

Rarekind™

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Work Health & Safety (WHS) Policy Manual Temporary Employees

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Work Health and Safety Policy Manual

Welcome to the Rarekind People Work Health and Safety (WHS) Policy Manual. We are very pleased to have you as part of our team. We understand that there is a lot of information to take in and remember, so we have developed this manual for your reference. In this manual you will find details of all of our work health and safety policies and procedures in compliance with the Work Health and Safety Act (2011) and accompanying Regulation.

The Work Health and Safety Act and accompanying Regulation were established with the following objectives (*as sourced directly from the Act*):

- a) protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant;
- b) providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety;
- c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment;
- d) promoting the provision of advice, information, education and training in relation to work health and safety;
- e) securing compliance with this Act through effective and appropriate compliance and enforcement measures;
- f) ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this Act;
- g) providing a framework for continuous improvement and progressively higher standards of work health and safety; and
- h) maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction.

While at work, you must:

- a) take reasonable care for your own health and safety, and
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

This manual covers contractual employees (Temporary Employees) only. The detail included and overall effort in developing this package is aimed at assisting you to settle in quickly, and ensure your safety while on the job. Please refer to this manual regularly.

It is also to impress upon you the need for you to obtain information relevant to each temporary work assignment. Rarekind People will take all reasonable steps to ensure that the Host Employer you are assigned to provides relevant and accurate information about and safety measures for the role and the worksite. You must notify Rarekind People immediately if your work environment and/or the tasks to be performed change during the course of your assignment.

At Rarekind People, we are obliged to maintain a high level of professional conduct that is expected by both the business community and the general public. All employees should refrain from displaying any conduct that might be regarded as discreditable and/or dangerous to both themselves and to Rarekind People.

The information contained in this manual is designed to supplement other key documents and information including:

- (a) **Your Letter of Offer (Temporary Employment Agreement)** – which must be signed or acknowledged via email by you as soon as practical with a copy being retained by you and by Rarekind People; and
- (b) **Rarekind People Human Resources Policy Manual** – a document you must also read and acknowledge you have read on accepting a role with Rarekind People.

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1 Rarekind People Work Health and Safety Policy

1.1 Overview

<p>Policy</p>	<p>Rarekind People is committed to providing a safe and healthy place of work for all its workers and visitors. Rarekind People believes that most incidents which cause injury or ill-health to persons or damage or loss to property can be prevented and will, therefore, make every reasonable effort to prevent incidents through a risk management approach to promote a safe and healthy working environment.</p> <p>In fulfilling this commitment, Rarekind People will make available appropriate resources to ensure that it complies in all respects with relevant legislation and standards. In order to ensure continual progress towards the optimal working environment, management and employees need to interact harmoniously and proactively.</p>
<p>What is Work Health and Safety all about?</p>	<p>Work Health and Safety (WHS) is essentially about caring for people in the workplace and involves:</p> <ul style="list-style-type: none"> • Employers carrying out their duty of care to their workers; and • Workers caring for themselves and fellow workers, and observing and respecting all requirements relating to health and safety.
<p>Responsibilities</p>	<p>Your Employer:</p> <p>Rarekind People, as your recruitment consultancy firm and employer, is required to comply with applicable WHS laws, implement policies and procedures, assess risks and ensure appropriate controls are put in place.</p> <p>Your Host Employer:</p> <p>The Host Employer has a clear obligation to provide on-hired workers with appropriate information, supervision and training to enable them to work safely.</p> <p>The Host Employer is not to change the nature of the job without the approval of Rarekind People and the Employee.</p> <p>Your Host Employers should maintain safe systems of work, equipment, materials and supply any specialised protective equipment that may be required.</p> <p>Rarekind People Temporary Employees will:</p> <ul style="list-style-type: none"> • Take care of their safety and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions; • Support the aims and objectives of safety programs; • Undertake all duties in a safe manner; • Use the aids provided which have been introduced for their protection; and • Immediately report hazards, near misses and equipment damage.
<p>Implementing the policy</p>	<p>This Policy will be carried out through a WHS Program, which involves:</p> <ol style="list-style-type: none"> 1. Active involvement and commitment of Rarekind People's Consultants 2. Identification and control of hazards 3. Reporting and investigation of all incidents 4. Participation of, and consultation with, Temporary Employees on safety matters of significance 5. Provision of First Aid and emergency procedures, so far as reasonably practical 6. Provision of information, training and supervision, as necessary, for safety

Resolving WHS Issues	Host Employer supervisors and safety committees will normally deal with most safety problems when safety issues are raised. Rarekind People has an established WHS committee where all safety concerns and issues are raised and actioned. Temporary Employees are to advise their consultant or a member of the WHS committee directly with any identified hazard, safety concern, injury, incident or near miss. This concern will be assessed and actioned accordingly. Consultation with the employee will occur before the process, throughout the process, and when the issue is resolved. The matter will be reviewed regularly to ensure the ongoing safety of the employee and others.
Review	This policy will be reviewed when required by changes in legislation, or every two years. If altered, employees will be consulted and notified of changes. Ideas, initiatives or suggestions are invited from all employees so that development of a safe work environment can continue.

1.2 Consultation

Policy	Rarekind People is committed to protecting the health and safety of all employees. Workplace injury and illness is preventable and costly, not just in monetary terms, but it also impacts on employee morale, productivity and customer service. It is the policy of Rarekind People to consult with our Temporary Employees when implementing safety practices and systems that will ensure their health, safety and welfare. Employee involvement at all levels is critical for ensuring the effectiveness of the safety management system.
Consultation	The Work Health and Safety Act 2011 requires consultation be undertaken in the following circumstances: <ul style="list-style-type: none"> a) when identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking, b) when making decisions about ways to eliminate or minimise those risks, c) when making decisions about the adequacy of facilities for the welfare of workers, d) when proposing changes that may affect the health or safety of workers, e) when making decisions about the procedures for: <ul style="list-style-type: none"> • consulting with workers, or • resolving work health or safety issues at the workplace, or • monitoring the health of workers, or • monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking, or • providing information and training for workers, or • when carrying out any other activity prescribed by the regulations for the purposes of this section.

1.3 Fatigue Management

Policy	Rarekind People is committed to the provision and maintenance of a safe system of work for all its employees, including those who work on shift work, work longer than eight hours per shift and work outdoors.
Purpose	<ul style="list-style-type: none"> • To introduce a program for fatigue management to ensure that risks associated with fatigue are minimised.

	<ul style="list-style-type: none"> To ensure compliance with the Work Health and Safety Act 2011 and accompanying Regulations, and any other relevant legislation such as the Rail Safety Act 2002 in relation to Fatigue Management. To ensure all employees are aware of risks associated with fatigue and are aware of how to assess, manage and control risks associated with fatigue in the workplace. To explain how these factors and the way work is designed can be improved to address and reduce the risk of fatigue in the workplace.
Responsibilities	<p>Both Rarekind People and its employees have a shared responsibility to avoid fatigue related performance impairment.</p> <p>Rarekind People will ensure that, in the context of the performance required, employee rosters allow adequate breaks for recovery between shifts.</p> <p>Temporary Employees have a duty of care to ensure adequate sleep is obtained between shifts and out of hours activities do not cause fatigue or impair performance.</p> <p>When this is the case, employees have a further responsibility to report the matter to their supervisor/manager. At no time should an employee put themselves or others at risk.</p>
Managing Fatigue Risks	<p>With the objectives of Rarekind People and our Host Employer's policies in mind, Rarekind People will ensure appropriate risk assessment tools are utilised to measure, control and monitor the risks associated with fatigue. In addition, control strategies will be reviewed and audited to ensure compliance with Occupational Health and Safety requirements.</p>
Causes of Fatigue	<p>Fatigue may arise from both work and non-work related activities and can have an effect on an employee's state of alertness with consequential impacts on employee work performance and wellbeing. There are several types of work related fatigue that may be induced by the work environment, the work task or sleep patterns. Specifically, hazards may include, but are not limited to: falling asleep at work, poor communication at work, neglecting safety requirements and falling asleep on the way home from work.</p> <p>Fatigue can be caused by work-related factors, factors outside work and/or a combination of both, and may accumulate over time.</p>
Work-related factors	<ul style="list-style-type: none"> roster patterns length of shifts poor work scheduling and planning length of time worked timing of shifts (e.g. night shift)proportionally increases the impact of fatigue insufficient recovery time between shifts long periods of time awake harsh environmental conditions type of work being undertaken (e.g. under-demand/over-demand) mentally or physically demanding work inadequate rest breaks
Factors outside work	<ul style="list-style-type: none"> poor quality of sleep sleep loss social life family needs other employment travel time sleep disorders

