

On-Hire Worker WHS Booklet

Welcome to Peninsula Personnel

Work Health and Safety at Work

Peninsula Personnel is committed to the provision of the highest possible standard of Work Health and Safety to ensure our On-Hire Workers, 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 Work Health and Safety policies and procedures of both Peninsula Personnel 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.

Remember, should you have any questions ...ASK!

Contents

Work Health and Safety Policy	3
Alcohol & Other Drug Policy	4
Smoking Policy	4
Prevention of Bullying and Occupational Violence Policy	4
Return to Work Policy	5
Emergency Arrangements	5
First Aid	5
Consultation with workers	6
WHS Issue Resolution	6
Reporting an Incident or Injury	6
WHS Consultation and Communication	6
Getting to Work Safely	7
Changes to your Work Assignment or Work Equipment.....	7
Office Safety	7
Setting up your Work Station.....	8
Manual Tasks	9
Plant & Equipment	10
Mobile Plant.....	10
Using Hazardous Chemicals.....	10
Using Electrical Equipment	11
Slips, Trips & Falls	11
Workplace Amenities	11
The use of Personal Protective Clothing & Equipment	12
Observing signage whilst on site.....	12

Appendix

Sample Incident Management Form - Appendix 1 (if needed onsite)	11 &13
Work Health & Safety Form Host Client - Appendix 2 (completed first day new assignment) 13 & 14	

To be completed & returned to PP during registration process

Candidate Workplace Induction Checklist – Appendix 3.....	17
Work Health & Safety Questionnaire – Appendix 4	18

Work Health and Safety Policy

Peninsula Personnel is committed to ensuring all workers and visitors are safe from risks to 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-hire 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 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; 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 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.

Workers are responsible for:

- following all work health and safety policies and procedures;
- ensuring their own and others safety is not affected by their actions; and
- reporting hazards and incidents.

Consultation

As a provider of on-hire services, Peninsula Personnel is committed to effective consultation and engagement with on-hire workers on work health and safety matters. We recognize that we share a primary duty of care with our clients in regards 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.

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 & Other Drug Policy

Peninsula Personnel 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 our host client sites while working or conducting company business to the extent that:

- it may impair work performance;
- behaviour may impact on their reputation and/or that of the company; and/or

There is any risk to the workers safety, their 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 Peninsula Personnel and relevant host client representatives of any prescription or over-the-counter drugs that may impair performance at work;
- not using, or being under the influence of, illegal drugs while conducting Peninsula Personnel business.

Smoking Policy

All PP On-Hire Casuals 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

Peninsula Personnel 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 encourage all workers who experience bullying or workplace violence to report it. When bullying or workplace violence is reported, it will be seen as a serious matter and will be investigated in a timely manner.

As an worker, you are responsible for:

- behaving in a professional manner and to treat each other with dignity and respect when they are at work; and
- reporting any incidents involving bullying or violence in the workplace to directors, management, consultants 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.

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; and
- Work related injury and illness is eliminated.

You are responsible for:

- Notifying the relevant Peninsula Personnel Manager/Consultant and your Host client 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 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 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 client 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 client should provide you with this information on your first day of work – if not, ask!!

Consultation with workers

Consultation is a 3 step process, it involves

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

Peninsula Personnel 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, sent via email or SMS where appropriate.

WHS Issue Resolution

Peninsula Personnel objective is to provide sustainable and rewarding employment in workplaces safe from risks. As an On-Hire Worker of Peninsula Personnel, we expect you to:

- Report hazards or dangerous situations which could harm yourself or others to your Host client Supervisor and Peninsula Personnel Manager/Consultant;
- Ask your Host client Supervisor and Peninsula Personnel Manager/Consultant (where required) if you are concerned about possible hazards / WHS 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 client to control identified risks within the workplace.

Reporting an Incident 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 immediately report incidents or injuries to both your Host client Supervisor and your Peninsula Personnel Consultant.** We will work together with you and our Host client to identify causes and prevent future incidents and/or incidents. **An Incident Management Report form is attached in appendix 1;** you will be required to complete this form should you be involved in an incident / accident.

WHS Consultation and Communication

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.

