



absolute executive recruitment

OH&S Handbook

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INTRODUCTION

[absolute] Executive Recruitment is committed to ensuring the safety, health and welfare of our employees whilst on our sites, or the sites of our Clients. This handbook has been created to assist you in understanding your obligations towards Occupational Health and Safety, and has been developed with reference to appropriate legislation.

If there is any aspect of this document that you do not understand, please ask your manager, or recruitment consultant for clarification.

OH& S POLICY

OBJECTIVE

[absolute] Executive Recruitment is committed to providing and maintaining the highest possible standard of health, safety and well-being for its employees, temps, contractors and clients and providing a safe and healthy working environment.

[absolute] Executive Recruitment endorses the principles outlined under the relevant Occupational Health and Safety Legislation and the associated regulations in each state.

OCCUPATIONAL HEALTH & SAFETY – OBLIGATIONS

The relevant Occupational Health and Safety Legislation and regulations in each state aims to protect the health, safety and welfare of people at work.

It involves:

- An obligation on employers to establish that all reasonably practicable measures have been taken to control risks against possible injuries arising in the workplace.
- Employers being responsible for all people on the premises, including employees, contractors, visitors, candidates and clients.
- [absolute] Executive Recruitment has a responsibility for ensuring the health and safety of all employees, including contractors and temps working at client sites.
- Clients who employ contractors and temps from [absolute] Executive Recruitment to work on their sites being responsible for ensuring the contractor's and temps' health and safety.
- An obligation on employees to take care of others in the workplace and cooperate with employers in matters of health and safety.

[absolute] Executive Recruitment will undertake to meet its obligations and will take all reasonable steps to:

- Integrate health and safety with all other operational functions, assigning adequate priority to health and safety issue with other business objectives.
- Ensure the health, safety and welfare at work of employees and clients.
- Comply with relevant statutory requirements and current industry standards as the minimum standard.
- Provide adequate financial and/or material resources to meet at least the minimum health and safety standards in its own workplaces.
- Work with our employer clients to ensure that [absolute] Executive Recruitment staff are not exposed to risk in completion of their duties.

- Provide and maintain equipment and systems of work that are safe and without risks to health.
- Maintain places of work under its control in a safe condition and provide and maintain safe entrances and exits.
- Make arrangements for ensuring the safe use, handling, storage and transport of equipment and substances.
- Provide written procedures and instructions to ensure safe systems of work.
- Provide the necessary information, instruction, training and supervision to ensure the health and safety at work of employees and others.
- Make available adequate information of substances used at the place of work.
- Pursue and monitor progressive improvement in health and safety performance at its own workplace and at employer clients/organisations.

RESPONSIBILITIES

The Manager has responsibility for ensuring the health and safety of individuals under his/her control and is accountable to the Director. The Director is responsible for development of [absolute] Executive Recruitment's Occupational Health and Safety Policy, safety management plans, procedures, appropriate action plans and consultative mechanisms within the area of responsibility.

[absolute] Executive Recruitment has trained elected OHS Representative(s) who oversee OHS activities in the company in accordance with relevant legislation. The OHS Representatives will communicate regularly with all employees of [absolute] Executive Recruitment via e-mail newsletters and group meetings.

Managers, Directors and the Group Leadership Team are directly responsible for the implementation of policies and procedures in areas within their control.

Managers, Directors and the Group Leadership Team have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risk to health. Information on health and safety matters specific to their areas will be made available to all employees and clients.

All employees are required to observe and follow this policy and associated health and safety policies and procedures. Employees must report all known or observed hazards to their supervisor or manager. Employees must take reasonable care for their own safety and for the health and safety of anyone else who may be affected by their acts or omissions at work.

INCIDENT AND ACCIDENT REPORTING POLICY

Details of our Incident and Accident Reporting Policy can be found in our Workers' Compensation Policy detailed below:

WORKERS' COMPENSATION POLICY

RESPONSIBILITY

Managers have a duty to provide, so far as practicable, a working environment that is safe and without risk to health. Information on health and safety specific to [absolute] Executive Recruitment is to be made available to all employees.

All employees are required to observe this workers compensation policy, the occupational health and safety policy and associated procedures.

