



# Temporary Employee OHS Booklet

## Welcome to Peninsula Personnel

### Occupational Health and Safety at Work

Peninsula Personnel is committed to the provision of the highest possible standard of Occupational Health and Safety to ensure our Temporary Employees, 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 working in a safe environment. To assist us in providing this standard it is expected that you follow the Occupational Health and Safety policies and procedures of both Peninsula Personnel and our Clients.

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

Remember, should you have any questions ÷ ASK!

## Table of contents

OHS Issue	Page Number
Welcome to Peninsula Personnel	1
Peninsula Personnel OHS Policy	3
Alcohol and Drugs Policy	4
Bullying and Violence Policy	4
Workers Compensation and Injury Management	5
Emergency Arrangements	5
First Aid	5
OHS Issue Resolution	6
Reporting an Accident / Injury	6
OHS Consultation and Communication	6
Getting to work safely	6
Changes to your work assignment	7
Office Safety	7
Manual Handling	8
Setting up your work station	8
Plant and equipment	9
Mobile Plant	9
Using Hazardous Substances	9
Using Electrical equipment	10
Working in hot environments	10
Use of Personal Protective Equipment	10
Observing signage whilst on site	10
Appendix 1 . Candidate Workplace Induction Checklist	11

## Occupational Health and Safety Policy

Peninsula Personnel is committed to ensuring Permanent and Temporary Employees, Visitors and Contractors are safe from risks to their occupational health and safety whilst at work. Peninsula Personnel is committed to continual improvement of safety performance and the elimination of workplace injury and illness. As a provider of on-hired employment services, Peninsula Personnel understands the importance of working with all stakeholders to achieve company objectives.

### Objectives

The objectives of this policy, is to ensure:

- Risks to occupational health and safety are controlled;
- Safe systems of work are provided and maintained;
- Permanent and Temporary Employees are provided with information, training and instruction;
- Health and safety policies and procedures comply with legislative requirements;
- Industry best practice standards with regard to health and safety are observed; and
- Safety performance is continually reviewed and improved.

### Responsibilities

**Peninsula Personnel** recognises that management has the overall responsibility to provide a safe workplace. Each management representative will be held accountable for implementing this policy in their area of responsibility via their annual performance reviews. These responsibilities include

- 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 occupational 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.

### Permanent and Temporary Employees are responsible for:

- Following all occupational health and safety policies and procedures;
- Ensuring their own and others safety is not affected by their actions; and
- Reporting hazards, near misses and accidents.

### Consultation

Communication and consultation on occupational health and safety matters, applying risk management principles and the identification and elimination of the causes of injury, are key elements of performance expectations from all Employees. Health and safety performance will be an integral part of management performance reporting and will be subject to auditing processes to enable continual improvement.

### Alcohol and Drugs Policy

As a Peninsula Personnel Temporary Employee you are not permitted to work whilst under the influence of drugs and/or alcohol. **Always remember to advise your Peninsula Personnel Consultant and Host organisation Supervisor if you are taking medication which may affect your ability to work;**

You are responsible for:

- Ensuring your behavior does not affect job performance or endanger your own safety or the safety of any other person;
- Ensuring you are not intoxicated by drug or alcohol use during working hours and after hours whilst on company business;

- Ensuring you are fit for duty and to meet established standards for job performance, conduct and safety;
- Advising the relevant Peninsula Personnel Branch Manager/Consultant and Host organisation Supervisor of prescribed medication use issued by a medical practitioner if that medication may potentially affect your work performance or if it increases the risk to your own safety or the safety of others; and
- Immediately consulting with the Peninsula Personnel Branch Manager/Consultant and Host organisation Supervisor if you have concerns about working with another worker because of possible increased risk to health or safety from the use of non-prescription drugs or alcohol consumption.

### **Bullying and Workplace Violence Policy**

As a Peninsula Personnel Temporary Employee you are expected to conduct yourself in a manner that does not give rise to the following:

- Workplace bullying or violence for example acts of intimidation, verbal abuse and indecent physical contact; and/or
- Sexual harassment and discrimination of another employee.

**Any incident involving bullying, violence and/or sexual harassment will be taken very seriously and needs to be reported to your Peninsula Personnel Branch Manager/Consultant and Host organisation Supervisor (If appropriate). Disciplinary action may result along with immediate dismissal.**

You are responsible for:

- Behaving in a professional manner and to treat each other with dignity and respect when you are at work; and
- Reporting any incidents involving bullying or violence in the workplace to Peninsula Personnel Branch Manager/Consultant and the Host organisation Supervisor.

### **Workers Compensation and injury management policy**

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

- Temporary Employees who suffer an illness or injury which is substantially contributed to by their work, return to work; and
- Work related injury and illness is eliminated.

You are responsible for:

- Notifying the relevant Peninsula Personnel Branch Manager/Consultant and your Host organisation Supervisor of a workplace injury as soon as practicable after the event (within 24 hours); and
- Participating and cooperating with the injury management process and making every effort to return to work.

