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|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
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**Occupational**

**Health and**

**Safety Manual**

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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

**Index**

**1. General Policy Statement** **Page 3**

1. Health and Safety Policy
2. Policy Authorised by Senior Management
3. Staff responsibilities to Policies and Procedures
4. Directors responsibilities to Health and Safety

1.5 Individual employee’s responsibilities to Health and Safety **Page 4**

1. Consultation with employee representative
2. Reporting and recording of workplace incidents and injuries
3. Directors understand Health and Safety Management
4. WDLH Mobile Phone Policy **Page 5**
5. WDLH Bullying Policy **Page 7**
6. Staff Grievances and Dispute Resolution Policy **Page 9**

**2. Training and Supervision** **Page 13**

1. Health and Safety Induction program for new employees
2. Identification of Health and Safety Training needs

|  |  |  |
| --- | --- | --- |
| 2.3 | Health and Safety documented control system |  **Page 14** |
| 2.4 | Access to Health and Safety information |  |
| **3. Hazard Reporting** | **Page 15** |

1. Definition of a hazard

3.2 Procedure for hazard reporting

 **Appendix’s**

 **A.** Host employer induction checklist **Page 16**

 **B.** Employee Training Record **Page 17**

 **C.** Notification of Injury or accident form **Page 18**

 **D.** Hazard report form **Page 23**

 **E.** Western District Labour Hire hazard register **Page 24**

**F.** OH&S Information sheets available **Page 25**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

**1.0 General Policy Statement:**

**Western District Labour Hire can demonstrate active, consultative commitment to all areas of Health and Safety management in the Workplace.**

* 1. **Health and Safety Policy**

Western District Labour Hire has developed and implemented a structures Health and Safety Management System to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of OH&S at a senior level reinforces its importance to Western District Labour Hire, commercial objective and legal obligations.

1. **Policy Authorised by Senior Management**

The Director will formally sign and date the current written Policy and display it in the designated areas. The Director will formally approve the Policy and Procedures. The Director reviews the documented Health and Safety Policy annually.

1. **Staff Responsibilities to Policies and Procedures**

Western District Labour Hire OH&S Policy is to inform employees and other interested parties that OH&S is an integral part of its operations. All staff are actively involved in the review and continual improvement of OH&S performance as this reinforces the Company’s objectives.

1. **Directors Responsibilities to Health and Safety**
	* Formally approve the OH&S Policy
	* Assign custody to ensure procedure is maintained and updated
	* Formally approve the OH&S Procedures
	* Review overall organisational Health and Safety performance
	* Participate where required in the resolution of safety issues
	* Review serious accidents/incidents and monitor corrective actions
	* Ensure organisational compliance with health and safety legislation
	* Implement the OH&S Policy, OH&S Procedures and legislative requirements
	* Monitor health and safety performance within area of responsibility
	* Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits, hazard inspections etc.
	* Participate, where required, in the resolution of safety issues
	* Investigate all accidents/incidents within area of responsibility
	* Ensure liaison with employees, particularly on any workplace changes which have a health and safety component

3

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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

* + Initiate actions to improve health and safety within area of responsibility
	+ Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
	+ Participate in consultation
	+ Ensure all employees are inducted and receive regular training as required to perform jobs safely
1. **Individual Employees Responsibilities to Health and Safety**
	* Adhere to all safe working procedures in accordance with instructions
	* Take reasonable care of themselves and others who may be affected by their actions
2. **Consultation with Employee Representative**

Western District Labour Hire is committed to consultation and co-operation between management and employees, to any change to input to the Health and Safety Policy that will affect the workplace.

1. **Reporting and recording of workplace incidents and injuries**

Western District Labour Hire has a strict procedure for internal reporting and recording of work related incident, injury or illness.

1. **Directors understand Health and Safety Management**

Western District Labour Hire Management are responsible for the development, promotion and implementation of OH&S Policies and Procedures and therefore have a thorough understanding of the scope and structure of Health and Safety Management. They are also responsible for communicating and training employees in all aspects of OH&S Management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

4

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|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

1. **WDLH Labour Hire Employee Mobile Phone Policy**

**Policy brief & purpose**

Our WDLH labour hire employee mobile phone policy outlines our guidelines for using mobile phones at work.