Peninsula Personnel 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 Peninsula Personnel 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;
- 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
- 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 client 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

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:

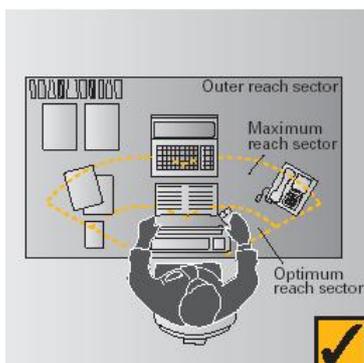
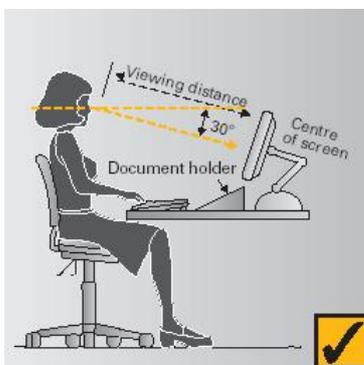
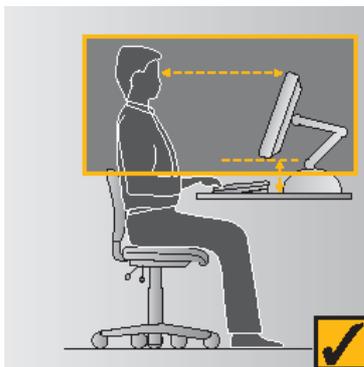
Dos and Don'ts

- ✓ 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 WHS related hazards to your Consultant and/or Host Client Supervisor
- ✓ Make your Host Client Supervisor aware of any damaged / faulty electrical equipment

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

	<p>1. Stop and think</p> <ul style="list-style-type: none"> • 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.
	<p>2. Position the feet</p> <ul style="list-style-type: none"> • 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.
<p>3. Adopt a good posture</p> <ul style="list-style-type: none"> • Bend the knees. • Keeps the back straight, 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. 	
	<p>4. Get a Firm Grip</p> <ul style="list-style-type: none"> • Try to keep the arms within the boundary formed by the legs. • Make sure your grip is secure <p>5. Keep close to the load</p> <ul style="list-style-type: none"> • 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 <p>6. Lift Smoothly</p> <ul style="list-style-type: none"> • Raising the chin as the lift begins. Keep control of the load
<p>7. Move the Feet</p> <ul style="list-style-type: none"> • DO NOT twist your trunk when turning to the side <p>8. Put the load down- then adjust</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 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; 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 Immediately.

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 Chemicals

When using, storing or transporting Hazardous Chemicals 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 Safety Data Sheets (SDS);
- Do not handle unlabelled containers as they could contain hazardous chemicals;
- 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 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; and
- 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.

Prompt cleaning of spilled materials; provision and use handrails or guardrails on all platforms, steps or stairs; secure 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 are just some controls that can eliminate and significantly reduce the risk of a slip, trip and fall.

Workplace Amenities

Peninsula Personnel 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; and
- 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 Peninsula Personnel 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. 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:

Incident Management Form - Appendix 1 (if needed for an onsite incident)

	Issue Date: May 2012	Authorised By: The Director	
Details of Affected Person or Near Miss (This form incorporates a register of injuries)			
Nature of Incident: <input type="checkbox"/> Injury <input type="checkbox"/> 'Near Miss' <input type="checkbox"/> Property Damage <input type="checkbox"/> Hazard <input type="checkbox"/> Other (Please Specify)			
Other:			
Name:		Position:	
Address:		Site Address:	
Contact Tel:		Company Name:	
Mobile Tel:		Client Name:	
Incident / Hazard Details - On-Hire Worker to complete			
Describe exact site location:			
Describe sequence of events leading to Incident / Hazard:			
Have you reported this to the host client? If no, why not?			
Name:		Contact:	
Were there any Witnesses to the incident?			
Name:		Contact:	
Injury Details			
On-Hire Worker to complete			
Nature of Injury			
<input type="checkbox"/> Sprain / Strain	<input type="checkbox"/> Bruising	<input type="checkbox"/> Concussion	<input type="checkbox"/> Open Wound
<input type="checkbox"/> Fracture	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Burns / Scold	<input type="checkbox"/> Exposure to Elements
<input type="checkbox"/> Exposure to substance	<input type="checkbox"/> Skin rash	<input type="checkbox"/> Respiratory Irritation	<input type="checkbox"/> Hearing Loss
<input type="checkbox"/> Pain / Tenderness	<input type="checkbox"/> Whip lash	<input type="checkbox"/> Crush Injury	<input type="checkbox"/> Swelling
Part of body Injured			
Part of Body	Side of body	Region	Internal or External