[absolute] Executive Recruitment will maintain appropriate workers compensation insurance for employees at all times.

REQUIREMENTS

If a work related injury/illness occurs, it must be reported to the First Aid/Officer at the place of work and to the [absolute] Executive Recruitment workplace rehabilitation coordinator. The Rehabilitation Coordinator will assist the injured worker to fill out the necessary workers compensation documentation and forward these to [absolute] Executive Recruitment's insurer (Employer's Mutual Workers Compensation Insurance).

The rights and obligations, benefits and rehabilitation procedures will also be explained to the insured worker. The injured worker's claim file remains confidential. As with all personnel files the injured worker's claim information is accessible to the Rehabilitation Coordinator, direct supervisor and [absolute] Executive Recruitment's Directors only.

Commitments for Return to Work: In order to ensure that all injured/ill workers have the opportunity to recover and return to work, [absolute] Executive Recruitment has the following commitments:

- Encourage staff to return to work as soon as possible as soon as is medically safe and appropriate
- Facilitate the provision of appropriate treatment services where applicable
- Involve an occupational rehabilitation provider services at an early stage

The company's nominated occupational rehabilitation providers are state specific and may include:

- Accident Rehabilitation Service
- United Injury Management Services
- Assistance may include return to work with [absolute] Executive Recruitment or in some situations and when return to their pre-injury position is not possible – return to work with a new employer.
- Consult with the injured worker and other involved parties, thus ensuring the return to work and occupational rehabilitation process is as smooth and efficient as is possible.
- Involve interpreters if required.
- Advise workers of their rights in relation to the workers compensation system.
- Advise the workers that participation in rehabilitation post work related injury/illness is voluntary however, non-participation may result in their entitlement to weekly benefits being affected.

OH&S AUDIT POLICY

[absolute] Executive Recruitment has a duty to ensure all temporary/contractors placed at a client site will be working in a safe environment. [absolute] Executive Recruitment will conduct an OH&S inspection to ensure that a safe working environment before a temporary/contractor commences with a new client or premises. (see checklist below)

If a hazard is identified that [absolute] Executive Recruitment believes will place the temporary/contractor at risk, [absolute] Executive Recruitment will advise the client that the temporary/contractor will not be attending the site until the hazard is contained or eliminated. [absolute] Executive Recruitment then works with the client to ensure the hazard is contained or eliminated.

[absolute] Executive Recruitment uses the following matrix to assess hazards:

	How severely can it hurt someone?		
	Kill or disable	Days off work	First aid
Very likely -Could happen regularly	1	2	3
Likely - Could happen occasionally	2	3	4
Unlikely -Could happen, but only rarely	3	4	5
Very unlikely -Could happen, but probably never will	4	5	6

Anything identified as a 1,2 or 3 on the scale would require instant attention and intervention, while a 4-6, though still requiring attention, would not require such an immediate “drop everything” response.

OH&S AUDIT CHECKLIST

An OH&S Audit should be performed for each new workplace using the following checklist. A signed copy of this should be kept in the employee’s file.

WORKPLACE SAFETY INSPECTION CHECKLIST

	Y/N	Action Required	Date completed
1. Faulty Equipment			
Is any equipment faulty or in need of repair?			
Are safety devices such as guards in place and in working order?			
2. Emergency Procedures			
Risk from fire or other emergencies, such as chemical spill, assessed?			
Evacuation procedures developed to deal with emergencies?			
Staff trained in evacuation procedure?			
Exit signs and directions to exits?			
Exit doors easily opened from inside?			
Exits not blocked?			
Fire alarm system working?			
Extinguishers in place, clearly marked for type of fire, and serviced within six months?			
Fire drills practiced?			
Staff trained in use of fire extinguishers?			
Are flammables away from sources of ignition?			
3. Electrical			
Plugs, cables, sockets, switches in good condition?			
Hand held power tools in good condition?			
Leads up off the floor?			
Leads not strained?			
Circuit breakers installed?			
4. Chemicals			
Material Safety Data Sheets for all chemicals?			
Containers labeled with contents?			
Employees trained in safe use of chemicals, and first aid actions?			
Personal protective equipment available as required clean and undamaged (e.g., glasses, goggles, dust masks, respirators, gloves, ear muffs, ear plugs, etc.)?			
Is piping labeled?			

