

Health & Safety Policy

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Issue 13, 15 August 2024
Issued by Amanda Flavell
Status - Final

Health & Safety Policy

Tradestaff is committed to:

- The Health, Safety and Wellbeing of all our workers in our offices and on our clients' sites.
- Our first Cog of Commitment: *'All Workers have the Right to Come to Work Expecting to Return Home Uninjured'* which is the driving principle of all our processes, procedures and culture.
- The reduction of injury & illness and promotion of mental well-being for all our workers, and others they work with. This is at the core of all our standard operating procedures and fully integrated into all business decisions.
- Continuous improvement in Health, Safety and Wellbeing by working closely with our clients to comply with the current Health and Safety legislation, Safe Operating Procedures, Codes of Practices and Industry Guidelines.

We have the following objectives:

- To generate a strong and collaborative culture where all stakeholders are engaged and interested in the best Health, Safety and Wellbeing outcomes.
- To make Tradestaff an industry leader in Health, Safety and Wellbeing and in looking after all our workers.
- To Increase the number of incident reporting to enable us to reduce the number of injuries to our workers.
- To ensure Tradestaff employ the right people for the right job, who are work fit and competent to do the assigned work, with clients who respect and look after them.

Management Responsibilities:

To meet these objectives Management will:

- Continuously support a psychologically safe space for all workers to report unsafe acts or behaviours.
- Ensure all internal employees have guidance to understand the total integration of Health, Safety and Wellbeing into business decisions.
- Ensure appropriate training of Standard Operating Procedures is given to all internal employees, including effective incident reporting.
- Provide an environment where our workers can easily participate in Health, Safety and Wellbeing to continue creating safer, healthier workplaces.
- Support Health, Safety and Wellbeing initiatives.
- Participate in the development of all Health, Safety and Wellbeing policies and procedures.

Worker Responsibilities:

All workers play a vital role in maintaining a safe and healthy workplace by:

- Taking responsibility for their own and others Health and Safety in the workplace seriously.
- Following all work Health and Safety policies, Standard Operating Procedures and Guidelines of both Tradestaff and the Client.
- Correctly use any personal protective equipment and safety devices provided to them.
- Reporting to Tradestaff any variation in tasks, work duties or any other aspect of their work.
- Reporting all incidents, including unsafe work practices, near hits, injuries, pain and/or discomfort as soon as possible.
- Never working under the influence of alcohol or drugs.
- Being actively engaged in Health and Safety while working for Tradestaff.

The Health and Safety Committee:

The Health and Safety committee is responsible to ensure our Standard Operating Procedures are relevant, practical, and support best practice Health, Safety and Wellbeing. This policy will be reviewed every 2 years by the Committee and amended following any operational, legislative, or best practice changes.

Signed:

Date: 15 August 2024



Position: General Manager - Recruitment

Review Date: 15 August 2026