
OCCUPATIONAL HEALTH AND SAFETY POLICY

Objective

To ensure that Hume Employment Service Limited (HES) and its trading division Kestrel Recruitment provides employees and/or Labour Hire contractors with a healthy, safe and secure workplace, within an environment of continuous improvement to standards of workplace Occupational Health and Safety (OH&S).

Policy Statement

HES recognises its responsibilities to all employees under the Occupational Health and Safety Regulations (2007) Vic; and the Occupational Health and Safety Act (2000) NSW. To meet these responsibilities, HES will:

- Provide and maintain a healthy, safe and secure working environment and safe systems of work;
- Ensure adequate facilities, equipment and tools are available to protect all employees;
- Provide information, training and supervision for all employees to enable them to work in a safe and healthy manner; and to advise clients and their employers on these matters as appropriate;
- Ensure OH&S risk assessments are regularly undertaken; effective risk management strategies are developed and documented in consultation with staff; then communicated to all staff;
- Ensure OH&S induction, training and equipment is provided (by HES or Kestrel Recruitment Host Employers) to all staff, for each site where staff are engaged.

Management

The overall responsibility for the implementation and monitoring of this policy remains with the Chief Executive Officer.

Management will provide OH&S resources for the benefit of all staff. The HR/QA Manager available to provide OH&S advice to HES employees.

Kestrel Recruitment contracting staff should initially advise the Host Employer of any OH&S concerns, and if unresolved, refer them to the Kestrel Recruitment Manager.

Where necessary the CEO may engage appropriate OH&S expertise to resolve OH&S issues.

All employees will receive information and training in the OH&S policies and procedures relevant to their site at the time of induction. All employees will receive ongoing training to ensure their understanding of and compliance with OH&S policies and procedures.

All Kestrel Recruitment Host Employers must agree to provide OH&S risk assessment, induction, training, safety clothing and equipment as required to facilitate this policy.

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HES safety performance will be regularly reviewed and any OH&S related incidents or accidents will be immediately reported to the HES Corporate Services Manager who is responsible for recording and investigating such incidents.

A heightened awareness of safe work practices by employees is an essential component of good OH&S risk management. HES will work to achieve a culture of heightened awareness.

Employees

Employees have a duty of care and are responsible for their own health and safety and that of others affected by their actions at work. Employees should be familiar with and comply with all safety procedures. Employees must report potential or actual hazards to their Manager as soon as possible.

Employees must not wilfully interfere with or misuse items, equipment or facilities provided in the interests of health and safety and welfare of all employees; and must adhere to operating instructions and safety procedures at all times.

A HES OH&S Employee Representative is elected by HES staff annually or biennially to regularly meet with and have access to Management to discuss any employee OH&S concerns as and when they arise.

Review

This policy and procedures will be reviewed when relevant legislation changes are evident or changes to the policy are deemed necessary.

Policy for HES Staff and Client Safety

- If a client's behaviour and/or language is threatening physical violence and cannot be calmed and reasoned with quickly, the police should be contacted.
- Staff will not go to a client's home alone. If the need arises, another staff member must accompany them.
- Staff will not transport HES clients without the approval of their Manager.
- Staff are to be aware of the circumstances of a particular client and take these into consideration when making a decision meeting that client alone in an office. Should there be any doubt whatsoever about the safety of the staff member, they should not meet a client alone, but should arrange the meeting in a public place or with another staff member present. Administration staff should be advised at commencement and completion of interviews with high risk clients.
- Alarms are provided in client meeting rooms and portable alarms provided to staff for use in outreach offices. HES staff must make themselves familiar with the location and use of fixed devices and carry portable devices when on outreach visits.