



Transition Recruitment & Labour Hire Occupational Health & Safety Policy

1. Statement of Intent

In line with the Victorian Occupational Health & Safety Act 2004 and the Occupational Health & Safety Regulations 2001, it is Transition Recruitment & Labour Hire's policy that each of its employees shall be provided with a safe and healthy place in which to work. To achieve this policy, management will make every reasonable effort in the areas of accident prevention, hazard identification, assessment and control, injury protection, health preservation, promotion, and compliance with relevant safety legislation. These aspects of working conditions will be given top priority in Transition Recruitment & Labour Hire plans, procedures, programs, and job instructions.

Health and safety at work is both an individual and shared responsibility of ALL employees. The following areas of responsibility are essential to the success of the policy.

2. Responsibility

Management: Actively pursue the goals set out in the first paragraph of this policy through the following approaches: -

- (a) Devising and administering a comprehensive safety and health program.
- (b) Holding regular meetings to discuss health and safety performances.
- (c) Taking effective action to provide and maintain safe and healthy working conditions for all employees.

CEO: Responsible for the health and safety of all persons working in any operation under their control. The CEO will ensure that staff who report to them are provided with the necessary instruction, training, and resources to implement the policy and hold them accountable to do so.

OH&S Officer: Responsible for the health and safety of all persons working in any operation under their control. They will ensure that all new employees undertake a comprehensive induction program and ensure all new and existing Host Employers worksites, policies and programs are compliant with this policy.

Field Officers/Supervisors: Responsible for the safety of all persons in their charge. They will actively take steps to identify hazards which could cause harm to any person in their area of control or operation and take prompt action to control them or report them to another person who has authority and capability to do so.

Important Note: -

The Transition Recruitment & Labour Hire CEO, OH&S Officer and Field Officers may delegate safety duties or activities to others, but the responsibility remains with them as above.

Employees, Apprentices and Trainees: Responsible for their own health and safety and that of their fellow workers to the extent of their capability by following all safety rules, procedures, and instructions of their supervisors.

They must not misuse safety equipment and must report all hazards and injuries, or ill health caused by work to their supervisor or another management person if the supervisor is not present.

Host Employers: Provide and maintain a safe place of work for the Transition Recruitment & Labour Hire's apprentices and trainees. They must co-operate with Transition Recruitment & Labour Hire representatives in ensuring full compliance with this policy and all relevant safety legislation.

Contractors and Sub-Contractors: Engaged to perform work on the Transition Recruitment & Labour Hire's premises or locations are required, as part of their contract, to comply with this policy and any other procedures and programs of Transition Recruitment & Labour Hire, and to observe directions on health and safety from management of Transition Recruitment & Labour Hire. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

3. Implementing the Policy

Our goal is to prevent all occupational injuries and illness.

Transition Recruitment & Labour Hire will seek to achieve this by:

- The active involvement and commitment of managers, field officers, employees, apprentices, trainees, and host employers.
- Identification, assessment, and control of hazards.
- Workplace inspections and audits
- Investigation and reporting of all accidents and dangerous incidents, injuries, and illnesses.
- Participation of and consultation with employees on safety matters of significance.
- Provision of first aid and emergency procedures.
- Provision of information, training, and supervision as necessary for safety.
- Ensuring that everyone (including visitors and contractors) comply with appropriate standards and workplace directions to protect their own and others health and safety whilst at work.
- The provision of adequate systems and resources to effectively manage rehabilitation and return to work processes.

- Transition Recruitment & Labour Hire apprentices working in trade areas are required to wear allocated PPE including safety footwear, at all times. PPE will be issued by Transition Recruitment & Labour Hire on commencement of employment.
- If it is necessary, PPE may be reissued/replaced on approval from a Transition Recruitment & Labour Hire Field Officer.

Important Note: -

Failure by a person or persons to comply with the Transition Recruitment & Labour Hire OH&S Policy and to fulfil their responsibilities under all relevant safety legislation will warrant disciplinary action.

4. Review

This policy will be reviewed annually or when required by changes in legislation or when Transition Recruitment & Labour Hire operations require it. If altered, employees will be consulted and notified of changes.

This Policy addresses the requirements of the National Standards for Group Training Organisations. The Policy has been developed with consideration of access and equity principles and legislative requirements.