

## TECH 5 RECRUITMENT LTD RECRUITMENT LTD - WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Tech 5 Recruitment Ltd is committed to continuous improvement to ensure that all our activities take place under a balanced allocation of organisational resources, aimed at achieving the highest level of safety performance.

Our objective is to not only minimise our contribution to the risk of an accident as far as is reasonably practicable, but to also provide a safe and healthy working environment for employees and contractors.

We have a formal, explicit and proactive approach to safety management based on a fair and just culture, open communication, publication of safety information and a cultural environment which encourages and supports full and open reporting of safety information.

Our policy promotes commitment to:


- Ensure that the company's workers work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on the company's premises and clients' work sites Engage with workers and encourage participation in health and safety matters, including guidance from worker representatives and union officials
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- Pre-qualify clients on health and safety management practices to determine who is eligible to utilise the services of Tech 5 Recruitment Ltd Recruitment
- Maintain documentation of our client communications, health and safety commitments and any required actions
- Ensure timely reporting of near misses, incidents and notifiable events (injury and non-injury). Investigate and ensure required corrective actions are in place
- Share a commitment to ensure the safe and early return to work of injured workers
- Promote a system of continual improvement including annual reviews of procedures and policies
- Support an alcohol and drug free work environment
- Promote and support health and safety leadership and a positive work culture throughout recruitment and Tech 5 Recruitment Ltd client industries
- The active participation and safety commitment of all Tech 5 Recruitment Ltd employees, contractors and suppliers, supports our own health and safety as well as the safety of our assets, our business and the wider community.

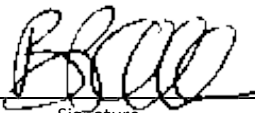
### SCOPE

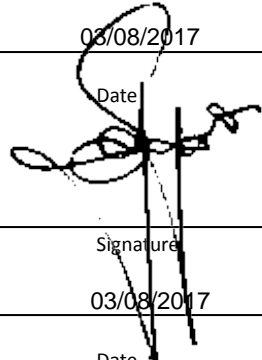
This policy applies to all workers who carry our work for Tech 5 Recruitment Ltd.

**PURPOSE**

To set out Tech 5 Recruitment Ltd's commitment to having a safe and healthy work environment and to outline the responsibilities for pro-actively managing risks and preventing accidents.

Brett Bothma	
Name	Signature
Tech 5 Recruitment Ltd Director	03/08/2017
Title	Date

Ben Allen	
Name	Signature
Tech 5 Recruitment Ltd Director	03/08/2017
Title	Date

John Wyatt	
Name	Signature
Tech 5 Recruitment Ltd Director	03/08/2017
Title	Date

## Tech 5 Recruitment Ltd Health and Safety Policy

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### INTRODUCTION

The Health and Safety at Work Act 2015 guides Tech 5 Recruitment Ltd's commitment to ensuring a safe work environment for all. Under this legislation, health and safety is a shared responsibility and we expect every team member to take personal responsibility for promoting the health and safety of themselves and those involved in, or affected by, Tech 5 Recruitment Ltd's activities.

Our Health and Safety policy confirms Tech 5 Recruitment Ltd's commitment from the top down, *"to actively promote staff health and wellbeing and provide a safe environment in the pursuit of its business objectives"*.

You are legally bound through your employment relationship with Tech 5 Recruitment Ltd to comply with this policy. Our expectations of you are outlined in this document and you are encouraged to speak with your manager if you have any questions.

### Health and safety philosophy

We are committed to ensuring:

- No business objective will take priority over health and safety
- There is a proactive focus on staff wellbeing as the foundation of a strong *'health and safety first'* culture
- All risks are managed to avoid harm
- Everyone is aware of their health and safety responsibilities - to their fellow staff, contractors and clients
- All staff have the responsibility to stop any practice, person or project they believe is unsafe or cannot be continued in a safe manner

### MANAGEMENT'S RESPONSIBILITIES

All managers in our workplace will proactively promote staff health and wellbeing. Tech 5 Recruitment Ltd will provide a safe environment so we can pursue our business objectives in a safe and responsible manner.