Effects of Fatigue	<p>The effects of fatigue on health and work performance can be short term and long term.</p> <p>Effects on an individual include impaired work performance and include:</p> <ul style="list-style-type: none"> • increase error rates • slow reaction times • increase the likelihood of accidents and injuries • micro-sleeps
Preventing Fatigue in the Workplace	<p>Preventing and reducing fatigue may lead to:</p> <ul style="list-style-type: none"> • better health and safety outcomes • fewer workplace incidents and injuries • reductions in absenteeism and staff turnover • better performance and productivity
Fatigue Management Program	<p>The fatigue management program is designed to provide:</p> <ul style="list-style-type: none"> • For safe hours of work; • For safe periods of time between shifts; • Specific work scheduling practices that provide for sufficient employees to be available to meet reasonably foreseeable demands; and • Procedures for monitoring actual hours of work of employees to ensure employee fatigue does not give rise to an unacceptable risk.

1.4 Alcohol and Other Drugs

Policy	<p>The Work Health and Safety Act places an obligation on both the employer and the employee. If Rarekind People is aware, or should reasonably be aware, that an employee has an alcohol or drug related problem, it has a positive duty to take reasonable steps to protect that employee and others from injury, which might reasonably occur due to the acts of the affected employee. The employee has an obligation not to place at risk the health of another person at the workplace.</p> <p>Employers must ensure the health, safety and welfare of their employees. It is their obligation to ensure employees are capable of performing their work adequately and safely. Questionable performance, for whatever reason, will be identified and managed through application of this Policy.</p> <p>The aim of this Policy is to provide a safe working environment for all employees. An employee will be in breach of this Policy if they misuse alcohol or use any illegal drugs.</p> <p>The Policy also applies to the misuse and abuse of Over The Counter (OTC) or prescribed medication.</p> <p>Any employee found to be consuming alcohol or using illegal drugs, or bringing alcohol or illegal drugs onto the work site will be in breach of this policy and will constitute serious misconduct and involve severe disciplinary action, which may include termination of employment in accordance with Rarekind People's Discipline and Termination Policy.</p>
Testing	<p>Testing may be conducted after a significant incident or near-miss or after an accident involving a Rarekind People employee on a host employer's site. This testing will be conducted by an independent testing agency either at the Host Employer's site or at a location to be determined.</p> <p>The standard of 0.02% alcohol in the blood will be adopted as the standard for testing, unless a more stringent standard is in place at the Host Employer workplace.</p> <p>Other substances will be confirmed against the limit as recorded in the Australian Standard 4308 – 2001: Recommended Practice for the Collection, Detection and Quantification of Drugs of Abuse in Urine.</p>

	<p>Employees may choose to have a witness accompany them during the testing procedure, which will take place in a location ensuring the utmost privacy.</p> <p>Any employee who refuses either an alcohol or drug test will be treated as if they have returned a positive (alcohol) or non-negative (drugs) result.</p> <p>Any attempt to avoid or falsify any alcohol and/or other drug test will constitute serious misconduct and involve disciplinary procedures.</p> <p>An employee who tests positive (alcohol) or non-negative (drugs) will be removed from the host employer's site and transport home will be arranged and paid for by Rarekind People.</p>
<p>Reasons for Testing</p>	<p>Drug and/or Alcohol testing may be undertaken in the following circumstances:</p> <p>Pre-employment</p> <ul style="list-style-type: none"> • As part of a pre-commencement screening; and or • Upon re-employment of an employee after a sixty day absence. <p>For Cause/Fitness for Work/Return to Work</p> <ul style="list-style-type: none"> • Where a Host Employer contacts Rarekind People to report that the performance of a Rarekind People employee suggests that they may be at risk through the presence of alcohol or other drugs. • Where Rarekind People has information from a reliable and credible source that an employee has used, possessed, sold, solicited or transferred drugs whilst on a Host Employer's site. • Upon finding evidence that an employee has tampered with a Drug Screen test and/or Alcohol Screen test. <p>Post Incident, Near-Miss or Reportable Incident</p> <ul style="list-style-type: none"> • Where a reportable incident or near-miss has occurred in the workplace, to ensure that the person/s involved in the incident are not in breach of this Policy.
<p>Testing Procedure</p>	<p><u>Alcohol</u></p> <p>A suitably trained and authorised person from an independent Testing Agency will conduct the alcohol testing procedure. Alcohol testing equipment will be calibrated according to the manufacturer's instructions and AS 3547-1997, or as amended and updated.</p> <p>The following actions will be taken if an employee registers at or above 0.02% BAC:</p> <ul style="list-style-type: none"> • The employee will be retested after 15 minutes and before 1 hour. If the participant registers a level under 0.02 they will stay at work. • If the BAC level is still over 0.02 the employee will be removed from the host employer's site and transport home will be arranged by Rarekind People. • This will be treated as a breach of the Policy and will constitute serious misconduct and involve severe disciplinary procedures, which may include termination of employment. <p><u>Drugs</u></p> <p>Urine Sample Collection</p> <p>A suitably trained and authorised person from an independent Testing Agency will collect urine samples in accordance with the Recommended Practice for the Collection, Detection and Quantification of Drugs of Abuse in Urine.</p> <p>If the test is negative, the employee will be returned to the work.</p> <p>Where a non-negative result has been recorded, the employee will be removed from the host employer's site and transport home will be arranged by Rarekind People.</p> <p><u>Confirmatory Testing</u></p>

