



# RECRUITCO

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## RECRUITCO HEALTH AND SAFETY POLICY

### POLICY STATEMENT

Recruitco is committed to ensuring that all employees are safe from injuries and unacceptable risks to health while they are at work and that the conduct of our business, our customers and the community are kept from unacceptable risk.

### STATEMENTS OF RESPONSIBILITY

The WHS Coordinator is a responsible officer of Recruitco under the terms of the Work Health and Safety Regulations carries the ultimate responsibility for implementation of the Health and Safety Policy. In day to day administration, this responsibility is delegated to Managers, Consultants and employees as follows:

### MANAGERS AND CONSULTANTS

Managers and Consultants will as far as reasonably practical:

- ensure the provision and maintenance of a safe work place and safe working environment, safe plant and equipment and proper work practices.
- ensure that all site policies and procedures applicable to their area of control are implemented and updated as required.
- involve employees, Health and Safety Representatives and Safety Committee in relevant health and safety issues and consult with them to identify and eliminate or control hazards.
- ensure that accidents or near misses are quickly and competently investigated and necessary steps are promptly taken to prevent recurrences.
- ensure that adequate health, welfare, emergency and rehabilitation services are available.

### EMPLOYEES

Employees will as far as reasonably practical:

- take all reasonable steps to ensure that they protect their own health and safety, and that of other employees.
- follow the relevant Health and Policies and Procedures of Recruitco and Host Employers.
- comply with reasonable instructions given by Managers, Consultants and Host employers in relation to health and safety.
- correctly use safety and protective equipment provided.
- co-operate with elected Health and Safety Representatives of host Employers.
- report any accidents or near misses which occur to their immediate supervisor and contact Recruitco as soon as possible.
- report to the office of Recruitco as soon as possible to complete a Notice of Disability and Workers Compensation form.

RESPONSIBLE OFFICER

08/02/2018

DATE