

SUSTAINABILITY CONSULTING ON-HIRE WORKER WHS INDUCTION INFORMATION

Welcome to SustainAbility Consulting and congratulations on your recent placement.

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Work Health and Safety at Work

SustainAbility Consulting is committed to ensuring the highest possible standard of Work Health and Safety to ensure our On-Hire Workers (you), so far as is reasonably practicable, are safe from risks.

Our policy focuses on working together with you and our Clients to ensure you are in a safe working environment. To assist us in providing this standard it is expected that you follow the Work Health and Safety policies and procedures of both SustainAbility Consulting and our Clients.

The following booklet comprises a summary of relevant WHS Policies, procedures and additional WHS guidance. It is of paramount importance that you read and understand the information provided.

Hazards and incidents must be reported to SustainAbility Consulting immediately and the details as to how you do this follow later in this booklet.

Health and Safety Policy

SustainAbility Consulting is committed to ensuring all workers and visitors are safe from risks to health and safety whilst at work. SustainAbility Consulting is committed to the continual improvement of safety in the workplace and the elimination of workplace injuries and illnesses. As a provider of on-hire services, SustainAbility Consulting understands the importance of working and consulting with all stakeholders to achieve a safer workplace.

Objectives

The objectives of this policy, is to ensure:

- risks to health and safety are identified and controlled
- safe systems of work are provided and maintained
- workers including permanent and on-hire are provided with information, instruction, training and supervision
- health and safety policies and procedures comply with legislative requirements
- industry best practice standards with regard to health and safety are aspired to
- safety performance is continually reviewed and improved

Responsibilities

SustainAbility Consulting is responsible for ensuring we meet our Duty of Care as well as all other legislative requirements as set out in the Workplace Health and Safety Act 2011. This includes:

- providing the resources to meet health and safety obligations
- maintaining effective communication and consultation with key stakeholders
- ensuring processes are in place to allow for the resolution of work health and safety issues
- minimising the impact of any work related incidents; and
- taking a pro-active approach to providing effective rehabilitation for 'workers' injured at work.

You, the worker is responsible for:

- following all work health and safety policies and procedures
- always thinking about potential hazards before carrying out a task or process
- ensuring your own and others safety is not affected by your actions
- reporting hazards and incidents immediately

Consultation

SustainAbility Consulting recognises that consultation is the key factor in providing a safe workplace environment.

Consultation with Workers

Consultation is a 3 step process, it involves

1. sharing of information;
2. giving workers a reasonable opportunity to express views
3. taking those views into account before making decisions on health and safety matters.

SustainAbility Consulting will ensure that workers are consulted with regarding health and safety matters. Information will be disseminated to the affected workers through the most appropriate means of communication for that matter. This could be via telephone, email or SMS where appropriate.

Consultation with Clients

We will conduct annual site inspections of your workplace and will consult with you directly to ensure there are no concerns with WHS matters.

Our WHS Committee

We have a WHS Committee in place, working to ensure all WHS legislative requirements are met and our workers have access and means to raise any concerns as they arise. For your information the WHS Committee is made up of:

Martin O'Donnell
Director and **WHS Officer**
02 8274 4646 or martin@sustainrecruit.com

Peter Zonnevylle
Director and **WHS Officer**
02 8274 4602 or peter@sustainrecruit.com

As a provider of on-hire services, SustainAbility Consulting is committed to effective consultation and engagement with on-hire workers and our clients in regards to Work Health and Safety. We acknowledge that we share a primary duty of care with our client in relation to our on-hire workers and therefore we are committed to consult, cooperate and coordinate activities with our clients to produce the required health and safety outcomes.

WHS Consultation and Communication Policy

WHS consultation is a process by which Workers are provided with a reasonable and genuine opportunity to share ideas and participate in the decision-making process about health and safety matters, which may affect them.

SustainAbility Consulting actively consult with On-Hire Workers on WHS matters via the induction process, email communication, Site visits and telephone conversations. Should you wish to discuss any WHS matter related to your role or have any suggestions to enhance our WHS performance please contact your SustainAbility Consulting consultant or WHS Committee member.

Alcohol & Other Drugs Policy

SustainAbility Consulting is committed to providing a safe workplace and the establishment of programs and attitudes that contribute to a safe working culture. We recognise that involvement with drugs and alcohol can have serious repercussions for workers and their performance in the workplace. Incidents involving inappropriate drug and alcohol can also impact on an individual's friends and family as well as the company's reputation.