	<p>Where a test result is non-negative, 2 samples (A) & (B) will be prepared:</p> <ul style="list-style-type: none"> • Sample A will be prepared, sealed with tamper-proof tape and signed by the collector and the employee for dispatch to a nominated laboratory, certified to the Australian Standard (AS 4308-2001), for gas chromatography/mass spectrometry analysis. • Sample B will be prepared, sealed with tamper-proof tape and signed by the collector and the participants for dispatch to a nominated laboratory for gas chromatography/ mass spectrometry analysis. This sample will be kept in a refrigerator at the laboratory for 12 months. <p>If the confirmation test is positive, this will be treated as a breach of the Policy and will constitute serious misconduct and involve severe disciplinary procedures, which may include termination of employment.</p> <p>Prescribed or Over The Counter (OTC) Medication</p> <p>If an employee registers a non-negative result but has indicated to the tester that they are taking a prescribed or OTC medication, which could have caused the test to give a false non-negative, the tester should:</p> <ul style="list-style-type: none"> • Advise the employee that they are showing a non-negative result that is in line with the advice they have given relating to medication. The employee will be removed from the host employer's site and transported home. • A urine sample sent to an appropriately certified laboratory to confirm that the substance that is giving a non-negative result correlates with the prescribed or OTC medication they have indicated. • If the Lab results correlate with the information supplied by the participant no further action will be taken. • If the Lab results indicate the employee has used an illegal substance or a substance to mask another drug, this will be treated as a breach of the Policy and will constitute serious misconduct and involve severe disciplinary procedures, in accordance with Rarekind People Discipline and Termination Policy, which may include termination of employment.
Host Employer Drug and Alcohol Policy	<p>This policy is to be read in conjunction with any host employer's Drug and Alcohol Policy.</p> <p>To the extent of any inconsistency, this policy will prevail unless the host employer's policy includes standards of alcohol and drug readings requiring zero tolerance. In such cases, the host employer's standards will apply to employees under this Policy.</p>
Privacy	<p>Information is only collected in accordance with the requirements of the Alcohol and Other Drugs Policy and is done so to ensure the results of any drug screening process in which you participate are accurate. Rarekind People respects its employees' privacy and takes all reasonable steps to ensure any information obtained is secure.</p>

1.5 Smoking

Policy	<p>Rarekind People is committed to the provision of a safe and healthy workplace. In the interest of good health and a safe working environment, all buildings, offices and company vehicles shall be designated as smoke free areas at all times. Our non-smoking policy is further detailed in the Rarekind People Human Resources Policy Manual.</p>
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1.6 Risk Management