We recognize that mobile phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.)

But, mobile phones may also cause problems when used imprudently or excessively.

**Scope**

This policy applies to all our Labour Hire employees.

**Policy elements**

Despite their benefits, personal mobile phones may cause problems in the workplace.

Labour Hire employees who use their mobile phones excessively may:

Get distracted from their work.

Disturb colleagues by speaking on their phones.

Cause security issues from inappropriate use of company-issued equipment or misuse of our company’s internet connection.

Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones is prohibited.

Our company expects employees to use their mobile phones prudently during working hours.

**We advise our labour hire employees to:**

Use company-issued phones for business purposes only and preserve them in perfect condition.

**Private mobile phones must be on silent at all times** and may only be answered in cases of emergency or during designated work breaks.

Turn off or silence their phones when asked.

 **5**

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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
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**We won’t allow employees to:**

Play games on the mobile phone during working hours.

Use their phones for any reason while driving any vehicle.

Use their mobile phone’s camera or microphone to record confidential information.

Use their phones in areas where mobile use is explicitly prohibited (e.g. laboratories.)

Speak on their phones within earshot of colleagues’ working space during working hours.

Download or upload inappropriate, illegal or obscene material on a company mobile phone using a corporate internet connection.

**How to properly use mobile phones in the workplace**

Employees can benefit from using mobile phones. They’re allowed to use their phones:

To make business calls.

To use productivity apps.

To check important messages.

To make **brief** personal calls away from the working space of colleagues.

Employees can use their phones during breaks or at lunch hour and while in a stationary vehicle.

**Disciplinary Consequences**

Our company retains the right to monitor employees for excessive or inappropriate use of their mobile phones. If an employee’s phone usage causes a decline in productivity or interferes with our operations, we’ll ban that employee from using their mobile phones.

***Employees may face severe disciplinary action up to and including termination, in cases when they:***

Cause a security breach.

Violate our confidentiality policy.

Cause an accident by recklessly using their phones.

The **overuse** of their private mobile phone during working hours instead of in their designated break times (ie Calls for emergency contact excluded).

 6

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|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

1. **WDLH Labour Hire Employee Bullying Policy**

**Introduction**

**Western District Labour Hire (WDLH)** believes that all people should work in an environment free from bullying.

**Western District Labour Hire** understands that workplace bullying is a threat to the health and wellbeing of its staff and customers.

Accordingly, **Western District Labour Hire** is committed to eliminating, so far as is reasonably practicable, all forms of workplace bullying by maintaining a culture of openness, support, and accountability.

**Purpose**

The purpose of this document is to communicate that **Western District Labour Hire** does not tolerate any form of workplace bullying and to set out the process which is to be followed should any instances of workplace bullying be reported.

**Definitions**

**“Bullying”** is repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

**“Repeated behaviour”** refers to the persistent nature of the behavior and can involve a range of behaviours over time.

**“Unreasonable behaviour”** is behaviour that a reasonable person, having considered the circumstances would see as unreasonable, including behavior that is victimising, humiliating, intimidating or threatening.

Examples of behavior, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety include but are not limited to:

* abusive, insulting or offensive language or comments
* unjustified criticism or complaints
* deliberately excluding someone from workplace activities
* withholding information that is vital for effective work performance
* setting unreasonable timelines or constantly changing deadlines

 7

* setting tasks that are unreasonably below or beyond a person’s skill level

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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |

* denying access to information, supervision, consultation or resources to the detriment of the worker
* spreading misinformation or malicious rumours
* changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

Workplace bullying can be carried out in a variety of ways including through email, text or social media channels.

Workplace bullying can occur between workers (sideways), from managers to workers (downwards), or workers to supervisors/managers (upwards).

Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Examples of reasonable management action include but are not limited to:

* setting reasonable performance goals, standards and deadlines
* deciding not to select a worker for promotion where a reasonable process is followed
* informing a worker about unsatisfactory work performance in an honest, fair and constructive way
* taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).

**Policy**

Western District Labour Hire has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Western District Labour Hire accepts and acts on its duty of care. Any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

 8

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |

1. **Staff Grievances and Dispute Resolution Policy**

**INTRODUCTION**

Open communication and feedback are regarded as essential elements of a satisfying and productive work environment.

Western District Labour Hire (WDLH) encourages its employees and volunteers to resolve any issues or concerns that they may have at the earliest opportunity with each other or, failing that, their immediate supervisor.

The preferred process involves employees and volunteers resolving issues to their satisfaction internally, without feeling they have to refer to external organisations or to authorities for assistance.

**PURPOSE**

The purpose of this document is to provide an avenue through which employees and volunteers, and their managers, can resolve work-related complaints as they arise.

**POLICY**

WDLH will establish mechanisms to promote fast and efficient resolution of workplace issues.

Employees and volunteers should feel comfortable discussing issues with their manager or supervisor in accordance with the procedures outlined below.

All formal avenues for handling of grievances will be fully documented and the employee/volunteer’s wishes will be taken into account in determining the appropriate steps and actions.

No employee will be intimidated or unfairly treated in any respect if they utilise this Policy to resolve an issue.

This Policy applies to permanent and part-time paid employees and to volunteer workers.

**Responsibilities**

It is the responsibility of **Managers and Supervisors** to ensure that:

* They identify, prevent and address potential problems before they become formal grievances;
* They are aware of and committed to the principles of communicating and information sharing with their employees and volunteers;
* All decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the organisation in general;
* Any grievance is handled in the most appropriate manner at the earliest opportunity;
* All employees and volunteers are treated fairly and without fear of intimidation.

 9

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |

It is the responsibility of Employees to ensure that:

* They attempt to resolve any issues through their immediate supervisor and through internal processes at the earliest opportunity.

It is the responsibility of Western District Labour Hire to ensure that:

* All managers, supervisors, employees and volunteers are aware of their obligations and responsibilities in relation to communication and information sharing with their employees;
* Ongoing support and guidance is provided to all employees in relation to employment and communication issues;
* All managers, supervisors and employees are aware of their obligations and responsibilities in relation to handling grievances;
* Any grievance that comes to the attention of managers or supervisors is handled in the most appropriate manner at the earliest opportunity.

**Procedures**

**Employment Practices**

All managers and supervisors should be aware of the possible ramifications of their actions when dealing with employee/volunteer issues. They must ensure that all employees and volunteers are treated with fairness, equality and respect.

If there are any doubts or queries in relation to how to deal with a particular set of circumstances, managers or supervisors should contact Recruitment Office at Western District Labour Hire for advice at the earliest opportunity.

Where a grievance or dispute has been brought to a Manager’s attention, they should assess whether the employee involved is covered by an Award or Agreement, and if so should refer to that document for grievance procedures. If the employee or volunteer involved is not covered by such a document, the guidelines below should be followed.

**Grievances and Dispute Resolution**

An employee or volunteer who considers that they have a dispute or grievance that they have not been able to resolve directly with any other involved party should raise the matter with their immediate supervisor as a first step towards resolution. The two parties should discuss the matter openly and work together to achieve a desired outcome.

The Manager or Supervisor should follow the steps outlined below:

* Make sure that the employee feels listened to and supported. You don't have to agree with what they say, but you must make sure that they know you will act on their concerns.
* If more than one person is present, establish the role of each person.
* Outline the process that is to be followed.

