



Your information guide to occupational health and safety policies, procedures, and responsibilities as an employee of jobwire



Introduction

Welcome to jobwire! We are excited for you to join our team!

At jobwire, we are committed to providing our clients, your “host employers”, with expert and efficient services. To do so, we must ensure that our employees understand their rights and responsibilities, and that they work in a safe environment. jobwire, our employees and host employers must all be committed to and continuously promote productive, responsible and safe workplaces.

This is your handbook to keep and refer to whilst a casual of jobwire. This book of information represents a basic summary of our general occupational health & safety policies and procedures. This is provided to you so that you understand ours, yours and host employer’s responsibilities with regard to safety. We will continue to review all of our policies, procedures and processes to ensure our employees understand the responsibilities and obligations within our unique employment structure.

Responsibilities – we all have them!

At jobwire, we want to ensure you know what is expected of you in your position with us, what you can expect from us, and what you can expect from the host employer in return. It is our responsibility to provide this to you through the training and implementation of these policies.

With regards to occupational health and safety, jobwire will never knowingly place you in an unsafe workplace and we commit to complying with relevant OH&S legislation.

Employee Responsibilities:

- You must cooperate with jobwire and the host employer to follow the rules of the workplace, particularly their health and safety rules.
- You must take reasonable care in the health and safety of yourself and others.

Failure to meet these responsibilities may result in the termination of your employment.

Host Employer Responsibilities:

- The host employer must comply with all relevant legislations, including oh&s, and provide you with the information, instruction/ training and supervision necessary to ensure you work in an environment free from risks.

Should the host employer change the nature of the duties originally expected from you, it is their responsibility to first notify us.

Our Occupational Health and Safety Program - Implementation

Our OH&S policies and procedures will be implemented through:

1. Active involvement and commitment of appropriate jobwire office staff;
2. Active consultation with employees on occupational health and safety concerns and/or suggestions;
3. Providing training and information necessary to ensure healthy and safe working environments;
4. Consulting with “host employers” to identify potential hazards and minimise risks;
5. Consulting with industry experts when legislatively or operationally determined;

6. Scheduled quarterly review of policies and procedures to ensure legislative compliance and operational feasibility;
7. Continual review of policies and procedures to ensure legislative compliance and operational feasibility.

Behaviour

Running and throwing of objects in the workplace is not allowed. Also, horseplay or skylarking, particularly where it may expose any person to potential injury will not be tolerated. Any person/s involved in such behaviours will be subject to the disciplinary procedures.

Smoking

Smoking is only permitted on scheduled break times and in designated areas.



Drug and Alcohol Policy

Alcohol and drugs are not permitted on the premises. Any person who exhibits behaviour that indicates an inability to perform work safely will be sent off the premises. Any person who is required temporarily to take medicinal drugs that may affect their ability to work safely should inform their supervisor and jobwire staff immediately.

Clothing

Loose clothing, particularly near to rotating machinery, is not permitted. Thongs and sandals or open toed footwear is not permitted on any site. You must wear closed in shoes (steel capped boots, if specified). Persons with long hair working on or close to rotating equipment such as drills or grinders are to have their hair tied back or covered to reduce the risk of entanglement.

PPE (Personal Protective Equipment)

All persons in the workplace are to wear the personal protective equipment (PPE) as supplied wherever signs in the workplace indicate the need to do so or in recognised PPE areas. Examples of PPE include, safety glasses, gloves, overalls, hearing protection, safety boots, and respiratory equipment.



Emergency Procedures

You should be familiar with evacuation procedures posted in respective worksites. Employees must ensure they know the locations of items such as eye wash stations, fire exits, First Aid kit, fire pulls and fire extinguisher locations. You should expect to be advised of the emergency procedures in the host employer's initial induction.