Hazard Identification	<p>The purpose of the hazard identification and risk management process is to ensure all hazards are identified and dealt with quickly and effectively to reduce the risk of causing injury or ill-health to workers.</p> <p>Hazard identification can include observing, inspecting, enquiring and asking about something that has the potential to cause harm.</p>
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Procedures for reporting hazards on a client's site	<p>If a Rarekind People worker attends a Host Employer site and identifies a hazard that prevents him or her from performing their required work safely, the Rarekind People worker must:</p> <ul style="list-style-type: none"> • In the first instance, report the concern to the Host Rarekind People contact person (or job supervisor) to enable a control measure to be put in place to reduce the risk of injury or ill health. • If the Host Employer cannot ensure the safety of the Rarekind People worker and the worker still has concerns, then the Rarekind People worker must contact the Rarekind People Consultant via telephone or email. All Temporary Employees are provided with the relevant consultant's mobile number. Phone numbers can be found on the Rarekind People website (www.rarekind.com.au). A response to the issue will be forthcoming. • The Rarekind People Consultant will discuss the hazard and organise for a risk assessment/control strategy and then make a judgement call on whether to keep the worker at that location or direct them to leave the premises. The Rarekind People Consultant will reply to the worker initially by phone, but also via email.
Risk Assessment	<p>Risk Assessment is determining the likelihood of harm arising from exposure to any hazard. This is done by evaluating what could happen, how it could happen, how often it could happen, why it could happen, when it could happen and who could be affected. This may assist in determining if an activity in the workplace should cease immediately until suitable corrective action has been implemented.</p>
Risk Control	<p>Risk Control is developing and implementing a corrective action plan to reduce or eliminate exposure to the identified hazard.</p> <p>It involves:</p> <ul style="list-style-type: none"> • Elimination – remove the hazard or stop performing the function • Substitution – change the equipment or substance for a less hazardous one • Engineering – enclose or guard equipment • Administration – supervision, training, procedures or signage • Personal Protective Equipment (PPE) – includes gloves, goggles, earplugs and muffs, footwear and safety glasses.
Risk Monitoring	<p>Risk monitoring is determining a way to ensure the controls implemented remain suitable and effective.</p>
Workplace Checklists	<p>Workplace checklists and job safety assessments are used to identify hazards and monitor control measures implemented to reduce exposure to hazards.</p> <p>Workplace checklists remind employees of hazards present in the workplace.</p> <p>Pre-operation/start-up checklists are used to ensure plant, equipment and tools are safe to use before commencing work.</p> <p>Please make yourself aware of any site specific checklists at your workplace.</p>

1.7 Accident, Incident and Investigation

Policy	<p>Your observations and alertness are vital to workplace safety. In all circumstances you must report:</p> <ul style="list-style-type: none"> • All workplace mishaps, incidents and near misses; and • Injuries and illnesses.
Procedure	<p>All incidents are to be:</p> <ul style="list-style-type: none"> • Reported immediately to the Host Employer Manager to ensure that the gathering of evidence can start to take place as soon as possible after

	<p>the incident has occurred. Follow first aid procedures if medical assistance is required.</p> <ul style="list-style-type: none"> • Reported to the Rarekind People Consultant so he/she can attend the site and complete the Accident/Incident Report Form in consultation with the Temporary Employee and Host Employer Manager. • When filling in the Accident/Incident Report Form, the investigator should look at the following aspects in an attempt to identify causes: <ul style="list-style-type: none"> ○ Work methods ○ Work equipment ○ Work climate ○ Work environment ○ Work organisation ○ Employee • All sections where relevant should be completed and suggested control measure documented. • Incidents reportable to WorkCover will be handled in accordance with the procedures set out in the WHS Regulations 2011. • These reportable incidents will require photographs to accompany the investigation report. • Incidents that resulted in Lost Time will be investigated within 48 hours and given a high priority to action identified control measures.
Emergency Response	<p>Emergencies develop quickly. Your immediate response may be lifesaving. Know the name and contact details of your First Aid Officer. Know the emergency warning and evacuation procedures, location of fire extinguishers and hoses, exits, alarms, telephones and first aid equipment, and their correct uses.</p>

1.8 Workers Compensation and Injury Management

Policy	<p>Rarekind People is committed to the provision of an injury management program for the purpose of achieving optimum results in terms of a timely, safe and durable return to work for employees who sustain injury or illness in the course of their employment.</p> <p>It is our policy that all accidents, incidents, injuries, near misses and work-related illnesses are reported.</p> <p>If you incur an injury in the workplace, you must report it to the Host Employer Supervisor and your Rarekind People Consultant and/or Return To Work Coordinator as soon as possible.</p> <p>Upon notification and initial medical treatment, the Consultant/ Return To Work Coordinator will advise the injured employee in respect of workers compensation claims and injury management procedure.</p>
Procedure	<ul style="list-style-type: none"> • The role of the Return To Work Coordinator is to coordinate and liaise with all parties to assist in developing an Injury Management Plan with the aim to return injured employees to work. • Employees must obtain a WorkCover Medical Certificate, from their Nominated Treating Doctor, upon receiving initial treatment for their injury. • The Consultant/ Return To Work Coordinator will make personal contact with the injured employee for the purpose of completion of workers compensation claim forms and information in respect of further claim and injury management. This contact may include home and/or hospital visits. • Employees must cooperate in developing an Injury Management Plan and actively participate until completion, where possible.