Accident & Incident / Hazard Report Form

Issue Date: 1st January 2010			Authorised By: The Director		
<input type="checkbox"/> Torso	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
<input type="checkbox"/> Back	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
<input type="checkbox"/> Arm	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
<input type="checkbox"/> Hand	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
<input type="checkbox"/> Leg	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
<input type="checkbox"/> Foot	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
<input type="checkbox"/> Other*	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Internal <input type="checkbox"/> External		
*Other – Please describe					
Treatment Details: Circle the type of action undertaken:					
<i>No treatment</i>		<i>First Aid</i>	<i>Medical Treatment</i>	<i>Hospitalisation</i>	
Outline specific action undertaken:					
Did you return to work after treatment?: Y <input type="checkbox"/> N <input type="checkbox"/>					
Sign off by On-Hire Casual Worker					
Name:			Date:		
Position:			Signature:		
Preventative Action (Peninsula Personnel to complete):					
Director to Complete:					
Action taken to prevent recurrence of incident (Control Measures):					
Feedback has been provided to the worker and the person who reported the incident <input type="checkbox"/>					
Return to Work					
Alternative duties / tasks available:					
Client Incident Report form received: Y <input type="checkbox"/> N <input type="checkbox"/>			Date:		
Incident events confirmed with client: Y <input type="checkbox"/> N <input type="checkbox"/>			Candidate Code:		
Name of Client Representative:			Candidate D.O.B:		
Date Accident Incident Report Received:					
Workcover NSW Notification Required			Y <input type="checkbox"/> N <input type="checkbox"/>		
Sign off by Peninsula Personnel Director:					
Name:			Date:		
Signature:			Position:		

WORK HEALTH & SAFETY FORM – APPENDIX 2

TO BE COMPLETED WITH THE HOST CLIENT

Introduction		Health and Safety			
Please indicate either Yes or No in relation to whether the following has been explained to you by the host client or your consultant, and that you fully understand your obligations as they relate to each section of this document.					
Employment conditions			Agency / host client Work Health and Safety policy and procedures		No
Job description and responsibilities			Roles and responsibilities for safety		No
Commencement date and time			Work health and safety consultative arrangements		No
Work times and meal breaks			Process for communicating Work health and safety information		No
Union membership and award conditions			Process for communicating Work health and safety concerns to agency / host client		No
Notification of sickness or absences			Hazard and incident reporting procedures, including forms that need to be completed and agency / host client telephone numbers		No
Out of hours enquiries and emergency procedures for agency			How safety issues are resolved by agency / host client		No
Equal employment opportunity information			Information on hazards and controls present at Host Client workplace		No
Sexual harassment information			Alcohol & Other Drugs Policy		No
General standards of conduct			Tour of workplace undertaken		No
Workers compensation claim and rehabilitation process			Detailed description of duties provided and demonstrated Detail any further training required:		No

KEY PEOPLE AND PLACES

Who must you report safety concerns, incidents and / or accidents to on the host client's worksite:	Name your local first aider at host client:
Who must you report any incidents to at agency:	Where is the first aid kit located:
Please state the agency person that will be managing the placement:	Name your local emergency warden at host client:
Name your supervisor at host client site:	Name your Emergency Assembly point at host client:
To whom and where are you to report (explain)?	Name your H&S Representative at host client:

END OF FIRST DAY REVIEW

Company Name:

Was induction completed prior to commencement of work?	YES	NO
Candidate Name:		
Signature:	Date:	

Reviewed and any 'No' responses followed up by:

Consultant Name:			
Signature:	Date:		

For Consultant Use:

Please detail all actions taken to correct any unsatisfactory responses as noted above

Please fax or scan and email completed form to Peninsula Personnel after completing your first day of every new assignment....Fax: 9972 2041 or info@peninsulapersonnel.com.au

Candidate Workplace Induction Checklist

Appendix 3

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

How to use this document

Please complete this document & the WHS questionnaire appendix 3 & 4 with Peninsula Personnel during the registration process

While appendix 2 the Work Health & Safety Form on Host Client can be found in your on our website (www.peninsulapersonnel.com.au) in the download section of the candidate area.