In General

- All employees will be notified if there is an evacuation, this may be from an alarm or siren.
- When you hear the Evacuation Alarm, turn off all machines if accessible
- Follow the instructions from your leading hand and move quickly (do not run) to the evacuation area.
- Co-operate with your leading hands instructions and do not re-enter the building until instructed.



Hazardous Substances

Any person using or storing a hazardous substance on site is to do so in accordance with all information supplied in the relevant MSDS (Material Safety Data Sheet) for that substance.

1. Always follow the manufactures instructions.
2. Wear Suitable PPE
3. Wash your hands after handling hazards

Signs

All persons must comply with the requirements of any safety signs on site. The wilful defacing of any sign is an offence and will result in disciplinary action.

Damage to any safety sign is to be reported without delay to the area supervisor.

Equipment & Tools

You will be issued with the tools required to carry out the job productively and safely.

If you are issued with higher risk machinery, it is important to check that all appropriate safeguards are in place (and are never tampered with) and in working order.

Any damage, malfunctions or concerns regarding machinery and equipment must be reported to the on-site supervisor immediately.

Authority to Operate Machinery/Plant

Only persons who are trained by or hold a relevant certificate of competency AND are authorised are permitted to operate any fixed/ mobile plant, company vehicles, hand-operated forklifts or equipment on the site.

Machine Guarding

The protective guards placed on plant are not to be disabled or removed for any reason except as part of a documented maintenance program for that plant.

Housekeeping

Housekeeping at work means maintaining clean and tidy work areas and promoting safe and efficient working environment.

Slips Trips and Fall

In most cases the hazard leading to slips and trips and falls can be avoided by taking a few simple precautions. Clean up slippery surfaces caused by the spillage of liquids and the build up of filings and dust from machine processes as soon as possible and ensure co-workers to not travel across the area.



Manual Handling

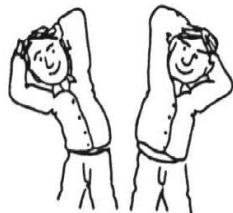
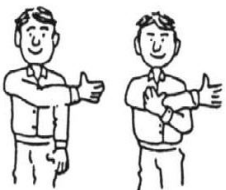
Any person who feels that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons or forklifts.

How to Lift Low Lying Objects Safely

Any person who feels that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons or forklifts.

Adapting workplace design and using mechanical lifting aids are the best ways to deal with manual handling problems. But when manual lifting is unavoidable, it is essential to follow manual handling principles when lifting low lying objects to reduce the risk of back injury.

Always warm up prior to lifting or starting any sort of physical work, the same as you would before exercise. Warm up again after a break. If you are doing repetitive work loosen your muscles periodically to prevent strains.



STEP 1

Make sure your travel path is clear.



STEP 2

Size up the load (weight, size and shape). Consider your physical ability to handle it. If in doubt, get assistance. Avoid the lifting of loads that weigh more than you are comfortable lifting.



STEP 3

Place your feet close to the object to be lifted. Adopt a balanced position.



STEP 4

Bend your knees in a semi-squat to a comfortable degree and get a good handhold. Lift the load keeping it close to the body. Try to keep the natural curve of your spine whilst lifting.



STEP 5

Use your leg muscles to lift the load and allow it to rest in fully extended arms. Lift smoothly and rhythmically. Avoid sudden accelerations or jerky movements.



STEP 6

With the load comfortably in your hands and arms, move your feet in the direction of travel – don't twist at your hips or shoulders.



STEP 7

Setting down the load is just as important as picking it up. Using the leg muscles, lower the load by bending your knees in a semi-squat to a comfortable degree. Don't let go of the load until it is secure.



HIGH RISK WORK PRACTICES – EXAMPLES OF HOW **NOT** TO LIFT



Handling awkward shapes or big loads.



Obstructed pathway and vision.



Over-reaching while handling (i.e lifting from below mid strengths thigh or above shoulder height)



Insecure grip and poor lifting position with feet too close together while handling



Carrying object away from the body.



