

## WELCOME TO SLADE GROUP *On-Hired Employee and Individual Contractor Occupational Health and Safety Policy*

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**Authorised by** Anita Ziemer – Managing Director

**PURPOSE** This Occupational Health and Safety (**OH&S**) policy is a statement of management commitment to OH&S, and an accurate reflection of the general approach to OH&S within Slade Group.

**WHO DOES THIS POLICY APPLY TO** This policy applies to all Slade Group on-hired employees and individual contractors working with or attending any Slade Group workplace and to all Slade Group on-hired employees and individual contractors who attend a Slade Group client workplace.

**THE POLICY** Slade Group believes that all on-hired employees, individual contractors and visitors have the right to a workplace that is, as far as practicable, safe and without risk to health.

While managing OH&S is a management responsibility, on-hired employees, individual contractors, visitors, clients and client workers all have a collective role to play in achieving a safe and healthy work environment.

As part of their role in achieving a healthy and safe workplace, on-hired employees and individual contractors will be provided with a genuine opportunity to participate in discussions on matters with the potential to affect their health and safety.

The management of Slade Group will implement strategies in line with state OH&S legislation aimed at continuously improving the health and safety of the working environment. Information, instruction and training will be provided to enable all personnel to carry out their responsibilities and effectively participate in the OH&S program.

Everybody at Slade Group has a personal responsibility to work safely and to ensure that no other person's health or safety is affected by any action they take or fail to take. Therefore, operational staff of Slade Group shall retain the right to restrict the supply of services to clients where there is a genuine concern that a worker's health and safety may be at risk.

Management, on-hired employees and individual contractors recognise that no task is so important that time cannot be taken to find a safe and healthy way to work.

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#### **PLACEMENT OF WORKERS WITH CLIENTS**

Before an on-hired employee or individual contractor begins work at the relevant client workplace, Slade Group will ensure that the client is provided with a copy of this OH&S policy and is made aware of its collective role in the operation of this policy. Slade shall also conduct an assessment of the Client OHS management system within a practicable period of time relevant to the level of perceived risk.

#### **RESPONSIBILITIES**

##### **Management**

Slade management is responsible for implementing and overseeing the operation of this OH&S policy.

Slade aims to:

- ensure that all staff and on-hired employees are aware of and familiar with the policy.
- provide and maintain equipment and work practices that are safe and without risks to health;
- maintain workplaces in a condition that is safe and without risks to health; and
- provide adequate facilities for the welfare of on-hired employees, contractors and visitors.

##### **On-Hired Employees**

Each on-hired employee is responsible for:

- taking reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their actions or anything they fail to do at the workplace;
- implementing, maintaining and reviewing this OH&S policy and practices "on the ground" at the relevant workplace;
- liaising with fellow workers with a view to addressing any risks to the occupational health and safety of workers;
- drawing any safety issues to the attention of Slade management;
- making recommendations to Slade management in relation to safety issues regarding their work (where appropriate);
- advising management of any safety issues arising at any workplace which they attend; and
- reporting any accidents or incidents (including near misses) to Slade in a timely manner.
- you should only perform work in accordance with the job description provided by your actual employer. If the host organisation directs you to do work which differs from this, then you should politely advise the host organisation representative that you must first obtain authorisation from your employer.

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### **RESPONSIBILITIES (Continued)**

#### **Contractors**

Each individual contractor is responsible for:

- Conducting their work in a safe manner and without risks to the health and safety of themselves, and any person who may be affected by their work;
- complying with this OH&S policy;
- liaising with Slade Group employees and other individual contractors with a view to addressing any risks to the occupational health and safety of workers; and
- reporting any accidents or incidents to Slade Group.

#### **Clients**

Clients are responsible for:

- providing a safe place of work and environment for Slade Group employees and individual contractors;
- working in partnership with Slade Group management and employees to maintain effective risk management within the workplace including the implementation of risk control measures; and
- immediately advising Slade Group employees, contractors and management of any safety issues, incidents or new risks which arise in workplaces under their management.
- Providing you with the necessary site and job specific information, training and supervision to enable you to work safely.
- Ensuring the Contractor is aware of emergency procedures, facilities and amenities, security requirements and OHS representative on site.

### **TRAINING**

All operational employees, on-hired employees and individual contractors will be made familiar with the OH&S policy.

Training will be provided to Slade Group operational staff on the fundamental elements of OHS risk management in on-hired services.

### **TOOLS**

- Slade Group management will maintain a selection of tools to aid operational staff in the management of OHS for on-hired employees, individual contractors and those working in and around them. Such tools will include pre-placement checklists.

### **DEVELOPMENT AND REVIEW OF POLICY**

Management and operational employees will develop the OH&S policy collaboratively. The policy will be reviewed bi-annually. The OH&S policy will be permanently displayed in the staff area of the main office and a copy will be available on the intranet and the organisations website.

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#### **REPORTING HAZARDS**

When hazards have been identified in the workplace, the person who has identified the hazard is to complete a Hazard Report Form and provide this to Management as soon as possible. Some of the most common hazards in the workplace are:

- Work practices involving constant bending, lifting and twisting of your body
- Objects and liquids left on floors which result in slips, trips and falls
- Moving machinery parts which could crush or cut body parts
- Vehicles such as forklifts and trucks which may collide with workers
- Non-existent or confusing evacuation procedures
- Exposure to chemicals and other hazardous substances
- Harassment that results in psychological illness or physical assault
- Poor ergonomic design and practices that result in muscular strain

Because on-hired employees are not always familiar with the host organisation's workplace it is important you ensure you feel confident to perform the work before commencing and don't be rushed by others just because they have been there for longer or because they work directly for the host organisation.

#### **HAZARD RESPONSE PROCEDURE**

Upon being informed of a hazard, the Manager is to immediately inspect the problem and take remedial action.

- If the Manager finds the risk to be an immediate threat to health and safety, they are to take all appropriate steps immediately to minimise or eliminate the risk including, if necessary, stopping the work of the on-hired employee or individual contractor and/or evacuating the workplace.
- Where it is not possible to correct the problem or remove the risk immediately, the Manager is to place a warning sign and if necessary, place a staff member at the site of the risk to provide a warning to members of staff and Contractors or anyone who may be affected.
- Where the risk is minimal and does not cause an immediate risk to the health and safety of any person, the Manager is to take all appropriate steps to minimise or eliminate the risk within a reasonable period of time.

#### **WORKPLACE ACCIDENTS AND INJURIES**

When a workplace accident or near miss occurs or a workplace injury has been sustained, all on-hired employees and individual contractors will advise the appropriate Slade Group General Manager in each State at the earliest possible opportunity after the accident or near miss has occurred or the injury has been sustained. All on-hired employees and individual contractors are to follow the Slade Group Workplace Injury Procedure in the case of any accident or incident or near miss and the sustaining of any injury.



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### **PREPARATION FOR EMERGENCIES**

Being ready for emergencies is critical. Emergencies develop quickly. Your immediate response may be life saving. The most common workplace emergencies arise when workers are performing their normal work, so always be on your guard. Know the name and contact details of the host organisation's first aid officer and where he or she works so you can act quickly in an emergency.

### **WHERE TO GO IN AN EMERGENCY**

You should also know the emergency warning and evacuation procedures, location of fire extinguishers and hoses, exits, alarms, telephones and first aid equipment, and their correct uses. It is essential that you familiarize yourself with the place you should go to in the event of an emergency this is known as a muster or assembly point. All of this should be shown to you during your induction by your host organisation before commencing work.