



Occupations Health & Safety Policy for Temps

TEMP HEALTH & SAFETY STATEMENT

Hugo Personnel is committed to ensuring our Temps have a safe working environment utilising safe work practices. We will work with both our Temps and our clients to achieve this goal.

Hugo Personnel recognises it's legal and moral obligations to take all reasonable precautions to provide and maintain, as far as practicable, an environment that is safe and without risk to the health of our Temps.

In realising its commitment, Hugo Personnel will comply with all relevant Occupational Health and Safety legislation and aim for continuous improvement in its performance and standards in Occupational Health and Safety management.

Hugo Personnel will encourage ownership, participation and commitment to OH&S by:

- Complying with applicable health and safety laws, regulations and Codes of Practice
- Reducing the risk of accidents by the proactive use of equipment or tools, to better target priorities and prevent recurrence
- Will apply risk management principles to the risks and hazards to its employees, Temps and of anyone else that may be affected by the company's activities
- Provide and maintain, in consultation with employees, Temps and clients, safe systems of work and safe work practices to support a safe working environment
- Provide necessary information, training and appropriate supervision to enable all employees and Temps to understand and follow safe systems of work
- Ensure that employees, Temps and clients are appropriately informed and consulted on health and safety arrangement within the workplace
- Provide workers compensation and appropriate injury management in accordance with the applicable state legislation
- Monitor and evaluate health and safety performance regularly, to ensure legal compliance and a continuous improvement focus

As a Hugo Personnel Temp, you have a legal responsibility to look after your own health and safety and the safety of those who may be affected by your acts or omissions. We integrate wherever possible with our client's OH&S policies and procedures but we ask you to report all accidents and hazards to both your supervisor and Hugo Personnel Consultant.

Hugo Personnel's commitment to our Temps Health and Safety includes:

- Conducting Workplace reviews of our client sites to ensure safe systems of work and safe work practices to provide our Temps a safe working environment
- Conducting an OH&S Induction for all Temps
- Providing a range of ergonomics assessments, tools and exercises for people who work at computers for long periods of time
- Ensuring that all work related accidents/incidents and near misses are reported using a computerised reporting database to not only comply with health and safety legislation, but to provide a method for early intervention, accident investigation and corrective action
- Hugo Personnel will provide practical assistance to enable any Temp who is injured whilst at work to remain at work or alternatively return to work at the earliest opportunity

OH&S ROLES AND RESPONSIBILITIES

The roles and responsibility for health and safety within a workplace lies with all levels of management, employees, clients and Temps.

All Employees and Temps

- Have a legal duty to take reasonable care of their own health and safety and that of others that may be affected by their acts, or failure to act
- Are required to co-operate with Hugo Personnel and clients on matters of health and safety. Work in accordance with any process, training or health and safety instruction given by Hugo Personnel and/or clients.
- Have a legal duty not to interfere with, or misuse, anything provided in the interests of health, safety or welfare eg. personal protective equipment
- Report any unsafe or workplace hazard to their Consultant or Supervisor

Occupations Health & Safety Policy for Temps

Hugo Personnel Management

- Responsible for the effective implementation of company health and safety management system by providing support and resources to state managers to meet the needs of Hugo Personnel and our client's health and safety obligations
- Will keep under review health and safety policy within their business, eg. health and safety as agenda item at meetings
- Will ensure that effective budgets for health and safety are adequate for the type of work to be performed in the individual service contract
- Will ensure appropriate resources are made available to meet health and safety legal obligations
- Will ensure that there is appropriate support and resources for employees to carry out their work in a safe manner in the office or on a client site
- Will ensure that all employees have appropriate training and instruction in their duties relating to health and safety and that they comply with these duties, including client training needs
- Will monitor health and safety statistics and hazard reporting within their business unit for signs of trends that may require specialist involvement
- Will support all persons carrying out their health and safety responsibilities under the Hugo Personnel OH&S Policy

Hugo Personnel Consultants

- Responsible for the implementation of the Hugo Personnel health and safety policies and procedures within their area of responsibility
- Will ensure that their Temps have appropriate training and instruction in their duties relating to health and safety and that they comply with these duties, including client training needs
- Will be responsible for resolving health and safety issues, as far as practicable, as they arise in the workplace or client workplace
- May participate on the client site Workplace Health and Safety Committee as the management representative
- Will monitor and review client Site Safety Plans on a regular basis for any changes during the life of the contract

OH&S Representative

- Will advise and assist Hugo Personnel Management on health and safety issues involving Hugo Personnel employees, Temps, and business activities with clients
- Will ensure that health and safety policies and procedures are in compliance with OH&S legislation and standards
- Will keep under review health and safety injury statistics and trends to identify improvements and/or initiatives within the health and safety program

Clients

- Responsible for the effective implementation of their own company health and safety management system by providing support and resources to meet the needs of Hugo Personnel Temps with regards to their health and safety obligations
- Ensure safe premises and facilities for Hugo Personnel Temps
- Ensure that machinery and substances are appropriately managed and there are safe systems for use
- Provide induction, instruction and training on hazards within their workplace to Temps.

HUGO PERSONNEL HEALTH & SAFETY COMMITMENT

Workplace Review of Client Sites

Suitably qualified Hugo Personnel staff will conduct a site review prior to committing any Temp to a client site. Alternatively, the client will conduct a Self-Assessment and certify the safety of the site. The review will identify:

- Any specific hazards within the work environment
- The client's legal compliance with OH&S
- Client specific work practices and procedures, and
- What training and induction is provided for Temps to cover:
 - emergency procedures
 - hazardous substances
 - first aid
 - reporting of accidents / incidents
 - near misses

Information gained through reviews at client sites will be used by Hugo Personnel Consultants to conduct Temp OH&S Inductions.



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Temp Health and Safety Induction

Upon acceptance of a contract, and prior to starting as a Temp on a client site, a Hugo Personnel Consultant will meet with the Temp. The induction covers Hugo Personnel's work practices as well as ensuring that the Temp understands their OH&S responsibilities.

The Hugo Personnel Temp induction process arms the Temp with the skills and knowledge to perform tasks safely and ensures that Temps are appropriately inducted into client sites.

Hugo has also developed a number of tools to identify potential hazards and provide the Temp with the best possible information on health and safety in IT.

Accidents / Incidents

Hugo Personnel will record and monitor accidents/incidents and near misses.

Temps must ensure that all workplace accidents and illnesses that may result in lost time or a change in duties are reported immediately to their Hugo Personnel Consultant who will record the details. This Accident/Incident Report form is used to record details and is to be faxed to your Hugo Personnel Consultant.

Everyone has a duty of care to maintain the health and safety of those with whom they work. If you are present at the time an accident /incident occurs you should:

- Make sure any injured person is properly cared for first
- Make the work place safe, without disturbing the scene, and without endangering yourself
- Notify your supervisor and Hugo Personnel Consultant that an accident /incident has taken place

Workplace Hazards

Whenever a hazard or risk is identified in the workplace, it must be noted and reported. All efforts must be made to minimise or eliminate the hazard. A hazard identification form is obtainable from your Consultant if required. Please complete the form and fax to Hugo Personnel on 9642 1201.

Temp Return to Work Policy

Hugo Personnel is committed to the prevention of occupational injury and illness by providing a safe and healthy work environment for all Hugo Personnel Temps. In the event of a work-related injury or illness, Hugo Personnel is committed to supporting our Temps desire to return to the workplace and will negotiate possibilities with the end client on behalf of the Temp to everyone's mutual benefit. A Return to Work Policy document can be obtained from your Consultant.

Hugo Personnel