As a worker, you are responsible for not being under the influence of alcohol on our premises or that of our host client site/s while working or conducting company business to the extent that:

- it may impair work performance
- behaviour may impact on your reputation and/or that of the either SustainAbility Consulting or our client; and/or there is any risk to your safety, your colleagues and/or any clients or visitors
- ensuring that the off-duty use of alcohol does not result in impaired behaviour, function or a capacity to maintain a suitable work related etiquette
- notifying SustainAbility Consulting and relevant host client representatives of any prescription or over-the-counter drugs that may impair performance at work

Smoking Policy

All SustainAbility On-Hire Workers are to observe the host Client's smoke-free workplace policy. You must not smoke in or around the outside of the building during work hours. Smoking is to be confined to before work commences, during lunch breaks (off premises) and after working hours.

Prevention of Bullying and Occupational Violence Policy

SustainAbility Consulting are committed to providing all workers with a healthy and safe work environment free from bullying and workplace violence.

We expect all workers to behave in a professional manner and to treat each other with dignity and respect when they are at work. We require all workers who experience bullying or workplace violence to report it to the SustainAbility Consulting WHS Committee and/or your SustainAbility Consultant. When bullying or workplace violence is reported, it will be seen as a serious matter and will be investigated in a timely manner.

As a worker, you are responsible for:

- Behaving in a professional manner and to treat each other with dignity and respect when they are at work
- Reporting any incidents involving bullying or violence in the workplace to the SustainAbility WHS Committee, your consultant or host client representatives

An incident of workplace bullying or violence will be taken very seriously by us and, where breaches of this policy are proven, disciplinary action and/or reporting to suitable authorities may arise.

Notifying Incidents and Return to Work Policy

The overall objective of this policy is to ensure, so far as is reasonably practicable:

- On-Hire workers who suffer an illness or injury which is substantially contributed to by their work, return to work
- Work related injury and illness is eliminated

You, the worker is responsible for:

- Notifying the SustainAbility Consulting WHS Committee Member and/or your SustainAbility Consultant as well as your Host Client Supervisor of a workplace injury as soon as practicable after the event (within 24 hours)
- Participating and cooperating with the injury management process and making every effort to return to work.

SustainAbility Consulting is committed to ensuring you are provided with appropriate medical treatment and rehabilitation following a workplace injury. SustainAbility Consulting has in place workers compensation and return to work processes with our main aim to ensure your full recovery and return to work as soon as possible.

Emergency Arrangements

It is important that you are aware of and follow workplace specific emergency procedures.

Emergencies may include and are not limited to fire, bomb threat, chemical exposure, serious injuries and personal assault. These situations can often cause people to panic, so to ensure your safety you need to:

- Know who your warden is and follow their instructions
- Review the emergency floor plan
- Know where your designated assembly points are

- Always participate in fire drills

This information should be displayed throughout the workplace. Should you have any queries or concerns, please contact your Host client Supervisor and SustainAbility Consulting Consultant (where required).

First Aid

In the event of a first aid emergency, a speedy and appropriate initial response can reduce discomfort and pain. Keep in mind that the first aid officer may not always be available. To enable timely and appropriate treatment it is important for you to:

- know who and how to contact the site first aid officer/s
- the location of the first aid room (if available)
- the location of first aid kits and contents

Your host client should provide you with this information on your first day of work. If this is not the case you are to ask your supervisor and advise SustainAbility Consulting.

WHS Issue Resolution

SustainAbility Consulting's objective is to provide sustainable and rewarding employment in workplaces safe from risks. As an

On-Hire Worker of SustainAbility Consulting, we expect you to:

- Report hazards or dangerous situations which could harm yourself or others to your Host client Supervisor and SustainAbility Consulting Manager/Consultant
- Ask your Host client Supervisor and SustainAbility Consulting Manager/Consultant (where required) if you are concerned about possible hazards / WHS related issues
- Always think about potential hazards before carrying out a task or process

SustainAbility Consulting will work together with you and the Host client to control identified risks within the workplace.

Reporting an Incident or Injury or Near Miss

If you sustain an injury resulting from a work related accident, seek first aid treatment if required. It is vitally important that you immediately report incidents or injuries to **both** your Host client Supervisor and your SustainAbility Consulting Consultant. We will work together with you and our Host client to identify causes and prevent future incidents and/or accidents. Our incident management form is downloadable from our website (www.sustainrecruit.com) you will be required to complete this form should you be involved in an incident / accident.

