

Subject: OH&S Policy Overview

Chapter: Site, OH&S, Employee Wellbeing

Date Issued: 30th July 2002

Date Updated: 31st July 2013

Flexi Personnel is a temporary and labour hire company providing temporary and labour hire services to general industry in the Western and Northern Regions of Melbourne. Flexi Personnel is committed to the continual well being of its employees and all workers, and to ensuring that all employees and workers are safe from injury and risks to health while at work.

In order to achieve this, Flexi Personnel's broad objectives are:

- To interview potential workers in such a manner so as to be able to select workers with the knowledge, skills and experience required to be able to perform the tasks nominated, safely and competently;
- To carry out an induction of the worker to provide details of the job, together with basic generic OH&S information that would apply in the type of work to which the job relates;
- To provide safe equipment and working procedures including adequate ventilation, safe electrical connections maintained air conditioning, clear passageways, emergency procedures, etc.
- To ensure adequate facilities for the welfare of workers such as ergonomically sound furniture, kitchen and dining area, washrooms, first aid kit.
- To maintain documentary evidence and records relating to all issues of employment and occupation health and safety.

Management has prescribed that the company will have a fully documented Occupational Health and Safety Management System containing detailed procedures designed to facilitate these aims.

The company is committed to ensuring that this management system is implemented throughout its operations.

The effectiveness of this system depends greatly on the support of all our employees and workers; to this end each employee and worker is expected to be fully committed to the implementation of this policy.

All employees are expected to:

- Practice safe working habits
- Report unsafe working conditions or equipment
- Keep their immediate work area in a safe and orderly condition
- Take care of others
- Co-operate with Flexi in meeting the requirements of the Occupational Health & Safety Act.
- Accord the health and safety of non-employees, visitors, etc, a high priority.
- Immediately report any hazards or faulty equipment to the Occupational Health and Safety Working Committee or the Occupational Health and Safety Officer.

Each Manager has direct responsibility for the occupational health and safety of employees under their care. An employee should discuss any occupational health and safety concerns with her/his Manager. The observations and suggestions of all workers will be valued.

Flexi Personnel acknowledges that no other business practice is more important than the safety of its people.