	<ul style="list-style-type: none"> Rarekind People insurers are AAI Limited ABN 48 005 297 807 trading as GIO. GIO will develop, in cooperation with Rarekind People, an Injury Management Plan for all injured employees. The treating Doctor will coordinate all aspects of the employee's treatment and return to work. <p>A comprehensive step-by-step process is followed to ensure efficient and effective claim and injury management occurs resulting in timely, safe and durable return to work for injured employees.</p>
Contacts	<p>The Workers Compensation and Injury Management Contact for Rarekind People Temporary Employees is:</p> <p>John Gallagher Director (02) 4935 3500 (business hours)</p>

2 Workplace Safety for all Temporary Employees

2.1 Workplace Signage

Policy	<p>Always obey safety signs or notices; they are there to protect you.</p> <p>Signs will advise you of the personal protective equipment or clothing to be worn.</p> <p>Danger signs will tell you about the hazards in your work area.</p> <p>Emergency signs are to advise of emergency safety equipment and where it is kept.</p> <p>Caution signs show that there can be a danger or risk to your health.</p> <p>Make sure you understand all workplace safety requirements and safe working procedures.</p>
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2.2 Manual Handling

Policy	<p>Manual handling injuries are preventable, they can occur in any active or static task involving:</p> <ul style="list-style-type: none"> Lifting Carrying Holding Pushing Pulling Bending or turning
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2.3 Electrical Safety

Policy	<p>Electrical repairs must be completed by a qualified electrician.</p> <p>Never operate electrical equipment in damp, wet conditions, or where electrical safety could be compromised.</p> <p>Only approved, currently tested and tagged electrical extension leads and fittings are to be used.</p> <p>Check to see if earth leakage circuit breakers are required.</p>
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	In case of electrical incidents, isolate the power source if possible and notify your supervisor.
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2.4 Slips, Trips and Falls

Policy	<p>Good housekeeping can prevent these types of accidents:</p> <ul style="list-style-type: none"> • Traffic ways and aisles should be well lit and kept clear of materials, equipment, rubbish and electrical leads. • Floors should be level and the use of mats discouraged. All spills should be cleared up immediately. • Filing cabinets should not be placed so that they open into walkways. Never leave the drawers open. Never open more than one drawer at a time.
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3 Workplace Safety for Commercial/Administrative Temporary Employees

3.1 Manual Handling in the Office

Policy	<p>Commonly used items should be stored:</p> <ul style="list-style-type: none"> • According to bulk and weight • In readily accessible areas • Between knee and shoulder height <p>Step ladders should be used NOT CHAIRS.</p>
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3.2 Office Ergonomics

Policy	<p>Keyboard equipment that is not properly adjusted can cause workplace injuries. Check for the following:</p> <ul style="list-style-type: none"> • Chair is correct height for the work surface and the worker. • Backrest is adjusted to suit the worker. • Keyboard allows the forearm to be close to horizontal and the wrists to be straight. • Screen is about an arm's length in distance away and is placed so the centre of the screen is about shoulder height. • Glare can be reduced by tilting the screen down.
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4 Workplace Safety for Industrial/Trade Temporary Employees

4.1 Danger Tags

	<p>Danger tags warn you that equipment is unsafe and not operable. Know the correct procedure at each site.</p> <p>A tag may only be removed by the person who originally placed it and after the equipment has been repaired and is safe to use.</p>
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4.2 Clothing

	<p>Protective clothing can include overalls, pants, shirts, jackets, hats, footwear and other task specific items.</p>
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	Clothing must be washed when soiled, so as to prevent rashes or dermatitis. Long hair or jewellery could become entangled in moving parts of machinery.
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4.3 Head and Eye Protection

	Head protection can include hard hats, wide brim hats, soft hats and hairnets. Eye protection includes safety glasses, goggles, face shields and fixed shields. Head and eye protection must be selected to reduce the risk of exposure to a hazard.
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4.4 Noise Protection

