



Health Safety and Welfare Policy

Scope

Workforce Solutions is committed to protecting the health, safety and welfare of all its employees whilst they are at work. Workforce Solutions has developed a safety management system which is fully integrated into Workforce Solutions operations, set business objectives and active ventures. At the same time maintaining overall compliance and certification with Australian and International Standards;

- AS 4801: 2001 – Occupational Health and Safety Management Systems
- ISO 9001:2000 – Quality Management Systems

The company is fundamentally responsible for the health, safety and welfare of all staff, contractors and visitors for Workforce Solutions; however all employees, supervisors and managers have a responsibility to work safely and take reasonable care for their own health, safety and welfare including *not* willfully placing at risk, any persons who may be affected by their acts or omissions. The Safety Health and Quality Manager has been assigned the responsibility for the functional aspects and control of the company safety management system.

Workforce Solutions is committed to ensure all areas of risk are appropriately managed such areas of risk include:

- workplace ergonomics and manual tasks
- incident and injury reporting systems
- health surveillance and monitoring
- fire safety/ emergency management
- hazard identification and reporting systems; and
- Field Team Member management – working with elevated or exposed risks

Mission

Workforce Solutions shall contribute to the strategic direction of leading workplace health and safety authorities pertaining to each state and be active participants in the delivery and compliance with current and new health and safety legislation, laws, regulations and standards, in addition, fulfilling all moral obligations.

Each department shall achieve this by an ongoing commitment to the health, safety and welfare of all staff, contractors, companies and visitors through the provision of appropriate and effective advice, support and guidance on all health and safety matters in order to facilitate a healthy and safe working environment.

Objectives

Workforce Solutions is committed to:

- establishing measurable objectives and targets aimed at reducing, and where possible, eliminating work-related injury and illness
- to introduce and follow safe systems of work in every department
- to provide adequate training, resources and facilities
- encourage active participation, consultation and cooperation with all staff, contractors, companies and visitors in promoting and developing measures to improve overall safety, health and welfare
- actively respond and investigate all serious incidents; and
- promote and encourage active return to work status, should an incident occur

Management duties

In fulfilling the objectives of this policy, management is committed to:

- provide or maintain plant or systems of work
- make arrangements for ensuring, safety and the absence of risk to health in connection with the use, handling, storage or transport of plant or substances
- maintain each workplace under Workforce Solutions management and control in a condition that is safe and without risks to health
- provide adequate facilities for the welfare of employees at any workplace under the management and control of Workforce Solutions; and
- provide such information, instruction, training or supervision to employees of Workforce Solutions as is necessary to enable those persons to perform their work in a way that is safe and without risks to health

Staff responsibilities

Staff at all levels have a responsibility to ensure they:

- take reasonable care for his or her own health safety and welfare
- take reasonable care for the health, safety and welfare of persons who may be affected by their acts or omissions at the workplace
- report any incidents or accidents including cases of near miss promptly to their relevant supervisor and WHSO
- co-operate with Workforce Solutions with respect to any action taken by Workforce Solutions to comply with a requirement imposed by a legal act, regulation or standard; and
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

Jeff Bradtke
Director
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