

	Workplace Health & Safety Policy	Date Updated: 30 November 2020
	Version No: 3	Last Review Date: 20 th April 2019

WORKPLACE HEALTH & SAFETY POLICY

Frontline Human Resources (FHR) believes that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed by our employees. People are our most important asset and work health and safety is everyone's responsibility. The safety of the public is given equal priority to that of our workers.

FHR activities include the provision of recruitment, labour hire, training and human resource/industrial relations consultation services. In its activities, FHR is committed to providing and maintaining as far as practicable a working environment that is safe and without risks to health, and eliminates or controls work-related hazards and risks for all employees, whether they are direct employees or they are placed with other employers, and all contractors, clients, visitors and the public.

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

- Achieve a safe and incident free workplace
- Consider WHS in project planning and work activities
- Involve employees, subcontractors and clients in the decision making process through regular communication and consultation
- Ensure employees identify and control risks in the workplace
- Monitor and review the elimination or control of potential risks
- Enhance employees WHS knowledge through a program of education and training

The success of our WHS management depends on:

- The commitment of all persons to achieve the policy objectives
- Planning work activities with due consideration given to WHS
- Undertaking the risk management process in an effective manner
- Communication and consultation between all parties associated with FHR

Matters for consultation may include:

- Hazard and risk identification
- Control measures for managing hazards and risks
- The development of safe work method statements or risk assessments
- Site safety rules
- Site inductions
- Changes to site conditions
- Welfare facilities
- The purchase of new or used plant and equipment or new substances and materials
- The continuous review of safety policies and procedures
- The collection of emergency information including but not limited to contact details, location of first aid kits and emergency assembly points
- Presentation of Tool Box Talks

	Workplace Health & Safety Policy	Date Updated: 30 November 2020
	Version No: 3	Last Review Date: 20 th April 2019

To achieve our workplace health and safety aims we will:

- ensure compliance with relevant legislation, regulatory requirements, and relevant industry standards
- apply a systemic approach to identifying, assessing and controlling workplace hazards and risks;
- ensure all managers remain directly accountable for the health and safety of their employees and provide adequate resources to assist managers in this cause;
- obtain accurate information from the host employer as to the type of work and the knowledge, skills and experience required by the worker to be able to perform the specified work safely and competently;
- induct workers with details of the job, and relevant WHS information applicable to the work environment and industry
- assess worksites for risks to health safety associated with the nominated work and work environment;
- monitor worksites with the aim of ensuring the host employer provides and maintains a working environment that is safe and without risk to the health of employees;
- maintain relevant policies, procedures, systems, information, training and organisational structures to support and communicate effective health and safety practices throughout the business;
- establish and evaluate clear health and safety targets and objectives on an annual basis;
- provide a consultative mechanism with employees and contractors on all safety related issues;

FHR will implement and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored regularly to ensure their integrity and effectiveness.

FHR is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

We are committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011*, codes of practice and other safety guidance material.

FHR management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

FHR employees will:

- Take reasonable care for their own health and safety

	Workplace Health & Safety Policy	Date Updated: 30 November 2020
	Version No: 3	Last Review Date: 20 th April 2019

- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Authorisation

Name:	Position:	Signature:	Date:
Perry Zoelfel	Director		30 November 2020
Steve Bisshopp	Director		30 November 2020
Review Date:	April 2022		