	Noise exposure is cumulative; your hearing could be being damaged without you realising. Noisy environments are usually identified by warning signs. Dirty earplugs should not be used. Noise protection includes disposable or moulded earplugs and earmuffs.
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4.5 Foot Protection

	Safety footwear, including boots, shoes, gumboots and overshoes protect against impact crushes, cuts and contamination. Footwear with holes, splits or damaged toecaps should be replaced. Some workplaces may require overshoes to be worn, these fit over normal shoes and safety footwear.
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4.6 Skin Protection

	Exposure to substances and handling of different materials can cause cuts, punctures, irritations, burns, rashes, abrasions and bruises. Gloves protect hands and arms, but the types must be matched to the hazard. An incorrect glove could result in unnecessary injury.
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4.7 Respiratory Infection

	Airborne hazards include dusts, fibres, chemical vapours, mists, fumes, aerosols, smoke and gases. Respirators protect against inhalation of hazardous substances. Check MSDS (Material Safety Data Sheets) and manufacturer's instructions.
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4.8 Plant and Equipment

	Only authorised personnel are to use plant and equipment. Only authorised personnel can perform maintenance on plant and equipment. If a machine that you are using requires maintenance or is faulty, you must isolate the power source, attach a danger tag and notify your supervisor of the problem.
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4.9 Mobile Plant and Equipment

	Don't allow pedestrians in mobile plant operating areas.
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	<p>Don't allow truck drivers to supervise the loading process while standing in the mobile plant operating zone, including on the truck or the opposite side of the truck.</p> <p>Don't lift people on the tynes of a forklift or pallet.</p> <p>Report and investigate all mobile plant incidents.</p>
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4.10 Hazardous Substances

	<p>Hazardous substances can be solid, liquid or gas and can be inhaled, ingested or absorbed. They may be tasteless, odourless, colourless, radioactive, toxic, corrosive, flammable, explosive, poisonous or infectious.</p> <p>Read the Material Safety Data Sheet (MSDS) before use, to get details on usage, handling, storage, protection and disposal.</p> <p>Wash face, arms and hands after exposure. Familiarise yourself with the location of the safety showers and eyewash units</p>
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4.11 Confined Spaces

	<p>A confined space could be a vat, tank, pit, pipe, duct, flue, chimney, container, sewer, shaft, trench, tunnel, or any other similar enclosed structure.</p> <p>Most workplaces that require personnel to enter confined spaces will have procedures established and they must be followed.</p>
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4.12 Work at Heights

	<p>Falls from heights are the most common cause of fatalities on building and constructions sites. Fall protection should be provided for all persons exposed to a fall of 2.0 metres or greater. However, risk assessment may suggest that fall protection is needed at a lower height.</p> <p>You are not required to work in any situation where there is a risk of falling. The taking of risks will not be rewarded. Report all fall hazards you see on site.</p> <p>It is not practicable to work from a work platform if fall protection cannot be provided by perimeter guardrails, catch nets, or scaffolding.</p> <p>An individual fall arrest system may be required. Ensure you are properly trained in the use any fall system before using.</p>
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4.13 Outdoor Work

	<p>Hot environments require protection from heat stress, dehydration, and UV radiation damage to the skin and eyes.</p> <p>Use SPF 30+ sun screen, UV resistant safety glasses and umbrellas and other shade devices where possible.</p> <p>Increase your fluid intake and limit UV exposure between 10am to 3pm.</p>
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4.14 Hot Work

	<p>Hot work includes welding, burning and use of lasers. These tasks can generate sparks, flames or excess heat, and are a recognised fire and explosion hazard.</p> <p>Check the work area before commencing and obtain a permit. Eliminate or control all combustible sources.</p> <p>Wear goggles, helmets, shields, gloves and aprons and gaiters as deemed appropriate.</p>
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4.15 Excavation

	<p>Excavation, trenching and tunnelling must be controlled by work permit. Install ladders at each end of trenches over one metre deep. Report discovery of any rupture or damage to underground pipes or services.</p>
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4.16 Thermal Stress

	<p>In hot workplaces the body dehydrates, and may not cool down, possibly resulting in heat stroke. In cold workplaces body circulation and task dexterity decrease. Intolerance to thermal extremes can produce sudden and serious health effects. Follow the correct safety procedures, take rest breaks and report concerns early.</p>
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