

## **Work Health and Safety Policy Statement**

### **General Policy**

The Health and Safety of all persons employed by Penrith Personnel, including staff, all on-hired workers assigned to worksites of Clients of Penrith Personnel, plus visitors and others, is considered to be of the utmost importance. Penrith Personnel is committed to continual improvement in safety performance and the elimination of workplace injury and illness.

### **WH&S Consultation**

As a provider of on-hire services, Penrith Personnel understands the importance of effective communication and consultation with all parties involved, in order to achieve our Health and Safety objectives. Workplace consultation is the foundation of Penrith Personnel's Work Health & Safety Management System ("WHSMS") and is the primary method of interface with Client workplaces, with whom we share a primary duty of care in regards to our on-hire workers; Penrith Personnel actively promotes a policy of "working with" its Clients as the Host Employers of on-hired workers.

Penrith Personnel's elected Health & Safety Representative (HSR) is Jan Baremans, as changed from time to time

### **Objectives**

The objectives of this policy are to ensure that, as far as reasonably practicable:

- risks to work health and safety are controlled through the engagement of all stakeholders in a culture of safety;
- safe systems of work are provided and maintained at all times in all workplaces;
- workers are provided with information, training, instruction and supervision needed for them to work safely and without risks to their health;
- the health of staff and on-hire workers and the conditions of the workplaces where they work are monitored;
- adequate facilities are provided for the welfare of our workers;
- health and safety policies and procedures comply with legislative requirements; and
- safety performance is continually reviewed and improved.

### **Responsibilities**

Penrith Personnel is responsible for, as far as reasonably practicable:

- effective implementation of the WHSMS, driven by Management;
- providing an appropriate level of resources to the WHSMS;
- defining the key WHSMS responsibilities and communicating these to the relevant personnel;
- maintaining effective communication and consultation to engage with key stakeholders on safety matters; and
- ensuring systems are in place to allow for the identification and resolution of work health and safety issues.

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### Responsibilities (continued)

Penrith Personnel's Staff and On-Hire workers are responsible for:

- following all work health and safety policies and procedures;
- ensuring their own and others health and safety is not affected by their actions;
- working with Clients / Host Employers and business partners to achieve the objectives outlined in this policy;
- reporting to Penrith Personnel any variation in tasks, work duties or any other aspect of an on-hire assignment which may be requested by a Client / Host Employer; and
- reporting of all incidents including unsafe work practices, hazards, near misses and injuries.

Contractors and/or sub-contractors engaged to perform work on behalf of Penrith Personnel are responsible for:

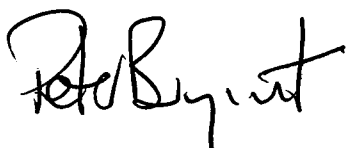
- compliance with relevant work health and safety legislation, standards and codes of practice;
- observing directions on health and safety from management or staff of Penrith Personnel; and
- ensuring their own and others health and safety is not affected by their actions.

Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract. A copy of this policy is to be issued to all principals contracting or sub-contracting to Penrith Personnel.

### WH&S Program

In order to implement the general provisions of this policy, a program of activities and procedures has been established. These activities and procedures are to be monitored and reviewed to ensure their effectiveness and implementation. The program relates to all aspects of the WHSMS, including:

- Initial inspections and evaluations of the Client / Host Employer's workplace to confirm safe working conditions, policies and procedures are in place prior to assignment of on-hire workers;
- An ongoing program of inspections and site visits to monitor Client workplaces during the course of the assignment;
- Assessment and selection of applicants for work will include consideration of the requirements of the duties to be performed. This process may need to be supported by medical examination to confirm capacity to complete the duties required, both prior to and during employment;
- Broad-based WH&S induction of all on-hire workers, prior to assignment;
- Consultation with the Client / Host Employer regarding further site and process-specific induction and training of on-hire workers prior to and during the course of an assignment;
- Gaining Client co-operation regarding work design and safe systems of work;
- Supply of WH&S systems, advisory and training services to improve work methods and practices on Client / Host Employer sites;
- Provision of information to employees to facilitate the consultative process;
- The establishment, development and promotion of Safety awareness and rules; disciplinary action where necessary;
- Emergency procedures;
- Ensure Client / Host Employer supply of WH&S equipment and services appropriate to assigned tasks;
- Reporting and Recording of incidents, accidents, injuries and illnesses; and
- Provision of Injury Management and Return to Work services in the event of an injury.



Peter Bryant  
Director

13/04/2016

Dated: