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## KESTREL APPRENTICE SOLUTIONS HEALTH & SAFETY POLICY

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### **Objective**

To ensure that Hume Employment Service Limited (HES) and its trading division, Kestrel Apprentice Solutions, provides its employees, Labour Hire Contractors and Apprentices and Trainees with a healthy, safe and secure workplace, within an environment of continuous improvement to standards of workplace health and safety.

### **Policy Statement**

HES recognise its responsibilities to all employees under Health & Safety legislation and regulations. 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 on these matters as appropriate;
- Ensure health and safety risk assessments are regularly undertaken; effective risk management strategies are developed and documented in consultation with staff; then communicated to all staff;
- Ensure health and safety induction, training and equipment is provided (by HES or Kestrel Apprentice 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 health and safety resources for the benefit of all staff including health and safety advice to employees.

Kestrel Apprentice Solutions contracting staff should initially advise their Host Employer of any health and safety concerns and if unresolved, refer them to the Kestrel Apprentice Solutions Manager.

Where necessary the CEO may engage appropriate workplace health and safety expertise to resolve workplace health and safety issues.

All employees will receive information and training in the health and safety policies and procedures relevant to their industry and worksite at the time of induction. All employees will receive ongoing information and compliance reviews to ensure their understanding of and compliance with workplace health and safety policies and procedures.

All Kestrel Apprentice Solutions Host Employers must agree to provide risk assessments, induction, training, safety clothing and equipment as required to facilitate this policy.

HES safety performance will be regularly reviewed and any health and safety related incidents or accidents will be reported to Management responsible for recording and investigating such incidents.

A heightened awareness of safe work practices by employees is an essential component of good risk management and we 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.

An employee representative is appointed to regularly meet with and have access to Management to discuss any employee workplace health and safety concerns as and when they arise.

### **Apprentices, Trainees and Labour Hire Contractors**

All Apprentices, Trainees and Labour Hire Contractors must successfully complete a health and safety induction prior to commencing employment with Kestrel Apprentice Solutions or Kestrel Recruitment.

Conditional upon employment with Kestrel Apprentice Solutions and/or Kestrel Recruitment is the signed acceptance of the employee to strictly comply with the policies, procedures and instructions outlined in Kestrel's Health & Safety Induction and those provided by the Host Employer.

Adherence to Kestrel Apprentice Solutions health and safety policies, procedures and instructions and those of the Host Employer is reviewed on a quarterly basis as part of a structured performance review program.

### **Review**

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