Do employees wash before handling food/smoking?			
5. Machinery			
Is machinery guarded if required?			
Is machinery clean?			
Are emergency stop buttons in easy reach?			
Does machinery need repair?			
6. Poison			
Are any poisons in use? (This can be checked using Material Safety Data Sheets)			
If poisons are present, are employees trained in safe use and handling and first aid procedures?			
Are containers labeled correctly?			
7. Spills & Drips			
Are there any chemical spills not cleaned up?			
Is material provided for cleaning up spills?			
Is the floor non-slip?			
Are oil spills or water spills present on the floor?			
8. Trips			
Is the floor cluttered, walkways obstructed, or other trip hazards?			
9. First Aid			
Do employees know who to contact for first aid?			
Is a first aid kit available and clearly labeled?			
Are emergency numbers displayed?			
Are soap and towels available?			
10. Workplace			
Is work height or position awkward or difficult?			
Are sharp edges a hazard?			
Are bins available and emptied regularly?			
Is hearing protection/dust masks worn as appropriate?			
Is the work area clean and tidy?			
Is excessive noise controlled as needed?			

Were any government agencies called to the incident? eg Police, Fire Services etc

No Yes (if yes provide details)

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.....
.....

List any witnesses: (names, telephone contact details, ID No if applicable)

.....
.....
.....

SECTION B: DETAILS OF INJURED PERSON AND INJURY

Family Name:		Given name/s:	
Staff ID:		M F	
Date of birth:		Telephone:	
Position title:		Organisation:	

Employment basis:

Full-time Part-time Casual

Name of injured person's supervisor:

.....

Details of treatment required:

None Self First aid **
Medical Centre Seen by other Medical Doctor Hospital

**Describe first aid treatment given:

.....

Nature of injury:

Allergy or sensitivity	Exposure effects heat/cold	Occupational overuse injury
Amputation	Fainting	Poisoning/toxic effects
Asphyxiation	Foreign body	Post - traumatic shock
Bruising	Fracture/dislocation	Psychological disorder/stress effects
Burn / scalds	Hearing loss	Puncture
Communicable disease	Hernia	Respiratory
Concussion or other neuro injury	Internal injuries	Skin condition eg dermatitis/ eczema
Contusion/crush	Laceration/deep cut	Superficial wound or abrasion
Damage to artificial aids	Multiple injuries	Sprain/strain
Electric shock or effects	Nausea/vomiting	Vision impairment

Part of body affected:

		Left	Right		
Head	Neck	Forearm	Chest	Buttock	Shin/calf
Face	Shoulder	Wrist	Back	Thigh	Ankle
Ear	Upper arm	Hand	Stomach / trunk	Knee	Foot/toe
Eye	Elbow	Fingers/thumb	Groin /hip	Internal	

Further description of injury/illness (if required):

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Agency of injury (what?)

Animal/Insect	Mobile plant/equipment	Radiation
Biological agent (eg pathogens)	Needle/sharp	Repetitive work
Chemical	Noise	Situation – violence, assault
Electrical	Non-power tool	Surface (slippery/rough)
Explosion/implosion	Objects	Thermal (heat/cold)
Lifting/ Carrying	Power tools	Vehicle/transport
Machinery/fixed plant	Psychological/social	Workstation design
Other (please specify):		

Action/ mechanism which caused injury (how?)

Exposure to biological material	Fall from height	Muscle stress – repetitive
Exposure to chemicals	Hit by/trapped in moving object	Noise
Exposure to electricity	Hitting object	Pressure
Exposure to heat/cold	Insect/animal bite	Slip/trip <i>requires further investigation</i>
Exposure to radiation	Mental stress factors	Vehicle accident
Exposure to vibration	Muscle stress- loads	
Other (please specify):		

SECTION C: INCIDENT INVESTIGATION

This section is to be completed by the local manager for any incident involving personal injury, and for a serious incident or near miss where required.

Identify any factors contributing to the incident.

