



1.0 PURPOSE

As a major supplier of employment services & training, 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 employees.

2.0 SCOPE

This Policy applies to all employees, contractors or visitors who are in workplaces where the Group is present.

3.0 STATEMENT

It is our aim that work activities, carried out by our employees whether permanent or casual, will be undertaken with all reasonable and practicable measures applied to prevent risk to their Health, Safety and Welfare whilst at work. This will be achieved by:

- The management of safety in the workplace is assessed in consultation with our clients to ensure best practices for our permanent and casual labour force and clients alike;
- In support of our aims and values, and to foster continuous improvement with the control of work-related injury and illness, a safety management system has been developed in accordance with Australian Standard AS 4801:2001. The system includes formal procedures for identifying, assessing and controlling risks in the workplaces where our casual employees are placed with a host employer;
- The Group is committed to complying with the relevant legislation, acts, regulations, codes of practices and standards. The safety system incorporates the establishment, monitoring and review of safety objectives and targets;
- All employees, trainees, sub-contractors and clients will be encouraged to co-operate with the promotion and compliance of this policy and must ensure that they demonstrate their duty of care for Health, Safety and Welfare for others and themselves;
- The account manager will communicate with employees and clients to ensure that Health, Safety and Welfare requirements are addressed. All employees are provided with adequate facilities for their welfare at all workplaces, and are given relevant information, instruction training and supervision necessary to ensure they are safe from injury and risks to health. The Group will ensure appropriate resources are allocated to administer this policy;
- The Group uses the services of a WorkCover Claims Agent to provide equitable management of WorkCover claims. The Group has a Rehabilitation Program in place to support any employees who are suffering from work-related injury or illness;
- The Group and its clients share the responsibility and accountability for all Health, Safety & Welfare matters.



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