

Occupational Health & Safety - Policy

Purpose

The Occupational Health and Safety policy commits the Company to ensuring a safe and healthy workplace for staff, contractors, and visitors. This document specifies the objectives and responsibilities for implementing the policy and outlines the Company program for occupational health, safety and welfare of staff, contractors and visitors.

The Company has implemented a number of occupational 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.

In order to ensure that the policy continues to guide activities and developments in occupational health and safety within the Company it is essential that occupational health and safety objectives, procedures and activities are monitored and reviewed by OH&S Representative/s.

Those with responsibility must recognise the ongoing need to review procedures in the light of new processes and equipment and ensure that new staff 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, staff at all levels must recognise their responsibilities. This will require the ongoing incorporation of occupational health and safety principles into work practices, the ongoing commitment of resources to occupational 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 OH&S policy, and delegation of OH&S management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation with staff to ensure that the policy operates effectively and that the health and safety issues are regularly reviewed.

Scope

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

OH&S 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 Occupational Health and Safety Acts & Regulations
- ✓ Encourage staff 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 staff and management
- ✓ Train appropriate staff to assist in the implementation of the occupational 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 occupational health and First Aid services
- ✓ Develop and promote health and safety attitudes within the Company.

Consultation

Consultation between Recruitment Edge employees is an essential part of effectively managing health & safety in the workplace. The company will consult with employees 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. Employees will be given the opportunity to express their views and to contribute to the resolution of OH&S 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 employees to clients
- ✓ ensure adequate budgetary provision to meet occupational 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 occupational 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 occupational health and safety.

b) Managers

Each manager is required to ensure that this OHS 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 Occupational Health and Safety policies and procedures.
- ✓ Ensure clients and candidates are aware of our commitment to OH&S and that the safety of our people is our priority.
- ✓ Liaise with client to ensure that a Risk Assessment /Job Safety Analysis is conducted on tasks to be performed.
- ✓ Ensure that all candidates have the relevant OH&S qualifications, tickets, and licences prior to placement.
- ✓ Ensure all candidates receive an appropriate induction into workplace health & safety both at Recruitment Edge and client's site.
- ✓ Ensure all candidates are aware of company commitment to OH&S 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/Accident_report for all incidents and injuries.
- ✓ Advise OH&S Representative immediately of any workplace incident or accident.
- ✓ Follow up on any workplace incident or accident with Client and implement controls to prevent recurrence.
- ✓ Review and monitor all OH&S site requirements and controls.
- ✓ Consult with OH&S Representative and Client representatives on any proposals for workplace change that may affect the health and safety of the on-hired employees at Host employer's sites.
- ✓ Work with Return to Work Coordinator, Client and injured worker in the rehabilitation of injured workers.

d) Employees

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

- ✓ Adhere to Company OH&S policies and procedures.
- ✓ Ensure clients and candidates are aware of our commitment to OH&S and that the safety of our people is our priority.
- ✓ Advise the OH&S Representative immediately of any workplace incident or accident.

e) All Field Staff

All employees when placed on assignment are responsible for:

- ✓ To take reasonable care in their actions and conduct to ensure their own safety and the safety of others.
- ✓ To not interfere or misuse anything provided in the interests of safety.
- ✓ To cooperate and follow all safety rules and procedures.
- ✓ To report any workplace injury, incident or unsafe working condition or procedure.
- ✓ To participate in training/induction and consultation relevant to OH&S and their job.
- ✓ Obey reasonable instructions relating to their job & OH&S.

f) Clients/Visitors

All clients/visitors are required to cooperate with the OHS and 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 occupational 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 OH&S obligations. These are all documented and in their entirety form the Recruitment Edge OH&S 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

New South Wales OH&S Act 2000

NSW OH&S Regulations 2001