 10

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |

* Inform the parties that any information obtained in the conduct of the review is confidential.
* Listen to the complainant. Obtain a chronology of events (who, what, why, when, how etc).
* Run through the applicable policies and procedures (e.g. the organisation's anti-discrimination policy) with the complainant.
* Ask the complainant what kind of outcome they are hoping for (best case scenario) and then talk them through next steps: e.g. you will discuss the matter confidentially with the HR manager or CEO to determine a way in which to deal with the issue and report back to them within a set timeframe.
* Provide the complainant with the organisation’s confidentiality and non-victimisation agreement. Explain that they cannot be adversely affected because they have made a complaint and explain who to report matters to internally if they do feel that they are being adversely affected.
* Provide the complainant with plenty of time to ask questions.
* Offer the complainant assistance (such as counselling through an Employee Assistance Program) or a way to get home safely if they are visibly upset.
* Provide the complainant with a direct contact number that they can call if they have any concerns of queries.
* Take accurate and detailed notes of all conversations (including dates, people involved) and attach any supporting documentation.
* If deemed necessary, provide the employee/volunteer with a written summary of the meeting and clarification of the next steps to be taken.

The Manager must ensure that the manner in which the meeting is conducted will be conducive to maintaining positive working relationships, and will provide a fair, objective and independent analysis of the situation.

All parties are to maintain complete confidentiality at all times.

If the matter is not resolved and the employee or volunteer wishes to pursue it, the issue should be discussed with a Human Resources Officer, then, if necessary, the CEO. Again, the matter is to be discussed openly and objectively with management to ensure it is fully understood. If the grievance/dispute is one of a confidential or serious nature involving the employee or volunteer’s Manager, the complainant may discuss the issue directly with the Human Resources Department or the CEO. The CEO reserves absolute discretion as to making a final decision as to how the grievance or dispute will be resolved.

**Investigating a Grievance or Dispute**

Procedural fairness and transparency can make or break a workplace investigation. Maintaining procedural fairness means that you can:

 11

* protect the interests of the participants in the investigation;

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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |

* enhance the credibility of the investigation process;
* rely on the investigation (and your findings) when making employment decisions; and
* defend your employment decisions in a court or tribunal.

Following are some pointers to ensure that a workplace investigation is procedurally fair. The investigator should ensure that:

* the respondent is aware of all the allegations made against them in sufficient detail;
* the respondent is allowed a reasonable opportunity, including adequate time, to respond to each of the allegations;
* the investigation is carried out in a reasonable time frame;
* all participants are given the opportunity to have a support person in the interviews pertaining to the investigation;
* all participants are required to maintain confidentiality and sign a confidentiality agreement;
* the investigator has no personal interest or bias in the matter being investigated;
* all participants are given the opportunity to respond to any contradictory evidence;
* the investigator makes reasonable and diligent enquiries to ensure that there is sufficient evidence before making findings on the balance of probabilities.

**The Importance of Impartiality**

It is critical to ensure that the person responsible for carrying out an investigation is impartial. The investigator must not have a vested interest in the outcome of the matter. Employees will often consider that a HR manager is not sufficiently impartial because of their involvement and role in the workplace. If such a concern is raised, it's important to consider:

* whether the use of an external investigator is necessary to ensure impartiality;
* whether any conflicts of interest need to be disclosed (e.g. if any individuals are friends outside the workplace); and
* whether the investigator has handled any previous disciplinary matters.

If there is the possibility that a person's employment will be terminated if the allegations are proven as part of an investigation, then you should seriously consider the use of an external investigator to ensure that your investigation and the process followed will stand up in any potential court proceeding.

 12

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |

**2. Training and Supervision**

**Western District Labour Hire will ensure that all employees are informed of their own responsibilities for health and safety in the workplace.**

**Western District Labour Hire will ensure that employees have specific knowledge concerning the management of hazards to which they may be exposed. This will be achieved through training in workplace procedures, environment, equipment and materials.**

1. **Health and Safety Induction program for new employees**

“First Day” Induction for new employees is to be provided by the Director/Site

Supervisor. The induction is by way of a verbal explanation followed by supervised observation of the task in a safe working environment.