Number in order from most direct cause (1) to other underlying causes (2,3,etc)

- | | |
|---|---|
| Design issues | Inadequate supervision |
| Environment (eg floor/ground surface) | Inadequate/ lack of training |
| Failure to follow work procedures | Lack of appropriate Personal Protective Equipment |
| Improper use/storage of materials | Lack of experience |
| Inadequate equipment functioning | Personal factors-stress, fatigue |
| Inadequate equipment maintenance | Poor housekeeping |
| Inadequate safety procedures | Poor/lack of suitable equipment |
| Inadequate space | Unforeseeable event |
| Other environmental conditions (eg weather, lighting, ventilation, temperature) | |

Preventative/Corrective Actions:

Describe the follow up actions planned or taken to prevent a similar incident.

Action/s (Short Term and Longer Term)	Who / Section	Completion date

Please attach extra pages, if required, for investigation and actions.

SECTION D: ACKNOWLEDGEMENTS

(This signature confirms that notification of the above incident has been received)

Local Supervisor/Manager:

Name:					
Comments:					
Date:		Telephone:		Signature:	

Other relevant personnel:

Name:					
Comments:					
Date:		Telephone:		Signature:	

WORKING FROM HOME

[absolute] Executive Recruitment allows staff to work remotely, where it has been preapproved by the Directors. The 'Working from home checklist for workplace safety' must be completed by the employee before they commence working from home. This signed checklist must be kept in the employee's file.

NB. This is a reasonable guide only, it cannot identify every conceivable hazard in the home workplace. Some questions are simple yes/no, while others require more detailed answers.

GENERAL LAYOUT

- | | |
|--|-------|
| 1 Is there a separate office available to work in? | Y / N |
| 2 Is the light in the room good? | Y / N |
| 3 What type of floor covering is present in the home workplace? | |
| 4 Are there uneven surfaces, torn carpet, slip or trip hazards? | Y / N |
| 5 Are there any sources of excessive or disruptive noise? | Y / N |
| 6 Does the layout of the workspace allow easy access to equipment? | Y / N |
| 7 Are floors clear of trip hazards on a daily basis? | Y / N |
| 8 What type of work at home is proposed? | |

SUPERVISION

- | | |
|--|-------|
| 9 Outline the Supervision arrangements for this work: | |
| 10 Has the employee received the necessary information and training to do the work safely? | Y / N |
| 11 Has there been an agreement made in writing concerning work hours, work breaks, etc. | Y / N |

ERGONOMICS

- | | |
|--|-------|
| 12 Is there ergonomic furniture available? | |
| Chair | Y / N |
| Desk | Y / N |
| Document Holder | Y / N |
| Is a footrest required? | Y / N |
| 13 Is the furniture ergonomically adjusted? | Y / N |
| 14 Are the desk, computer, chair and keyboard in alignment?
(no twisting, or looking to the side) | Y / N |
| 15 Is the computer screen at mid-height when looking forward? | Y / N |

FIRST AID

- | | |
|---|-------|
| 16 Is there a designated first aid kit in the home? | Y / N |
| 17 Is the employee aware of the company's accident/incident reporting procedures? | Y / N |
| 18 Outline the method by which the person would receive first aid if needed: | |

ELECTRICAL/GAS SERVICES

- | | |
|--|-------|
| 19 Are power points safe? | Y / N |
| 20 Are safety switches or earth leakage circuit breaker installed? | |
| 21 Have gas services been tested recently to determine leakage risk? | Y / N |

- 22 Are electrical systems intact and in good order? Y / N
23 Are power cables protected against damage? Y / N

EMERGENCY CONTROL

- 24 What allowances have been made for emergency control?
(fire, break in, flood, earthquake, burglary, violence?)
25 What security precautions are in place to prevent burglary? or home violence?
26 Are there fire extinguisher/fire blanket or other fire controls? Y / N
27 Are fire detection systems regularly checked? Y / N

MANUAL HANDLING

- 28 What manual handling is performed (lifting, carrying, bending etc.)?
29 If manual handling is performed, what control measures are in place?