Getting to Work Safely

When travelling to and from an assignment please consider the following:

- Always leave in good time so that you don't have to rush
- Plan your trip if you are travelling to a new site
- Check vehicle condition
 - general condition of vehicle to ensure there are no obvious signs of defects
 - spare tyre is available and inflated

- working condition of wipers and indicators
- safety equipment and fittings such as first aid kits and hands free kit; and registration is current
- Comply with all NSW Road Rules and Legislation including in relation to the use of mobile phones and devices in a vehicle
- If you are running late call SustainAbility Consulting and we will let the host client know. Never speed.

Changes to your Work Assignment or Work Equipment

Ensure you notify SustainAbility Consulting immediately if there are changes to:

- Job description and objectives
- Work activities undertaken including exposure to new materials, processes or machinery
- Work site including location, including major re-structuring or renovations

This is important as new hazards may arise and we may need to determine whether additional training or skills may be required. A change in duties may also impact on your hourly pay rate and a review of your pay rate may apply. If in doubt, contact SustainAbility Consulting.

Office Safety

Incidents can occur in the office environment. There are many objects and devices that may cause hazards that you need to be aware of. Please consider the following when conducting work within an office environment:

Do

- Keep your work area clean and tidy
- Check that the traffic and aisle ways are free from rubbish and equipment
- Ensure that filing cabinets are closed when not being used to prevent tripping and trip hazards
- Report any WHS related hazards to your Consultant and/or Host Client Supervisor
- Make your Host Client Supervisor aware of any damaged / faulty electrical equipment

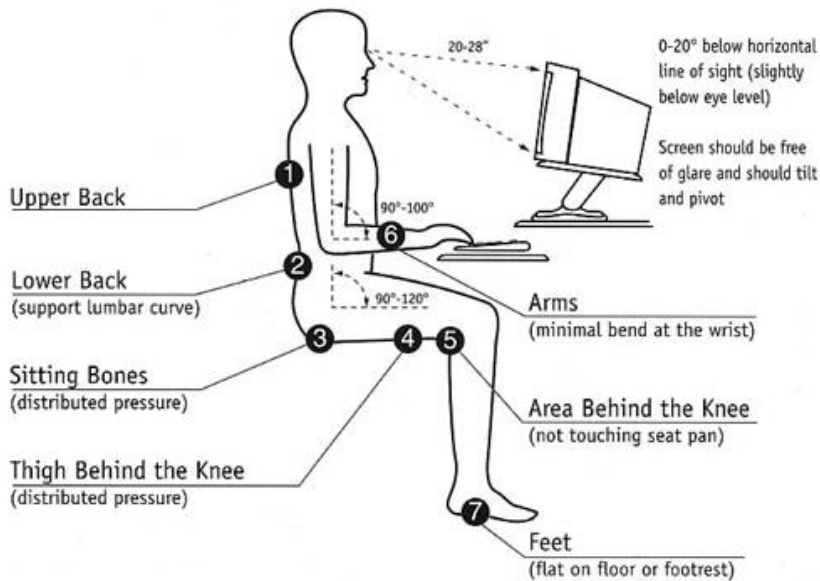
Don't

- Store excessive items, documents or clothing on, around and beneath your workstation
- Attempt to repair damaged or faulty electrical equipment – this includes changing light bulbs
- Block or obstruct fire escapes or fire fighting equipment with storage
- Attempt to lift loads exceeding your individual capability

Setting up your Work Station

- Check that you have a good working posture e.g. back support, arms are generally at right angles and elbows close to your body
- Check your screen monitor for minimisation of glare, comfortable screen brightness and comfortable screen height

- Check that items located on your desk are within accessible reach to avoid bending and twisting



Manual Tasks

You should never take unnecessary risks when moving large, bulky or awkward items. Always consider the alternatives to manual handling and ask whether mechanical aids are available. If there are no other alternatives always follow safe manual task practices including:

- Check weight and dimensions of object (not by lifting it)
- Always use team lifting or mechanical aids for large, awkward or bulky items
- Ensure that your path is free from obstruction
- Stand as close as possible to the load
- Bend your knees and keep your back straight
- Remember, if in doubt DO NOT LIFT

1. Stop and think

- Plan the lift – where is the load going?
- Can you use a lifting aid to avoid manual handling?
- Do you need help from a colleague?
- Remove obstructions on the route you intend to use

2. Position the feet

- Place your feet apart to give a balanced and stable base
- Put the leading leg as far forward as is comfortable, pointing in the direction you want to take the load.

