

OH&S Declaration

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| (1) I have received and read a copy of Kestrel Recruitment's OH&S Rules and Guidelines. | True | False |
| (2) I have understood the information in the OH&S Rules and Guidelines | True | False |
| (3) If you answered False to question (2), which section did you not understand?
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..... | | |
| (4) I agree to comply with the Safety Rules & Guidelines set out in the OH&S Rules and Guidelines leaflet that I have been provided. | True | False |
| (5) I understand that not complying with the Rules and Guidelines may lead to instant dismissal from the workplace | True | False |
| (6) I understand that not complying with the Rules and Guidelines may place others or myself in danger | True | False |
| (7) I will report any incident of a near miss or a safety incident to my immediate supervisor, OH&S Representative and my Kestrel Recruitment representative or consultant. | True | False |

My signature below verifies that I agree to comply with the Rules and Guidelines set out in this induction whilst in the employ of Kestrel Recruitment.

Signature.....Date.....

Name (Please Print).....

Kestrel Recruitment Representative.....

OH&S Rules and Guidelines

Your Responsibilities

- (1) Know and understand the safe work practices pertaining to your job requirements, co-workers and the workplace
- (2) Comply with all requirements regarding safe work practices, personal protective clothing and other equipment as required.
- (3) Report all incidents or accidents to your workplace supervisor and to a Kestrel Recruitment Representative immediately. In the instance of risk to health or safety the work may need to be suspended until the problem is resolved.
- (4) For your safety and the safety of others please make sure you are fully aware of all of the correct work procedures before commencing work. This may involve work site inductions, on the job training etc. If you are unsure ask your workplace supervisor or a Kestrel Recruitment Representative.
- (5) Notify Kestrel Recruitment immediately of any change in your job specification.

As your employer, we care about your safety and will take all necessary steps to ensure that you are provided with all the necessary personal protective equipment, any training or alterations to your workplace etc to minimise the risk of injury. Safety also depends on you to report any injuries or hazards immediately so that the appropriate action can be taken.

General Safety Rules

- (1) No employee will perform a job until he/she has been fully trained on how to do the job properly/safely and has been authorised to perform that job.
- (2) Do not perform any work that you or others may consider potentially dangerous to yourself or other people/equipment.
- (3) No employee is to use or handle any chemicals without the knowledge of their potential dangers (if any) or without the correct personal protective equipment.
- (4) Any work related injuries, accidents, potential hazards or near misses are to be reported immediately to your workplace supervisor and to Kestrel Recruitment to ensure the correct forms are completed and action taken.
- (5) Obey all workplace rules, signs, government regulations and instructions.
- (6) Always use the right tools and equipment for the job to be performed (if you are not sure ask your supervisor).
- (7) Never remove safety guards or override any electronic safety systems whilst operating machinery. Always adhere to safe work practices.
- (8) Always stand clear of operating equipment and machinery.
- (9) Do not use defective equipment, worn electrical wiring, overloaded power outlets or any machinery with danger/warning isolation tags attached (Report all worn or defective equipment to your workplace supervisor).
- (10) Long hair must be tied back or contained in a hair net and finger rings must be removed when operating or in the proximity of moving machinery or electrical equipment.
- (11) When ascending or descending stairs always use the hand rail, do not run in any workplace, always open and close doors carefully and slowly.
- (12) Do not stand on chairs, tables, etc to obtain articles out of reach. Always use the correct access equipment.
- (13) Keep all drawers and cabinet doors closed when not in use. Store all tools, equipment boxes and rubbish, etc in the correct places to avoid tripping or striking hazards.
- (14) When lifting heavy objects, always utilise recommended lifting techniques.

Important Information

Fire Emergency

It is important for you to know the following:

- (1) Workplace evacuation procedure and assembly area
- (2) The location and correct use of Fire Extinguishers
- (3) Location of breathing apparatus (if required)

Should this information not be supplied at the host employer's workplace through the induction/orientation process then ask your immediate supervisor or the OH&S representative.

Housekeeping

An untidy workplace is inefficient and can cause hazards and accidents.

Store all tools, equipment boxes and rubbish etc in the correct places to avoid tripping or striking hazards.

Keep all walkways and exit doors clear of obstacles.

Good housekeeping is important in all workplaces for your safety and for the safety of others.

A tidy workplace allows you to be more productive.

Smoking

Kestrel Recruitment promotes a smoke free environment. Smoking in the workplace is generally prohibited. Should you be caught smoking in a non-smoking area you may be dismissed from your host employers workplace. Smoking is bad for your health. However, if the need arises, use only the designated times and areas to do so.

Drugs and Alcohol

Bringing drugs or alcohol into a workplace or reporting to work under the influence of drugs or alcohol is strictly forbidden and will lead to instant dismissal.

Prescribed drugs need to be reported to your supervisor and to Kestrel Recruitment before you commence work, as they may impede your work performance and the use of machinery, which may place others and yourself in danger.

Important Guidelines and Information

Please ensure you are on time for the start of your shift. It is important for you, Kestrel Recruitment and the company you are on assignment with that you are a good timekeeper.

On your first day of any new assignment, please ensure you are 10-15 minutes early. This is in case, should you run into any difficulties on your journey, you are not too late. It also creates a good impression on your first day if you arrive with enough time to be shown the site and helps prepare you.

Make sure you are wearing your safety boots when you are working or on site.

If at any time you must leave a company for whatever reason, you must inform the supervisor of the site, and most importantly, you must phone a Kestrel Recruitment Representative.

Your pay rates and allowances will be explained to you when the Kestrel Recruitment Representative is booking you into your job. If he/she doesn't tell you, ask!

If you are going to be late for the start of your shift, please call the Kestrel Recruitment office and let them know. They will then tell the company you are working for. This stops people trying to find out where you are and stops people worrying unnecessarily.