The form is to be completed with the host client within the first day/week of any new assignment and faxed back to your consultant on 9972 2041 or scanned & emailed to info@peninsulapersonnel.com.au .

Appendix 3 & 4 (Completed with Peninsula Personnel)

Please read through the checklist and tick off that you have read and fully understand all the main policies listed as set out in this On-Hire Worker WHS Booklet.

Work Health and Safety

	Y	NA
Work Health and Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol & Other Drug Policy	<input type="checkbox"/>	<input type="checkbox"/>
Smoking Policy	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of Bullying and Occupational Violence Policy	<input type="checkbox"/>	<input type="checkbox"/>
Return to Work Policy	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Consultation with workers	<input type="checkbox"/>	<input type="checkbox"/>
WHS Issue Resolution	<input type="checkbox"/>	<input type="checkbox"/>
Reporting an Incident or Injury	<input type="checkbox"/>	<input type="checkbox"/>
WHS Consultation and Communication	<input type="checkbox"/>	<input type="checkbox"/>
Getting to work safely	<input type="checkbox"/>	<input type="checkbox"/>
Changes to your work assignment or work equipment	<input type="checkbox"/>	<input type="checkbox"/>
Office Safety	<input type="checkbox"/>	<input type="checkbox"/>
Setting up your work station	<input type="checkbox"/>	<input type="checkbox"/>
Manual Tasks	<input type="checkbox"/>	<input type="checkbox"/>
Plant & Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Mobile plant	<input type="checkbox"/>	<input type="checkbox"/>
Using Hazardous Chemicals	<input type="checkbox"/>	<input type="checkbox"/>
Using Electrical Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Slips, Trips & Falls	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Amenities	<input type="checkbox"/>	<input type="checkbox"/>
The use of Personal Protective Clothing & Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Observing Signage Whilst on Assignment	<input type="checkbox"/>	<input type="checkbox"/>

On-Hire Worker (to complete): I have received and understood the WHS induction provided.

Signature:

Date:

Peninsula Personnel Services (to complete): I have inducted the new On-Hire Casual Worker in the areas listed above.

Signature:

Date:

Work Health & Safety Questionnaire – Appendix 4

1	Your host client is not to change the nature of the job without the approval of your consultant and yourself	T/F
2	Your host client has a clear obligation to provide you with information, training & supervision to enable you to work safely	T/F
3	When a safety issue cannot be resolved at the workplace with your host client you should notify your consultant immediately	T/F
4	The receptionist is the only person responsible for reporting hazards	T/F
5	It is ok in the workplace to be under the influence of alcohol or drugs	Y/N
6	As an worker which of the following should you follow	
A	B	C
WH&S Laws	Work safety instructions	WHS Policies & procedures
D	A, B & C	
7	Which of the following are reasons for safety signs	
A	B	C
Safety signs or notices, they are there to protect you	Danger signs will tell you about the hazards in your area	Emergency signs advise where emergency safety equipment is kept
D	A, B & C	
8	The supervisor & cleaner are the only ones responsible for housekeeping in your work area	T/F
9	If you have been sexually harassed resign from your position & keep it to yourself	T/F
10	It is safe to walk on a slippery or uneven surface	Y/N
11	It is ok to lift large, awkward, bulky and heavy objects	Y/N
12	To lift safely you should keep the load as close to your body as possible	T/F
13	Keeping floors & access ways clean & tidy is a proven way of reducing the risk of slips, trips & falls	T/F
14	It is ok to use equipment that is defective	Y/N
15	Good lifting carrying techniques include bending your knees with your feet apart, using your leg muscles & not your back & making sure the path is clear	T/F
16	It's ok to accept & handle unlabelled packages if you think you know what's inside them	T/F
17	You should not use any machinery in the workplace until you have been trained & authorized to use it	T/F
18	You are at risk of sustaining a musculoskeletal injury (i.e. carpal tunnel) when your keyboard placement is not adequate for your height & your wrists are bent	T/F