Peninsula Personnel is committed to ensuring you are provided with appropriate medical treatment and rehabilitation following a workplace injury. Peninsula Personnel has in place Workers Compensation and Injury Management policies and procedures 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 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; and
- Always participate in fire drills.

This information should be displayed throughout the workplace. Should you have any queries or concerns, please contact your Host organisation Supervisor and Peninsula Personnel 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); and
- The location of first aid kits and contents.

Your host employer should provide you with this information on your first day of work . if not, ask!!

### OHS Issue Resolution

Peninsula Personnel objective is to provide sustainable and rewarding employment in workplaces safe from risks. As a Temporary Employee of Peninsula Personnel, we expect you to:

- Report hazards or dangerous situations which could harm yourself or others to your Host organisation Supervisor and Peninsula Personnel Branch Manager/Consultant;
- Ask your Host organisation Supervisor and Peninsula Personnel Branch Manager/Consultant (where required) if you are concerned about possible hazards / OHS related issues; and
- Always think about potential hazards before carrying out a task or process.

Peninsula Personnel will work together with you and the Host organisation to control identified risks within the workplace.

### Reporting an Accident or Injury

If you sustain an injury resulting from a work related accident, seek first aid treatment if required. **It is vitally important that you report accidents or injuries to both your Host organisation Supervisor and your Peninsula Personnel Consultant.** We will work together with you and our Host organisations to identify causes and prevent future incidents of incidents. An Accident / Incident Report form is attached in appendix 1; you will be required to complete this form should you be involved in an incident / accident.

### OHS Consultation and Communication

OHS consultation is a process by which Employees 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.

Peninsula Personnel actively consult with Temporary Employees on OHS issues via the induction process, email communication, Site visits and telephone conversations. Should you wish to discuss any OHS issue related to your role or have any suggestions to enhance our OHS performance please contact your Peninsula Personnel Branch Manager/Consultant.

### 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;
- Utilise hands free devices when talking on a mobile phone in a vehicle; and
- If you are running late call Peninsula Personnel and we will let the host employer know. Do not speed!

## Changes to your Work Assignment or Work Equipment

Ensure you notify Peninsula Personnel immediately if there are changes to:

- Work activities undertaken including exposure to new materials, processes or machinery; and / or
- 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; a review of your pay rate may apply. If in doubt, contact Peninsula Personnel.

## Office safety

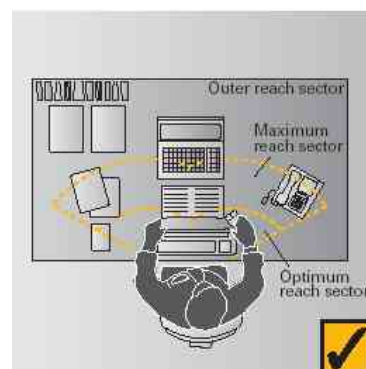
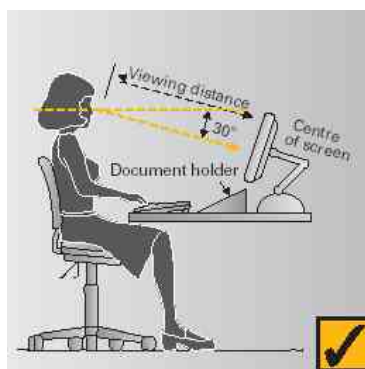
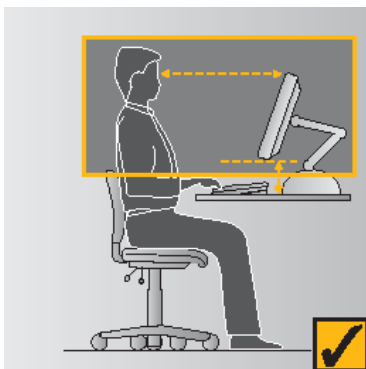
Accidents can occur in the office environment. There are many objects and devices that may cause hazards that you need to be aware of. Please consider the following when conducting work within an office environment:

### Dos and Don'ts

- ✓ 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 OHS related hazards to your Consultant and/or Host organisation Supervisor
- ✓ Make your Host organisation Supervisor aware of any damaged / faulty electrical equipment
- ✗ Store excessive items, documents or clothing on, around and beneath your workstation
- ✗ Attempt to repair and damaged or faulty electrical equipment . this includes changing lightbulbs
- ✗ 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 Handling

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 handling 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; and
- Remember, if in doubt **DON'T LIFT!!**

