



**Melbourne:**

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The management and staff of Concept Engineering (Aust) Pty Ltd and Ashley Services Group welcome you to the company.

Due to the nature of the labour industry we adhere to our clients practices regarding hours of work, security and safety procedures. You **MUST** adhere to all safety regulations and procedures as determined by Concept, the host client and legislation.

You **MUST** work safely and wear all PPE correctly and in accordance with site and work requirements.

All near misses, incidents and injuries **MUST** be reported to your host supervisor and also to Concept and then recorded in the relevant Accident Record/Injury Registry.

Your pay period will operate from Sunday to Saturday with your pay being processed to your nominated financial institution on the following Wednesday. In the event of a public holiday falling on a Monday or Tuesday, your pay may be delayed. If you are unsure, please ring the office. It is your responsibility to complete your timesheet daily and have the time sheet signed weekly. Please then ensure it is provided to the Concept office no later than 12.00pm (midday) on the Monday following.

Communication is key. If you are unable to attend work for any reason, it is imperative you contact us **at least 1 hour prior** to your scheduled start time. When the client informs you of the near completion of your assignment, please contact your Concept office. This will alert us to your availability for current or future positions.

Concept Engineering is part of Ashley Services Group. The Group are major suppliers of employment services & training providers for temporary and permanent staff throughout Australia. The Group is committed to continuously improving its Occupational Health, Safety & Welfare performance in every aspect of the Group's activities. We aim to achieve an injury free work environment. To achieve that goal we will work to reduce the number of injuries year on year and cause no harm to our employee's. As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, clients, customers and visitors. This commitment also extends to ensuring that our operations do not place the local community or environment at risk of injury, illness or damage.

### **Aims and Objectives:**

We will adopt procedures to:

- provide and maintain healthy and safe workplaces, safe plant and systems of work;
- provide written procedures and instructions to ensure safe work practices;
- ensure compliance with legislative requirements and current industry standards;
- provide such information, instruction, training and supervision to employees, contractors, clients and customers as is necessary to ensure their continued health and safety; and
- provide support and assistance to employees and involve them in consultation on safety issues.

### **Responsibilities:**

We recognise that the overall responsibility to provide a safe workplace rests with management, who will be accountable for the implementation of this policy.

These responsibilities include:

- ensuring that all WHS policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related injuries and illnesses; and
- providing adequate resources to meet these WHS comments.

### **Employees also have responsibilities, which include:**

- following all WHS policies and procedures; and
- recognising hazards which may affect the health and safety of themselves, others, or the environment.

We are committed to encouraging consultation and co-operation between management and employees, and will formally involve elected employee health and safety representatives in any workplace change or any matters that may affect the health and safety of employees in any workplace.



Employee name

Position Title

Host / Client

**REMINDER: Timesheets must be provided to your Concept office each Monday - before midday (12.00pm)**

Day	Date	Start	Finish	Lunch	Total Hours	Ord Time	OT1.5	OT2.0	OT2.5	Shift	Travel	Any Allowances / Any Comments
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Totals W/E												

Host / Client Representative (Please print name)

Host / Client Representative (Please sign name)

**Yellow** - Client copy    **White** - Employee copy