All items on the **Host Employer** **Induction Checklist (appendix “A”)** are to be explained to the employee and this includes:

* Hazards associated with the job and appropriate controls
* Safe and correct way to perform the required tasks
* Emergency procedures and equipment, facilities such as toilets, break rooms and first aid kit
* Shown a copy of the Health and Safety Policies and Procedures
* Safety equipment and how to use it correctly
* Procedures and forms used for reporting injuries/incidents

**The induction form is to be signed by both the new employee and the person facilitating the training/induction process and needs to be returned to WDLH within 2 days of commencement.**

1. **Identification of Health and Safety Training Needs**

Western District Labour Hire will undertake ongoing assessment and record required training in the **Training Register (Appendix “B”)** to ensure every employee is provided with the appropriate training. Procedures are in place to ensure that employees have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified.

Western District Labour Hire documents and records training provided to establish and evaluate its effectiveness.

13

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

1. **Health and Safety Documented Control System**

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. Western District Labour Hire has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Employees are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment or processes have occurred.

OH&S documentation supports employee awareness of what is required to achieve the OH&S objectives and enables the evaluation of the system of performance. The documentation, also known as the OH&S Manual are current, comprehensive and dated (date of the last revision) to ensure it is the current version.

Access to the documentation is available to all employees.

1. **Access to Health and Safety Information**

OH&S Manuals are available where Western District Labour Hire operations are performed and are easily accessed by all employees.

14

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
|  |  |  |  |  |  |

**3. Hazard reporting**

**This procedure describes how hazards are reported by employees. The hazard report applies to the reporting of any health and safety issues other than personal injury. The Work Health Incident Report Form (Appendix “C”) is to be used for this purpose. The procedure applies to all employees and contractors.**

1. **Definitions:**

***“Hazard” - anything which has the potential to cause injury or damage.***

1. **Procedure for Hazard reporting**
	1. Western District Labour Hire shall ensure that the Hazard Report Form

(Appendix “D”) is available to all employees in all work locations.

* 1. If there is an immediate risk of injury or illness an employee shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.
	2. Employees shall immediately report any hazard to their supervisor and complete the Hazard Report Form. The employee should keep a copy of the completed form for their own records.
	3. The supervisor on receipt of the Hazard Report Form shall:
		1. Take action to remove the hazard if possible
		2. Take action to prevent employees being exposed to the hazard
		3. Forward the Hazard Report to the Director/Supervisor immediately
	4. Copies of Hazard Report Forms are to be filed at each location.
	5. The Director/Supervisor will ensure that the explanation of this procedure is included in the induction for new employees.
	6. Western District Labour Hire to keep a register of Hazards reported and the action taken as per Appendix ”E”.

15

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|  | Western District Labour Hire |  |  |  |  | 2019 |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Appendix “A”** |  |  |
|  | **HOST EMPLOYER INDUCTION CHECKLIST** |  |  |
|  |  |  |  |  |  |  |
|  | **Worker name:** |  |  | **Start date:** |  |  |  |
|  |  |  |  |  |
|  | **Position:** |  |  | **Agency:** |  |  |  |  |
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|  | **Host Employer:** |  |  |  |  |  |  |  |  |
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**Instructions for Host Employer:**

* This Checklist **MUST BE** completed by a Representative/Supervisor of the Host Employer before any Labour Hire employee can commence work.
* All items must be discussed during the induction and should be ticked off on completion.
* Following the induction the Host Employer Representative/Supervisor and the Labour Hire employee must both sign and date the checklist to acknowledge that the induction has taken place.
* This checklist (once completed, signed and dated), **MUST BE** returned to Western District Labour Hire (fax or email accepted). **Please retain a copy for your records.**

**Please tick each topic covered in the induction:**

1. How to report injury, incidents, hazards or unsafe work practices at the work place.

2. Introduction to the Host Employers Occupational Health and Safety Representative.

3. Emergency Evacuation Procedures, including location of the nearest exits and assembly points.

4. Instructions and training given on equipment to be operated.

5. Personal Protective Equipment (PPE) provided (if applicable), including instructions in the correct use.

6. Tour of workplace to highlight amenities/facilities.

7. Access to onsite Policy and Procedures (ie: sexual harassment, bullying, storage of personal items, internet and phone usage etc)