3. Adopt a good posture

- Bend the knees.
- Keep the back straight while maintaining its natural curve.
- Lean forward a little over the load, if necessary, to get a good grip

- Keep the shoulders level and facing in the same direction as the hips

4. Get a Firm Grip

- Try to keep the arms within the boundary formed by the legs
- Make sure your grip is secure

5. Keep close to the load

- Keep the load close to your trunk for as long as possible.
- If the load is unbalanced, keep the heavy side close to your trunk

6. Lift Smoothly

- Raising the chin as the lift begins. Keep control of the load

7. Move the Feet

- DO NOT twist your trunk when turning to the side

8. Put the load down – then adjust

- If you need to place the load precisely, put it down first, then adjust its position.

Plant & Equipment

Prior to operating plant or machinery you need to be trained and instructed in its use. This is required even if you have previously worked on similar equipment. When you are using plant and equipment consider:

- Inspecting before use to check safety guards are in place and lockout systems are functioning
- If issues or hazards are identified report them to your host client supervisor
- Never attempt to clean or repair plant or equipment when there is an active power source
- Make sure items are tagged out and isolated
- Never remove or make inoperable guarding that has been provided for yours and others safety
- Check that you do not have loose clothing, accessories or hair, which may get caught up in machine parts

Always remember: Do not undertake the task if you have not received suitable task specific training.

Should you have any queries please contact SustainAbility Consulting Immediately.

Hazardous Chemicals

When using, storing or transporting Hazardous Chemicals it is important that you understand the following:

- Cleaning items can be considered as Hazardous Chemical. Always handle with care as per instructions on the labelling of the item

- This includes a safe place to store the item, away from other liquids and chemicals as well as heat sources
- Report any spills and leakages immediately
- Do not undertake any task if you have not had specific training

If unsure always check with your supervisor on how to handle a particular substance.

Should you have any queries please contact SustainAbility Consulting.

Using Electrical Equipment

Electrical incidents can result in serious injuries and death. You should not attempt, under any circumstances to undertake any electrical repairs. These activities should only be conducted by a qualified electrician. When using electrical items consider the following precautions:

- Do not use electrical equipment or leads where there are signs of damage such as a frayed cord or use of insulation tape
- Report faulty, broken or poorly maintained electrical equipment
- Follow the systems of isolation and tagging and never use equipment when the tag has expired
- Only use electrical equipment for the purpose it was designed
- Always check for signs of electrical equipment exposed to water

Slips, Trips & Falls

Slips, trips and fall hazards are a major source of office incidents and injuries and result in thousands of injuries every year. Most common are musculoskeletal injuries, as well as cuts, bruises, fractures and dislocations.

Some controls that can eliminate and significantly reduce the risk of slips, trips and falls include:

- Prompt cleaning of spilled materials
- provision and use handrails or guardrails on all platforms including steps and stairs
- securing carpets and rugs and remove any flooring that “lifts”
- secure slip-resistant doormats at entrances or ensure they are large enough to remain in place
- Removal of obstacles

Workplace Amenities

SustainAbility Consulting and the host client as part of our duty of care are required to provide adequate facilities to workers. Amenities and facilities are integral to the health, safety and welfare of workers.

Workplace amenities are provided for the health, safety, welfare and personal hygiene needs of workers, including:

- toilets
- shelter
- seating

- dining rooms
- change rooms
- washing facilities
- first aid facilities

When determining the adequacy of facilities the following are considered:

- consultation with workers on their needs and requirements
- the type of work performed
- place of work (will workers always be in the office or do they need to be mobile as well)
- composition of the workforce (number, gender, special needs)
- access to amenities and facilities

The use of Personal Protective Clothing & Equipment

Your SustainAbility Consulting Consultant or host client Supervisor will advise you of, or supply you with the correct safety equipment you will need for each assignment or job. You are expected to use the clothing and/or equipment as instructed. Damaged, faulty or lost equipment must be reported immediately so it can be repaired or replaced.

Observing signage whilst in the workplace

In the workplace environments, warning and danger signs may be displayed. It is important that these signs are understood and instructions followed.

Other Host Client Specific Policies

In undertaking this assignment we expect you, the worker, to comply with all Policies and Procedures implemented at our Host Client site. This can include but is not limited to:

- Privacy and Confidentiality
- Attendance
- Unsatisfactory work performance
- IT and Internet
- Behaviour
- Security

Action Required during your first week at work

Complete our online form confirming you have read and understood the information above.

LINK: [Survey](#)