Handling on unstable work surface under foot.



Repetitive and/or long duration of manual handling.



Awkward twisting movements whilst handling.

CONSIDER THESE ALTERNATIVES:

Using lifting aids if possible

- Ensure there is sufficient space for lifting to be done in the right position and with correct posture and body movements
- There should be no obstructions when moving objects
- The start and finish height of the load should be between mid-thigh to shoulder height (preferably around waist height)



Employee Consultation



It is the policy of jobwire to consult with you on Occupational Health and Safety issues on a regular basis. We endeavour to discuss any site-specific OH&S issues with you and on a regular basis. We encourage you to raise any concerns and offer suggestions.

Hazard Reporting

Any person who identifies a potential danger or hazard in the workplace is to first do what they can, to make the situation safer, provided it is safe to do so. Warning nearby persons of the danger, highlighting the danger in some way or isolating it could do this. The hazard must then be reported to the supervisor for that area.

Accident Reporting

Any *injuries, near misses and incidents* are to be reported without delay to the first aid person/supervisor then your jobwire representative so that the injury can be treated and recorded. You must follow the procedures and cooperate with the relevant direction, aid and investigation.

In serious cases where you require medical treatment, you must notify the jobwire branch immediately. You will also be required to visit the Jobwire office and fill the appropriate documentation and provide information.

Jobwire takes work injuries very seriously. Note that a false claim of work injury and/or false claim for compensation are grounds for termination.

Return To Work Program

If you have been injured on the job, it is our policy to help you get back to work. We employ a trained co-ordinator who will assist you in returning to work by consulting with you, your doctor, medical practitioners and our workers' compensation insurer where applicable. You may request a copy of the jobwire return to work program appropriate to the state in which you work.

**Jobwire's Return to Work Co-ordinator is Karen Staines,
PH: 02 6651 8824 Fax: 02 6651 8826**

Sign Off Sheet

Responsibilities <input type="checkbox"/>	OHS Program <input type="checkbox"/>
Behaviour <input type="checkbox"/>	Smoking <input type="checkbox"/>
Drug & Alcohol Policy <input type="checkbox"/>	Clothing <input type="checkbox"/>
PPE <input type="checkbox"/>	Emergency Procedures <input type="checkbox"/>
Hazardous Substances <input type="checkbox"/>	Equipment & Tools <input type="checkbox"/>
Authority to operate Machinery <input type="checkbox"/>	Machine Guarding <input type="checkbox"/>
Housekeeping <input type="checkbox"/>	Slips Trips and Falls <input type="checkbox"/>
Manual Handling <input type="checkbox"/>	How To Lift Correctly <input type="checkbox"/>
Employee Consultation <input type="checkbox"/>	Hazard Reporting <input type="checkbox"/>
Accident Reporting <input type="checkbox"/>	Return To Work Program <input type="checkbox"/>

I, _____, confirm that I have attended the jobwire induction program and learned the items indicated above and that I have read and understood the on-hire employee handbook. I have also retained a copy of the handbook for future reference. I acknowledge that I have been encouraged to ask any questions I may have.

Employee Name: _____

Employee Signature: _____

Consultant's Name: _____

Consultant's Signature: _____

Date: _____

OH&S Induction Test

- Your host employer is not to change the nature of your job without the approval of the job representative and yourself?***
True False
- You must report all workplace injuries to your jobwire representative?***
True False
- You must take reasonable care to protect your own health and safety and others potentially affected by your actions at work***
True False
- You can wait until the day after an incident to report it to jobwire.***
True False
- As an employee, what are the two main occupational health and safety (oh&s) responsibilities?***

- List examples of the host employer's responsibilities?***

- When is smoking permitted?***

- If you are injured at work, what do you do?***

- What does the Rehabilitation Co-ordinator do?***

- List tips to prevent back injuries when lifting?***

- What should you do if you have identified a potential hazard?***

- In an emergency, what should you do?***