I have received and understood the induction covering the items outlined above

**Labour Hire Employee Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_/\_/\_**

**Host Employers Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_/\_/\_ Host Employer Representatives Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Host Employers Representative Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

16

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|  |  |  |  |  |  |
|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
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**Appendix “B”**

**Employee Training Record**

 **Employee Name**:

 **Job Title**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Type of Training****(Internal****External/)** | **Training Description**  |  | **Trainer Name****(if applicable)** | **Trainer Signature****(if applicable)** |
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 **Training review date:**

 **Employee Signature:**

 **Manager Signature:**

17

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|  | Western District Labour Hire |  | 2019 |  |  |
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|  | Occupational Health and Safety Policy Appendix “C” |  |  |  |  |
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**Work Health & Safety Incident Report Form**

 **PART A – Details of the incident**

|  |  |
| --- | --- |
| Details of the person completing the report | Name: |
| Contact phone number: |
| Email address:  |
| Company Name: |
| Position |

|  |  |
| --- | --- |
| Time and date of incident | \_\_\_\_\_\_: \_\_\_\_\_\_\_\_ am/pm on \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| Location of incident |  |
| Activity being undertaken |  |
| Brief description of incident / near miss |  |
| Names and contact details for witnesses to the incident |  |
| Was anyone injured | □No (*s*kip to Part C) □Yes (complete Part B for each injured person) How many: \_\_\_\_\_\_ |

 **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_**

 **Submitted to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

 **(Name) (Position)**

**N.B. This form is to be treated as “CONFIDENTIAL”. Please retain the original and forward a copy to: laabourhire@wdlh.com.au**

 18

**PART B – Details of injury** Time and date of incident: \_\_\_\_\_\_:\_\_\_\_\_\_\_\_ am/pm on \_\_\_\_/\_\_\_\_/\_\_\_\_

\* N.B. If more than one person has been injured in this incident, please attach an additional part B for each injured person

|  |  |
| --- | --- |
| Details of injured Employee | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gender: □Male □Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |
| Injured Employee Contact Details | Work phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Injured Employee Employment Details | Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Employment: □Full time □Part time □Casual □ Shift WorkWill a WorkCover claim be lodged? □Yes □No □UnsureWork cycle:- □ Journey □ Meal or rest break □ Work |
| Host Employer Details | Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position Tile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Mechanism of Injury(indicate all relevant) | □Slip/trip/fall □Manual handling □Body stressing □Being hit by falling object□Hitting an objects with part of the body □Being hit by moving objects □Exposure to heat /radiation /electricity □Exposure to biological agent (including body fluid) □Exposure to Chemical agent □Exposure to asbestos □Exposure to work stress □Violence □Other inappropriate behaviour □Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nature of Injury(indicate all relevant) | □Sprain/Strain □Fracture □Cuts/Scratch/Abrasion □Bruising □Burn □Bite/Sting □Electrical shock □Concussion □Psychological □Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Bodily Location/s |  |
| Treatment required highest level only) | □No treatment □First Aid □Doctor □Hospital outpatient □Hospital admission□No of days in Hospital □Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 20

**PART C – Investigation** Time and date of incident: \_\_\_\_\_\_:\_\_\_\_\_\_\_\_ am/pm on \_\_\_\_/\_\_\_\_/\_\_\_\_

\* N.B. Investigations are usually conducted/coordinated by the supervisor/manager.

