



OZSTAFF SAFE@WORK

OCCUPATIONAL HEALTH & SAFETY POLICY

OzStaff is committed to providing a safe and healthy working environment for all of its employees, contractors, and stakeholders.

Our company philosophy is that through leadership and consultation, injuries and illnesses are preventable.

WHS will be referred back to The Act and the Regulations below and the provisions of the national *Work Health and Safety Act 2011 (WHS Act)*.

The ***Occupational Health and Safety Act 2004 (the Act)*** is the cornerstone of legislative and administrative measures to improve occupational health and safety.

The Act sets out the key principles, duties and rights in relation to occupational health and safety. The general nature of the duties imposed by the Act means that they cover a very wide variety of circumstances, do not readily date and provide considerable flexibility for a duty holder to determine what needs to be done to comply.

The Regulations

The ***Occupational Health and Safety Regulations 2007*** are made under the Act. They specify the ways duties imposed by the Act must be performed, or prescribe procedural or administrative matters to support the Act, such as requiring licenses for specific activities, keeping records, or notifying certain matters.

2.0 Contributing Policies

2.1 OzStaff's objectives are to:-

- Work continuously towards achieving ZERO injuries and illnesses.
- Systematically integrate employee and client health, safety and wellbeing into all business decisions and operational functions.

2.2 **These objectives will be achieved by:-**

1. Identifying all applicable health and safety laws, regulations, codes of practice, standards and other requirements through regular, scheduled and unscheduled internal and external consultation.
2. Ensure these requirements are incorporated and consistently met by our Work place Safety, Compliance and Risk Management systems through our policy for continuous improvement and regular auditing.
3. Ensure we have a skilled and qualified team and provide them with the training and resources to effectively manage, monitor and deliver the parameters of our Workplace Safety and Risk Management Program.
4. Provide an open, transparent and monitored channel to capture workplace hazard reporting, with the aim of reducing and eliminating risk of injury.
5. Identifying and selecting at the point of recruitment, candidates that achieve satisfactory outcomes on our Work Place Safety Behavioural and Physical Flexibility assessments, drug and alcohol and pre-employment medical screening.

6. Conduct initial and ongoing workplace and job role OH&S evaluations of host employer worksites, equipment, policies and safety procedures to ensure compliance with OzStaff requirements prior to placement of OzStaff personnel.
7. Ensure on and off site induction and on boarding of staff to site with an emphasis on personal empowerment and accountability.
8. Evaluate Candidates awareness of Safety protocols through assessment at induction.
9. Provide easy access to appropriate and relevant protective equipment and apparatus.
10. Provide site specific training to all staff on commencement and then again through scheduled ongoing, online refresher training.
11. Provide OzStaff's operational team with regular scheduled training and updates.
12. Provide employees with relevant safety information.
13. Monitor employee compliance with licencing, induction and on-boarding procedures.
14. Build positive visibility and awareness of Safety on site.
15. Collaborate with Host Employers to openly share information on Safety through regular scheduled and unscheduled meetings and incorporate safety site awareness protocols into Account Management Plan.
16. Provide Host Employers with easily accessible safety management information, consultation and support.
17. Provide regular reporting on Safety performance, current and outstanding activity, corrective action and continuous improvement.
18. Immediately respond, investigate all incidents in line with Ozstaff Accident and Incident response guidelines and policy.
19. Provide injured employees with support and a transparent return to work process that treats people with dignity and respect.
20. Introduce recognised and credible initiatives that help promote the health and wellbeing of our employees.

3.0 Consultation

- 3.1** OzStaff recognises that consultation between staff and managers is vital to the risk identification process and encourages all employees to contribute to the making of decisions affecting their health, safety and welfare at work. Employees' will be consulted in the early phases of the risk management process.
- 3.2** All employees are obliged to report any matter they feel will have an impact on their workplace health, safety and welfare.
- 3.3** Employees will be consulted on all issues/decisions that will impact on their health, safety & welfare, including:-
 - Risks, and their elimination or control.
 - Workplace procedures & practices.
 - WHS consultative arrangements.
 - Training needs.

- Incidents, illnesses or injuries (in a way that protects the confidentiality of personal information).
- WHS Policies & Procedures, including risk assessments and control measures.

4.0 Responsibilities

4.1 Managers Responsibilities

4.1.1 All Managers have a responsibility to ensure that premises, equipment or substances under their control, are safe and without risks to health.

4.1.2 Managers **must** ensure that:-

- Employees are trained to meet requirements of the work place.
- Identified hazards under their control are followed up on.
- Employees are consulted on decisions which affect their health & safety in the workplace.
- Ensuring that all employees are working in compliance with the *Occupational Health and Safety Act 2004 (the Act)*, or relevant local legislation, as applicable.

4.2 Employees Responsibilities

4.2.1 It is the responsibility of each employee to:-

- Take reasonable care of the health, safety & welfare of self and others in the workplace.
- To cooperate with employers in their efforts to comply with WHS requirements.
- To use equipment properly and as instructed.
- Not to refuse a reasonable request for assistance to prevent a risk to safety or health.
- Not to obstruct attempts to reduce risks, or to provide aid to injured workers, or disrupt a workplace by creating health or safety fears.
- Notify management of any changes that occur in the workplace that may raise health and safety risks.

4.3 Responsibilities of Others in the Workplace:

4.3.1 All visitors to the work place are expected to cooperate as far as possible with the requirements of WHS in the workplace. Ozstaff is committed to ensuring that all our employees return home safely at the end of each day.