

SOS Employment Pty Ltd WHS Policy Statement & Procedure

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1. Purpose

The SOS Employment Pty Ltd WHS policy statement is a document which provides an overview of our agency's commitment to WHS and indicates how we will manage our employee's safety while working in partnership with our host employers.

This document is a public document, which applies both to our employment service agency and employees and our agency's host employers where our employees work.

2. Responsibilities

2.1 Responsible Officer

The responsible officer has the overall responsibility to ensure the effective health, safety and welfare management of all the agency's operations. The responsible officer shall be responsible for ensuring appropriate WHS management systems are developed and in place to protect employees as well as host employers and contractors.

In addition, the WHS program will be reviewed on a regular basis to ensure its continued adequacy and obtain further improvement.

2.2 Managers

Managers have the overall responsibility to ensure that WHS procedures are implemented and in particular shall be responsible for establishing the WHS program for our employees, both onsite at our employment service agency premises and in partnership with our host employers. It is also the responsibility of managers to monitor the WHS of our employees at the worksites of our host employers and to ensure WHS standards are maintained.

2.3 Field Officers

Employment service agency consultants are responsible for the implementation of our agency's WHS management systems outlined in this WHS policy statement within their business areas or unit. This involves undertaking a number of hazard management tasks such as regular monitoring of host employer worksites, investigation of reported incidents and accidents and consultation with employees and host employers regarding implementation of corrective actions or worksite WHS improvements.

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2.4 Employees

All employees are responsible for:

- reporting to their host employer, supervisor and employment service agency consultant immediately they become aware of unsafe conditions or activities, dangerous occurrences or injury in the work place, thus assisting to eliminate hazards and risks in our working environment
- working in a manner that will not endanger themselves or any other person.
- using personal protective clothing or equipment as provided by the employment service agency and / or the host employer
- complying with instructions given by a host employer, supervisor or employment service agency consultant pertaining to the use of personal protective clothing, equipment or any matter in relation to health and safety.
- Ensuring they are fit and well enough to do their job, not be under the influence of alcohol or drugs, or use alcohol or illegal drugs while at work, so as to not endanger their own safety or that of others on the work site

2.5 Host Employers

It is our aim to work in partnership with the host employer at all times. We understand there are shared WHS responsibilities when managing the safety of our employees and consequently we have established a number of WHS management systems that link into the host employer WHS program. Our employment service agency strives to place trained and competent employees and maintain regular contact and monitoring between our agency, the host employer and employees. The specific management systems being implemented are outlined in Section 3 of this WHS policy statement.

3. WHS Management Systems at SOS Employment Pty Ltd

3.1 Overview of Employment Service Agency WHS Program

Our employment service agency's WHS program is made up of 12 components. These are all described below.

3.2 Supporting WHS Policy and Procedures

We have an overall WHS policy statement that describes our WHS program.

In addition, we have developed supporting WHS policies and procedures for key management systems and medium to high-risk hazards likely to exist at host employer worksites. These are explained to employees during induction, training sessions and / or subsequent visitations by our employment service agency consultants.

3.3 Assessing the Risk to our Business

All host employers prior to the supply of workers must undertake an assessment of their systems for managing occupational health and safety.

Prior to any placement we would request a Job Safety Assessment of the job being or to be undertaken to identify the hazards and risks in the workplace. Our employment service agency consultants will organise this risk assessment.

Should the Job Safety Assessment indicate to us a high-risk work environment and / or job, we would request a meeting with the host employer to discuss the necessary controls to be implemented to ensure the health and safety of our employee.

Where satisfactory resolution to a high risk job cannot be reached with the host employer, labour supply will not be fulfilled.

Details from the Job Safety Assessment will be provided to employees.

3.4 Establishing a Formal Agreement with Host Employer

A formal employment service agency / host employer agreement will be signed between both parties to clearly state expectations, responsibilities and authorities.

3.5 Recruitment for the Job

Our employment service agency will endeavour to match a person with the required skills, experience and competency to the host employer's job details and requirements.

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3.6 Induction

Prior to commencing work, all employees will be inducted in our employment service agency processes and relevant WHS policy and procedures

Prior to each individual placement a further 'Placement Induction' is to be undertaken. This induction shall provide the employee with a brief as to the job to be undertaken as well as any specific hazards that have brought to our attention. In some instances, this may be undertaken over the phone.

The employee shall be provided with a copy of the Job Safety Assessment applicable to the job placement they are sent to.

We require our employees to receive a site-specific induction from the host employer, providing specific job and worksite details to enable our employee to work safely. A signed acknowledgment form confirming a client induction has been completed is required to be sent to our employment service agency within 1 week after commencement.

3.7 Hazard / Accident / Incident Reporting and Investigation

Our employment service agency has a formal procedure for the reporting and investigation of accidents or incidents. We request that any accident resulting in injury or an incident (or near miss), is immediately reported to both to the host employer supervisor and our employment service agency consultant.

We request our hazard / accident / incident report form is completed with relevant details. In addition, a subsequent investigation will occur and involve consultation with the host employer.

3.8 Communication Processes

Our employment service agency consultants are in constant contact with employees and host employers and providing information on new policies and procedures, legislative changes etc. Employees are encouraged to discuss WHS and other related matters with their employment service agency consultant during these meetings.

We request that any worksite changes or job changes be communicated immediately to our employment service agency consultants.

3.9 Ongoing Worksite Inspections

Employment service agency consultants will undertake regular worksite monitoring inspections to ensure health and safety standards are maintained. Feedback will be provided to both employee and host employer.

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3.10 Managing and Implementing Corrective Actions

Any WHS issue arising from hazard / accident / incident investigations, worksite monitoring inspections or in general communication with employees or clients, will follow a corrective action process.

In the event of corrective action being required, our employment service agency consultants will agree with the host employer on a resolution and a timeframe for implementation.

3.11 Training

All employees are assessed (as part of the recruitment stage) to determine if they possess the appropriate competencies and training prior to commencing work. A comprehensive induction process is followed.

On job training will be provided by the host employer as required with additional training and information being provided to employees on a regular basis via WHS policy information sheets.

3.12 Continuous Improvement of our WHS Program

Regular review of the WHS Program will occur to ensure continuous improvement of the program. This will include review of management systems and hazard based WHS policy and procedures. The review will involve consultation with management, employees and host employers with the view of further improving WHS standards.

3.13 Injury Management

SOS Employment Pty Ltd will undertake to rehabilitate all employees who are injured at work, in a fair and equitable manner, whether they be injured at a host employers worksite or at SOS Employment Pty Ltd premises. Injured workers will be managed by SOS Employment Pty Ltd, the relevant Claim Agent and other allied medical professionals to both rehabilitate the injury and develop a return to work program. This we believe will ensure the best chance to return the injured worker but to their previous work duties.

All workers compensation paperwork will be administered efficiently and effectively by both SOS Employment Pty Ltd and the Claims Agent to ensure injured workers are not disadvantaged in any way.

Peter Poly
Responsible officer
SOS Employment Pty Ltd

Date: October 2018

Next Review Due: October 2020