

Work Health & Safety (WHS) Policy

GENERAL POLICY

360HR Pty Ltd abides by the WHS legislation:

- The Work Health and Safety Act 2011
- The Work Health and Safety Regulation 2011

Within the 360HR Business Model the following practices will be implemented and regularly reviewed in order to meet the commitment of the 360HR WHS Policy:

DIRECTORS: PERSONS CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)

- Will review the requirements of the WHS Policy for the health and safety of all associated workers and visitors within the corporate office of 360HR Pty Ltd.
- Will take all reasonable steps to consult, co-operate and co-ordinate activities with Independent Associates (PCBU's), workers, visitors, volunteers and other duty holders to ensure their health and safety is not put at risk from work carried out as part of the business or undertaking.
- Will ensure that Workers Compensation Insurances are accurate and up to date and that the Incident and Accident Reporting procedures are maintained.
- Will maintain a register of workers compensation insurance held by Independent Associates and encourage them to maintain personal Sickness and Accident Insurances.
- Will ensure that Independent Associates and their workers are trained in and committed to the 360HR WHS Policy particularly as it affects workers and Independent Contractors on-hired to the clients of 360HR Pty Ltd.
- Will ensure that Independent Contractors obtain and maintain up to date Workers Compensation Insurances and are committed to abiding by the WHS Policy at each worksite.
- Will provide Health & Safety updates to all On-hire workers and Independent Contractors on a regular basis.

INDEPENDENT ASSOCIATES: PERSONS CONDUCTING A BUSINESS OR UNDERTAKING (PCBU)

- As PCBU's will take all reasonable steps to abide by the WHS legislation.
- Will consult, co-operate and co-ordinate activities with workers (direct and on-hired), visitors, volunteers and other duty holders to ensure their health and safety is not put at risk from work carried out as part of the business or undertaking.
- Will not supply On-hire workers or Independent Contractors to work sites without determining the commitment to WHS at that worksite via use of 360HR Client WHS Checklist.
- Will ensure all clients accepting 360HR on-hire services receive and acknowledge the 360HR On-hire Client Authorisation & Service Agreement.
- Will ensure On-hire workers and Independent Contractors complete the 360HR Health Questionnaire and use the information provided when matching candidates and assignments.
- Will ensure On-hire workers and Independent Contractors complete the 360HR Health & Safety in the Workplace document as part of the 360HR Induction.
- Will provide the 360HR First Week Induction Checklist on commencement of each new On-hire worker or Independent Contractor assignment.
- Will work proactively with clients to manage return to work programs for injured on-hire workers.

WORKERS: DIRECT AND ON-HIRE

- Will be committed to the 360HR WHS Policy and accept their duty of care for their own safety and the health and safety of other persons in the workplace.
- Will comply with any reasonable instruction and co-operate with any reasonable health and safety policy or procedure.
- Will perform tasks safely and if uncertain, will ask for directions and help.
- Will report anything which appears to be unsafe in the work environment - to a supervisor or to 360HR.
- Will advise 360HR immediately of any workplace incident involving death, injury or serious risk to health or safety.
- Will not perform tasks and work activities for which they have not been trained or were not advised as part of their duties.