|  |  |
| --- | --- |
| Is this a notifiable incident?(refer to [Work Health & Safety Incident Investigation Guide](file:///C%3A%5CUsers%5Cdewegera%5CDesktop%5CIncident%20reporting%20and%20Investigation%5CJAG-#2750541-v1-WHS_Incident_Investigation_Guide.docx)) | □Yes. Notify the Office of Fair and Safe Work Vic. (Call 1800 136 089 or complete an [online incident notification form](https://www.worksafe.qld.gov.au/online-services/incident)). Date Notified: \_\_ / \_\_ / \_\_\_\_□No |
| Investigation Methods | □interviews □written statements □examination of accident site □CCTV review□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Brief Summary of findings(refer to attachments if necessary) |  |
| Causal factors identified(refer to the [Work Health & Safety Incident Investigation Guid](file:///C%3A%5CUsers%5Cdewegera%5CAppData%5CRoaming%5COpenText%5CDM%5CTemp%5CJAG-#2750541-v1-WHS_Incident_Investigation_Guide.docx)e for definitions of causal factor categories) | □People: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Equipment/plant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Environment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Processes/procedures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Organisational factors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Recommendations(refer to the [Work Health & Safety Incident Investigation Guide](file:///C%3A%5CUsers%5Cdewegera%5CAppData%5CRoaming%5COpenText%5CDM%5CTemp%5CJAG-#2750541-v1-WHS_Incident_Investigation_Guide.docx) for hierarchy of control definitions) | □Elimination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Substitution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Isolation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Engineering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Administrative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Personal protective equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Will recommendations eliminate all hazards? | □Yes □No |

**Investigator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_**

**Health & Safety Representative (HSR) (if applicable):**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_**

 21

**WDLH Representative:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_**

**Host Employer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name)**

 **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_**

**PART D – Actions** Time and date of incident: \_\_\_\_\_\_:\_\_\_\_\_\_\_\_ am/pm on \_\_\_\_/\_\_\_\_/\_\_\_\_

\* N.B. Actions are usually coordinated by the supervisor/manager.

|  |  |
| --- | --- |
| **Confirmation of actions** | Are all recommendations accepted? □Yes □NoNote exceptions: |
| Additional actions to be taken |  |
| Actions completed | Are all actions completed? □Yes □No |
| Transfer to the risk register | All remaining hazards transferred to the risk register for monitoring/review: □Yes □No □N/A |
| Outstanding actions | All outstanding actions noted against hazards in the risk register: □Yes □No □N/A |
| Communication | □Incident reporter notified of outcomes on \_\_\_\_/\_\_\_\_/\_\_\_\_\_□Relevant Host Employer notified of incident and outcomes on \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_□Copy of this complete WDLH incident form filed in WDLH office  |

**Supervisor/Manager Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_**

 22

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|  | Western District Labour Hire |  | 2019 |  |  |
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|  | Occupational Health and Safety Policy |  |  |  |  |
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 **Appendix “D”**

**Hazard Report Form**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reported by:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reported to:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) Incident ( ) Near Miss

( ) Workplace Hazard ( ) Hazardous Work Practice

**Description of Hazard:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What needs to be done?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 23

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| Western District Labour HireOccupational Health and Safety Policy |  | 2019 |  |  |

**Appendix “E”**

**HAZARD REGISTER**

**(For Labour Hire Agency to record Hazards at the Host Employers Workplace)**

**Workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_/\_\_/\_\_**

 **NO. DATE HAZARD LOCATION HAZARD INJURY RISK EXISTING METHOD**

I**DENTIFIED (Plant/Machine Etc) OF RISK CONTROL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
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24

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|  | Western District Labour Hire |  | 2019 |  |  |
|  |  |  |  |  |
|  | Occupational Health and Safety Policy |  |  |  |  |
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“F”

**OHOH&S INFORMATION SHEETS AVAILABLE**

Building and Construction Code of Practice

Bullying – What to do

Cleaning inside agitator barrels of concrete trucks

Construction of Housing – Falls prevention

Construction – Prevention of nail gun injuries during framing

First Aid Compliance

Guidance Working in Heat

Guide to Safe Work-Related Driving

Guide to Safe Work-Related Driving

Health & Safety Guide to Construction

Health & Safety Guide to Noise

Manual Handling Booklet

OfficeWise Booklet

Prevent slips, trips and falls

Prevention of Falls – Truck Booklet

Prevention of Falls, Ladders

Prevention of Falls from Earthmoving Equipment

Storing and Handling of Dangerous Goods

Your Health and Safety Guide to Plant

Working Alone

25