



RECRUITMENT

WH&S POLICY

OVERVIEW

Whipper Recruitment's primary goal is to achieve the greatest degree of freedom from accidents and to ensure that every employee is placed in a safe and healthy working environment. We take your safety and our visitor's safety seriously - your continued wellbeing whilst at work is of great importance to us. Any wilful or habitual violation of safety rules will be considered cause for dismissal.

For your safety and convenience Whipper Recruitment has a member of staff who will function as the Health and Safety representative. Our representative will consult with clients in respect to their Occupational Health and Safety Policies and Procedures. At the request of our client our representative will visit the client's work environment to conduct workplace assessments and if required become actively involved in the identification, assessment and control of hazards that may affect our staff in the performance of their duties.

POLICY

The Whipper Recruitment Health and Safety representative will implement and maintain a comprehensive Occupational Health & Safety management system. They will regularly monitor the system, in order to protect staff and visitors from risks to their health, safety and welfare whilst engaged in activities at the offices of or on behalf of Whipper Recruitment.

Whipper Recruitment will ensure that injured workers receive prompt, effective rehabilitation and that any Workers Compensation claims are managed effectively, consistent with legislative requirements and Workcover standards.

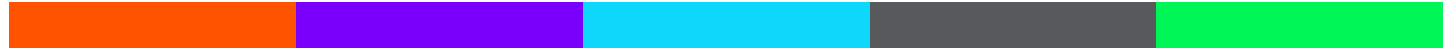
This will be achieved by consultation with employees and client representatives using systematic hazard management processes. Appropriate hazard identification, risk assessment, inspection and audit systems will be used to identify measurable objectives and targets for improvement of Occupational Health & Safety.

Whipper Recruitment will comply with all OH&S related legislative requirements and Australian Standards. We will endeavour to attain best practice in the management of OH&S.

OBJECTIVES

The objectives of this policy are to:-

1. Prevent injuries and illnesses to Whipper Recruitment staff, both permanent and temporary, and to visitors. To provide effective rehabilitation and support to those whose health has been affected by their work activities;
2. Ensure prompt, fair and equitable management and resolution of workers compensation claims;
3. Ensure all employees possess an attitude which accepts that good health and safety practices should be followed in all workplaces.



In order to achieve this Whipper Recruitment has implemented and will maintain a comprehensive WH&S Management system which will ensure the following;

1. Ongoing identification and evaluation of existing hazards and implementation of suitable control measures to prevent injury or illnesses;
2. Staff and visitors are adequately informed about any hazards and are instructed in ways of working with them safely;
3. Monitoring of OH&S activities and management systems, using inspections, audits, incident statistics, accident investigations to identify any non-conformances and opportunities for improvement;
4. Maintain adequate records to demonstrate that the systems are operating effectively and to permit review and improvement where necessary.

ACCIDENT/INCIDENT REPORTING ARRANGEMENTS FOR TEMPORARY STAFF

All accidents, incidents and near misses – no matter how small – must be reported immediately to your host company supervisor and to the Health & Safety Representative at Whipper Recruitment. Our representative will forward to you an incident report form to be completed by you and signed off by your immediate supervisor. Our representative will also arrange any necessary medical or other assistance which may be required. A representative from Whipper Recruitment will attend the accident/incident site to offer further assistance and guidance.

PROCESSES AND PROCEDURES

OCCUPATIONAL HEALTH & SAFETY INDUCTION & TRAINING

All new staff whether temporary or permanent will receive appropriate training to explain their OH&S rights and responsibilities. In addition they will be provided with relevant and specific training and handouts to enable them to carry out their work in a safe manner.

INSPECTION PROGRAMMES

The Whipper Recruitment Health & Safety representative will maintain regular workplace inspections, recording hazards and issues identified, assessing their priority and record short term and long term control measures.

DOCUMENTATION

Adequate documentation will be kept at all times in order to demonstrate that our OH&S policies are being implemented and to assist in the identification of areas for improvement. Documentation shall include the following:-

- Induction Records
- Training needs analysis and training plans
- Records of training provided
- OH&S related instructions
- Register of hazards, risk assessments and proposed control measures
- Records of inspections
- Accident/incident reports
- Emergency management plans and local evacuation plans
- Agenda's and minutes of all OH&S meetings



WH&S PLANNING

WH&S plans will be monitored regularly, updated where necessary and revised annually to ensure that they reflect the current priorities for improving health, safety and welfare of Whipper Recruitment employees.

RESPONSIBILITIES

All Whipper Recruitment staff and visitors must comply with OH&S legislative requirements and with Whipper Recruitment policies, guidelines, rules and instructions.

The Safety Officer

- Provide strategic health and safety management advice to the Director
- Coordinate strategic planning to develop corporate health and safety policy and management systems
- Conduct health and safety system audits and implement strategies for improvement

General Manager, Manager, Supervisor

- Provide leadership to ensure communication and implementation of health management systems
- Accept accountability for health and safety performance within their area

Director

- Accept overall accountability for the health and safety of all employees and visitors
- Provide leadership and strategic direction

Employees

- obey all reasonable OH&S instructions and safe working procedures
- report to their Supervisor any incidences, accidents, hazards, risks or unsafe situations or practices
- participate in drills, training and instruction as deemed necessary by Whipper Recruitment or in the case of temporary staff their host company.

Contractors

- Operate within Whipper Recruitment's health and safety management system
- Report health and safety hazards and incidences and identify opportunities for learning and improvement
- Adopt and embrace recognised safe behaviours
- Work and act safely at all times

SAFETY RULES AND GUIDELINES FOR EMPLOYEES AND CONTRACTORS

To ensure your safety, and that of your colleagues, please observe and obey the following rules and guidelines. If you working on behalf of Whipper Recruitment at a host company please ensure you take the time to familiarise yourself with the WH&S policies and procedures in place at that company.

- In case of sickness or injury, no matter how slight, report at once to your host supervisor and the Health & Safety Representative at Whipper Recruitment.
- Never distract the attention of another employee, as you might cause him or her to be injured.
- Fire doors and exits must be kept clear at all times.
- Keep your work area clean and tidy.

- Do not smoke within the office area.
- Shut down your machine before cleaning, repairing or leaving
- Do not tamper with electric controls or switches.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any unsafe conditions or acts to your supervisor immediately.
- Clean up spills immediately.

SAFETY CHECKLIST

It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to the Health and Safety Representative at Whipper Recruitment immediately. If you are working on site on behalf of Whipper Recruitment please report any hazardous situations to your immediate supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as trailing computer cables or raised carpet areas
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Any water leaks
- Blocked corridors
- Blocked fire doors or exits
- Evidence of any equipment running hot or overheating
- Evidence of smoking in non-smoking areas.
- Place rubbish in the bins provided.
- Your work location should be kept clean and orderly.

We encourage you to work with us to provide a safe environment for us all to work. Help yourself and other by reporting unsafe conditions or hazards immediately.



Gail Whipper
Director