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HEALTH AND SAFETY POLICY STATEMENT

Coverstaff Recruitment is 100% committed to safety. Not just through legislative process but by a genuine commitment from the staff, understanding that safety it's not negotiable; it forms part of the employment relationship and being part of the Coverstaff Recruitment team.

Coverstaff is committed to providing a safe, healthy environment for all personnel, contractors and visitors to the company's site, and ensuring the safety of personnel representing Coverstaff on sites not directly in the control of Coverstaff is paramount to meeting our commitment.

Management will:

- Ensure that safety is a number one priority and this is reflected in our daily business operations.
- Have a Quality Management System (QMS) that is known. The QMS will inform, educate, reflects our commitment and ensures safety is communicated and understood.
- Ensure safety is at the forefront of business operations, this includes all staff, casual staff, suppliers and contractors and sites that Coverstaff are not in control of.
- Ensure the identification, assessment and control of all hazards and in particular significant hazards in the workplace. This will be by identifying, controlling (Eliminate, Isolate and Minimise steps) and communicating the risks and significant hazards at all sites.
- Provide health & safety training and supervision in the form of induction and ongoing employee representation with adequate supervision and feedback on all sites.
- Provide staff and representatives with the opportunity to be involved in the hazard management process and injury reduction objectives acting in good faith to solve all issues.
- Support and promote rehabilitation ensuring injured staff return to work safely as early as possible.
- Support, adhere to and promote the Health & Safety in Employment Act and all associated amendments, regulations and legal requirements, always looking for ways to continuously improve systems and practices.

Employees will:

- Actively contribute to hazard identification, hazard management and injury reduction process by participating in health and safety, including but not limited to induction, training, and any incentives.
- Adopt and abide by safe work practices, procedures, instructions and the wearing of Personal Protective Equipment (PPE) as required. Coverstaff will implement serious misconduct for direct breaches of health and safety as per their employment agreement.
- Encourage everyone to be involved in health and safety, support health and safety representatives and always act in good faith to solve any issues.
- Report incidents promptly, accurately and participate in investigation and follow up.
- Participate in and promote safety, rehabilitation and return to work programmes.

Date: 1st November 2011

Review: 1st November 2012

Signed James Flynn

Director Coverstaff