To achieve this we will:

- Ensure managers understand their responsibilities for health and safety of the people working under their direction
- Ensure that there is appropriate support and resourcing for health and safety management and initiatives in the workplace
- Set targets for improvement and regularly review performance against these targets
- Consult and actively promote participation with employees and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace
- Ensure the design and implementation of our services safeguard our people and clients
- Monitor compliance with legislative requirements
- Maintain a client list that documents our communications, health and safety commitments and any required actions
- Maintain a list of clients who are eligible to utilise the services provided by Tech 5 Recruitment Ltd
- Provide health and safety refreshers to all staff

## **GROUP RESPONSIBILITIES**

It is Tech 5 Recruitment Ltd's responsibility to:

- Minimise all situations which could cause personal injury or occupational illness
- Provide safe working conditions, plant and equipment
- Provide and maintain facilities for the welfare of employees while at work
- Educate our employees and contractors on their health and safety responsibilities, including to minimise hazards in the workplace
- Encourage all staff to actively participate in safe working practices and follow them at all times (on Tech 5 Recruitment Ltd or client sites)
- Encourage all staff to have a responsibility to maintain their own safety, and the safety of others in the workplace
- Support the active involvement of employees in managing workplace health and safety
- Consult and cooperate with other businesses operating in the same workplace(s) to keep everyone safe and healthy
- Support a culture of continuous improvement in all areas of health and safety and will regularly review and evaluate its performance
- Report all workplace injuries and incidents and record accurately. This is a joint responsibility for managers and employees, with managers having overall responsibility for ensuring this occurs.
- Support an alcohol and drug free work environment
- Support the safe and early return to work of injured employees
- Review this policy on an annual basis.

## **YOUR RESPONSIBILITIES**

Our employees and contractors are required to be responsible for health and safety in the workplace and have the following responsibilities:

Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions while working. This includes taking personal responsibility for health, safety and wellbeing during work related, out of hours occasions such as staff or client events. It also includes taking personal responsibility while undertaking work related activities out of the normal office environment such as while driving a car or working from home etc.

Make yourself aware of all health, safety and wellbeing related policies and ensure you follow these policies at all times. If you feel you have not been properly trained/inducted to complete the tasks and responsibilities of your role, discuss this with management.

You must report any potential risks, incidents and near misses to your manager so Tech 5 Recruitment Ltd can investigate, and eliminate or minimise harm or risk of harm.

Be aware of the signs and symptoms relating to stress or fatigue (in yourself or workmates) which could have an impact on health and safety and report these to your manager as soon as possible.

Identify and report as soon as possible, any pain or discomfort that could be caused or worsened by work related activities.

Follow client health and safety policies and procedures including emergency evacuation procedures when on client sites.

Report to your manager or higher, any requests to complete tasks that may compromise the health, safety and wellbeing of yourself, your workmates or the public. While on a client site, if you are asked to complete a task that seems contrary to health and safety, you should report this immediately to your Manager.

If necessary, cooperate with Tech 5 Recruitment Ltd in your return-to-work obligations.

Examples of how you can take reasonable care include:

- following all reasonable health and safety rules and instructions
- participating in health and safety discussions and refreshers
- exercising your right to refuse to do unsafe work after alerting management
- taking reasonable care that your actions (or inactions) do not cause harm, or risk of harm, to yourself or others
- not reporting for duty under the influence of alcohol or drugs that impair your performance or fitness for work
- not using equipment in an unsafe manner, i.e. do not remove or bypass guards or safety measures
- if you become aware of a dangerous situation stop work immediately, rectify the situation if you can do so safely, and report it to your manager
- report hazards to management
- reporting damaged tools or equipment to management, e.g. broken guards, frayed cords.
- replacing broken or worn PPE
- look out for other people and stop anyone working in an unsafe manner
- wearing all necessary personal protective equipment and clothing.

Failure to follow reasonable health and safety rules may be considered serious misconduct.