	<p><b>1. Stop and think</b></p> <ul style="list-style-type: none"> <li>• Plan the lift . where is the load going?</li> <li>• Can you use a lifting aid to avoid manual handling?</li> <li>• Do you need help from a colleague?</li> <li>• Remove obstructions on the route you intend to use.</li> </ul>
	<p><b>2. Position the feet</b></p> <ul style="list-style-type: none"> <li>• Place your feet apart to give a balanced and stable base</li> <li>• Put the leading leg as far forward as is comfortable, pointing in the direction you want to take the load.</li> </ul>
<p><b>3. Adopt a good posture</b></p> <ul style="list-style-type: none"> <li>• Bend the knees.</li> <li>• Keeps the back straight, maintaining its natural curve.</li> <li>• Lean forward a little over the load, if necessary, to get a good grip.</li> <li>• Keep the shoulders level and facing in the same direction as the hips.</li> </ul>	
	<p><b>4. Get a Firm Grip</b></p> <ul style="list-style-type: none"> <li>• Try to keep the arms within the boundary formed by the legs.</li> <li>• Make sure your grip is secure</li> </ul> <p><b>5. Keep close to the load</b></p> <ul style="list-style-type: none"> <li>• Keep the load close to the trunk for as long as possible.</li> <li>• If the load is unbalanced, keep the heavy side close to the trunk</li> </ul> <p><b>6. Lift Smoothly</b></p> <ul style="list-style-type: none"> <li>• Raising the chin as the lift begins. Keep control of the load</li> </ul>
<p><b>7. Move the Feet</b></p> <ul style="list-style-type: none"> <li>• DO NOT twist the trunk when turning to the side</li> </ul> <p><b>8. Put the load down- then adjust</b></p> <p>If you need to place the load precisely, put it down first, then adjust its position.</p>	

## 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 employer 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; and
- Check that you do not have loose clothing, accessories or hair, which may get caught up in machine parts.

**Do not undertake the task if you have not received suitable task specific training. Should you have any queries please contact Peninsula Personnel.**

## Mobile Plant

When using vehicles including forklifts, stock picking trucks and cranes you should:

- Ensure you have the appropriate licence and are authorised to operate it;
- Wear a seat belt, even if you are only moving the vehicle a few metres;
- Never ride on the back of forklifts or in a bucket of a lift truck;
- Do not leave the vehicle running whilst parked;
- Check for overhead obstructions, such as power lines;
- Stay within designated speed limits and vehicle area; and
- Be careful of pedestrians in the area.

**Do not undertake the task if you have not received suitable task specific training. Should you have any queries please contact Peninsula Personnel.**

## Using Hazardous Substances

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

- Always check with your supervisor on how to handle the substance;
- Always check what Personal Protective Equipment (PPE) you require such as gloves, respirators and eye protection;
- Know where and how to use Material Safety Data Sheets (MSDS);
- Do not handle unlabelled containers as they could contain hazardous substances;
- Check for location of eye wash units and safety showers; and
- Report any major spills or leakages to your supervisor immediately.

**Do not undertake the task if you have not received suitable task specific training. Should you have any queries please contact Peninsula Personnel.**

## Using Electrical Equipment

Electrical accidents 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 that is tagged out;
- Only use electrical equipment for the purpose it was designed; and
- Always check for signs of electrical equipment exposed to water.

## Use of Personnel Protective Clothing & Equipment

Your Peninsula Personnel Consultant or host organisation 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. The following shall be considered:

- Assignments at manufacturing and warehouse worksites require all candidates to wear steel capped safety boots;
- Eye protection is worn to protect eyes during hazardous activities such as using power tools, machinery, welding operations and use of chemicals;
- You may be required to wear high visibility vests in areas where there is mobile plant or other forms of traffic.

**Ensure you wear the required personal protective equipment**

## Observing Signage whilst on site

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

Common signage you should be familiar with includes:





**Appendix 1 – Candidate Workplace Induction Checklist**

**Purpose**

To ensure all on hired staff have received the appropriate on site induction from the agency and host employer.

**How to use this document**

Please complete Section A of this document with Peninsula Personnel and Section B with the host organisation on your first day of placement PRIOR TO BEGINNING WORK and fax back to your consultant on (insert fax number).

In the event you answer No+ to any of the below, please call your consultant immediately to discuss the situation. Your consultant's number is (insert number).

**Section A (To be completed with Peninsula Personnel)**

<b>Company Name:</b>					
<b>Workplace Address</b>				<b>State:</b>	
			<b>Post Code:</b>		
<b>Client Name (Host Employer):</b>					
<b>Staff Member:</b>					
<b>Position:</b>					
<b>Manager / Supervisor:</b>			<b>Commencement Date:</b>		

<b>Occupational Health and Safety</b>	<b>Y</b>	<b>NA</b>
• Peninsula Personnel OHS Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>
• Alcohol and drugs procedures	<input type="checkbox"/>	<input type="checkbox"/>
• Roles and Responsibilities for OHS	<input type="checkbox"/>	<input type="checkbox"/>
• Communication and Consultation arrangements	<input type="checkbox"/>	<input type="checkbox"/>
• Hazard and incident reporting procedure	<input type="checkbox"/>	<input type="checkbox"/>
• Issue Resolution Procedure	<input type="checkbox"/>	<input type="checkbox"/>
• Information on hazards and controls within the workplace	<input type="checkbox"/>	<input type="checkbox"/>
• Storage and Use of Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>

**Temporary Employee (to complete):**

I have received and understood the OHS induction provided.

**Signature:**

**Date:**

**Peninsula Personnel Services (to complete):**

I have inducted the new Temporary Employee in the areas listed above.

**Signature:**

**Title:**

**Date:**

