies and procedures.
- ✓ Ensure clients and candidates are aware of our commitment to WHS and that the safety of our people is our priority.
- ✓ Liaise with clients to ensure that a Risk Assessment /Job Safety Analysis is conducted on tasks to be performed.
- ✓ Ensure that all candidates have the relevant WHS qualifications, tickets, and licences prior to placement.
- ✓ Ensure all candidates receive an appropriate induction into workplace health & safety both at Recruitment Edge and client sites.
- ✓ Ensure all candidates are aware of company commitment to WHS and procedures to follow in the event of an incident or accident.
- ✓ Implement control measures where required to minimize risk to health & safety of candidates.
- ✓ Complete **Incident and Injury Report** for all incidents and injuries.
- ✓ Advise HSR immediately of any workplace incident or accident.
- ✓ Follow-up on any workplace incident or accident with clients and implement controls to prevent recurrence.
- ✓ Review and monitor all WHS site requirements and controls.
- ✓ Consult with HSR and Client representatives on any proposals for workplace change that may affect the health and safety of the on-hired workers at Host employer's sites.
- ✓ Work with Return to Work Coordinator, Client and injured worker in the rehabilitation of injured workers.

d) Workers

All workers are required to cooperate with the WHS policy and programs to ensure their own health and safety and take reasonable care for the health and safety of others in the workplace.

Workers are required to:

- ✓ Adhere to Company WHS policies and procedures.
- ✓ Ensure clients and candidates are aware of our commitment to WHS and that the safety of our people is our priority.
- ✓ Advise the HSR immediately of any workplace incident or injury.

e) All Field Staff

All workers when placed on assignment are responsible to:

- ✓ Take reasonable care in their actions and conduct to ensure their own safety and the safety of others.
- ✓ Not interfere or misuse anything provided in the interests of safety.
- ✓ Cooperate and follow all safety rules and procedures.
- ✓ Report any workplace injury, incident or unsafe working condition or procedure.
- ✓ Participate in training/induction and consultation relevant to WHS and their job.
- ✓ Obey reasonable instructions relating to their job and WHS.

f) Clients/Visitors

All clients/visitors are required to cooperate with the WHS policy and programs to ensure their own health and safety

g) Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the work health and safety policy, programs and procedures of the organisations. They must observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Implementation and Evaluation

Recruitment Edge has developed supporting policies, procedures, guidelines and tools that address key issues and allow us to manage our WHS obligations. These are all documented and in their entirety form the Recruitment Edge **WHS Management System**.

Recruitment Edge will ensure that this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives and improved performance every two (2) years or earlier in the event of major changes to legislation or company structure.

References

Work Health and Safety Act 2011 (WHS Act)

Signed:



Date:

January 2018

WHS Policy to be reviewed - Jan 2020