CHEMICAL SAFETY

- 30 Are chemicals required to be handled during work hours? Y / N
31 What chemicals could be handled during work hours?
32 Are Material Safety Data Sheets available for any chemicals
in the workplace/home? Y / N

OTHER:

- 33 Is there a need for public liability insurance to cover
injuries to third parties? Y / N
34 Are there other safety issue not identified here, of relevance? Y / N

DRUG AND ALCOHOL POLICY

DRUG AND ALCOHOL ABUSE

This policy includes standard provisions relating to drug and alcohol abuse by employees (including [absolute] Executive Recruitment staff and all contract and temporary staff placed by [absolute] Executive Recruitment into a role) in the workplace, but also includes a provision for drug and alcohol testing. In certain industries, drug and alcohol testing may be thought desirable for example, where there have been instances of drug or alcohol abuse in the past, and the workplace is one in which there is a risk of injury. (Note that employees cannot be forced to undergo a drug test.)

[absolute] Executive Recruitment aims to provide work environments which aim to ensure the health, safety, respect and productivity of all employees. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers. The use of such substances may result in the risk of injury or a threat to the well being of the impaired employee, other employees, and customers of the employer as well as members of the public.

POLICY

The company policy is that no employee is to commence work, or return to work while under the influence of alcohol or drugs. The purpose of this policy is to maintain a work environment that is free from the effects of drug and alcohol use.

COMPANY VEHICLES

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. [absolute] Executive Recruitment will not accept liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the company vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

MACHINERY

[absolute] Executive Recruitment has an obligation to all employees under the NSW Occupational Health and Safety Act 1983 and their client agreements to provide a safe and healthy work environment. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

PRESCRIPTION DRUGS

If an employee of [absolute] Executive Recruitment takes prescription drugs, the employee is to check with their doctor to establish if the use of the drug will impact on your work performance and particularly their ability to operate machinery. If so, please obtain this advice in writing and provide it to their manager or consultant.

SMOKING

[absolute] Executive Recruitment observes a no smoking policy in all premises, including in host company vehicles and sites.

SUPPORT

[absolute] Executive Recruitment provides the services of an Employee Assistance Program to assist employees in the treatment of alcohol or drug use problems. Details of the program and how to contact the service are provided in the Employee Assistance Program Policy.

DRUG AND ALCOHOL TESTING

To ensure the maintenance of this policy, employees, with their consent, may be subject to drug and alcohol testing.

Drug or alcohol testing may be required where, by way of observation or other reasonable method, including disclosure, an employee's behavior or work performance indicates the person is under the influence of drugs or alcohol or on a random basis.

The introduction of the Drug and Alcohol Testing Program is about changing behavior and raising drug and alcohol awareness to create a safer work environment. The program is not intended to create, nor operate a work environment which is harsh, unjust or unfair. However, due to the importance of ensuring safety in the workplace, employees who breach the drug and alcohol policy may be disciplined.

At all times during the implementation of the drug and alcohol testing process, management and staff shall conduct themselves in a courteous manner towards employees and shall respect the employee's rights. Any member of management who acts without reasonable cause, or who behaves over-zealously in the implementation of these procedures shall be subject to disciplinary action.

The method of investigation is as follows:

- An observation must be made, or information given that indicates the employee has behaved in a way which indicates a breach of this policy and/or which may put themselves and other employees at risk of their health and safety.
- The employee will be asked to explain their behavior. If no reasonable or satisfactory response is given, the employee may be asked to undergo an examination at the local hospital to ascertain whether they are under the influence of alcohol or drugs.
- The employee may also be asked to go home until the end of the day or shift.
- On the employee's return to work and following receipt of the results of any tests, the employee will be interviewed by the relevant officer. The employee may have a witness present.
- Allegations may be made to the employee and the employee will be asked to respond. Depending on the response further investigations may take place to assist the company in determining the facts and/or appropriate disciplinary action to be taken.
- An employee who refuses to undergo testing of their health may find it difficult to provide evidence to disprove an allegation that they have breached this policy.
- In the absence of medical evidence to disprove an allegation the company will make any decision it feels is reasonable and justified, given observation, witness statements and any other sources of evidence which are relevant to the investigation.

Employees will not be treated harshly, unfairly or unjustly by this policy.

HEALTH ASSESSMENT ADMINISTRATIVE SYSTEM

Should a potential employee require a health assessment, the following flowchart should be followed



