

# Tech Trade

RECRUITMENT

## Health & Safety Policy Handbook

March 2018





## **HEALTH AND SAFETY POLICY**

**MARCH 2018**

**Remember that communication is key to a successful healthy and safe working relationship.**

### **CODE OF CONDUCT**

Integrity—behaving ethically and being true to our words—is a Trade Recruitment core value and one we must never compromise. Ethics violations won't be tolerated. You are encouraged to report complaints, concerns, or suspicions about non-compliance.

Trade Recruitment are committed to ensuring that all employees have a safe, respectful and trusting working environment. Sexual and racial harassment, or any other type of bullying, either direct or indirectly is unlawful.

The offences that are set out below constitute serious misconduct, and may lead to instant dismissal.

- Possession of or consumption of alcohol or illegal drugs whilst you are on a client site will not be tolerated, further to this reporting to work in such a condition (i.e. under the influence of alcohol, illegal drugs or medication) that will prevent you from carrying out your duties in a proper and safe manner.
- Physical violence against any person
- Sexual, racial or any other harassment of any other person
- Failure to accurately record hours of work
- Acting in a manner that will threaten the personal safety and or health of any person
- Unauthorized possession of property belonging to a client of Trade Recruitment
- It is a policy that Trade Recruitment encourage all candidates to achieve and excel to the best of their abilities when carrying out their job responsibilities whilst on assignment. Further to this is it expected that you behave in accordance with the Trade Recruitment expectations. Once you have accepted an assignment and you are working on a client site, please remember that you are not only representing yourself but that you are also representing Trade Recruitment.

It is a requirement that you ensure you have understood the Client site induction and that you have taken the time to familiarise yourself with all of the site requirements. Furthermore it is expected that if you are unclear on any policy or procedure that you seek clarification from the Client and or Trade Recruitment.

At no time are you expected to undertake a work task that you feel is outside the parameter of your knowledge or skill set. If you feel that you have been asked to do anything illegal, unsafe or unreasonable notify Trade Recruitment immediately.

## **DRUG AND ALCOHOL POLICY**

Trade Recruitment is committed to ensuring the wellbeing and safety of its employees, in order to achieve our goal of absolute zero harm we have a no tolerance policy towards drugs and alcohol in the workplace. It is every employee's right to return home from work at the end of the day healthy and safe and in order to achieve this Trade Recruitment will carry out drug screening of Contract employees under the following circumstance:

- a) Randomly as part of your pre-employment
- b) Where either Trade Recruitment or a Client of Trade Recruitment suspect reasonable cause or suspicion is present
- c) Immediately post incident
- d) At the request of our Client prior to being placed on assignment

If it has been confirmed that you have reported to work under the influence of either drugs (illegal or prescribed) or alcohol you will be deemed unsafe and incapable carrying out your role and responsibilities. As a result you may face disciplinary procedures that could result in instant dismissal.

## **SMOKING**

Whilst on a Client site you must comply with all smoking policies and procedures. You are only to smoke in the areas designated to do so. You must not under any circumstances smoke in any areas that have been designated as nonsmoking areas. Please note that this may also apply to Client car park areas.

You must acknowledge that smoking is a potential fire hazard and you will need to exercise caution and undertake to dispose of all cigarette butts and matches in a responsible manner and in the designated receptacles.

## **FIRE HAZARDS**

You will be inducted onto each Client site and as a part of your induction you will be made aware of the Fire evacuation procedures. You must remain vigilant and aware of all potential hazards relating to fire. This includes but is not limited to frayed or perished electrical cords, ashtrays that may contain cigarettes that have not been extinguished properly, rubbish or flammable material that is near any source of heat. Hot work permits have been sought and signed off by the appropriate Supervisor (see Health and Safety for further ho work procedures).

## **HOUSEKEEPING**

Taking pride in your work is exceptionally important. It is expected that you will maintain a high degree of cleanliness and tidiness in your designated work space. How you leave your workspace will be how you are remembered so please ensure that your workspace has been tidied and all equipment has been returned to where it belongs.

### **1. Health & Safety Introduction**

Trade Recruitment have a responsibility under the Health and Safety in Employment Act 1992 to take all practical steps to ensure your safety at work.

This Health and Safety Policy and Procedures Manual outlines Trade Recruitment and it's obligations, rights and responsibilities under the Health and Safety and Employment Act 1992.

Trade Recruitment Contract employees are to familiarise themselves with this manual and are to be aware that under the Health and Safety in Employment Act 1992, all Contract employees are equally responsible and liable for their actions or inaction.

Compliance with Health and Safety is a condition employment with Trade Recruitment. Failure to adhere to with the Health and Safety rules outlined in this manual may result in disciplinary action.

### **2. Health and Safety Responsibilities**

Trade Recruitment are committed to a zero harm policy and to ensuring Trade Recruitment personnel are placed into safe working environments. Trade Recruitment will do this by;

- Complying with all health and safety legislation, standards and codes of practice
- Identification and assessment of workplace hazards
- Communication of workplace hazards to employees
- Provide Health and Safety training, induction and supervision
- Support staff rehabilitation to ensure the safe and timely return to work

As a Contract employee of Trade Recruitment, you have a legal obligation to take responsibility for your own safety and the safety of those you work with. This involves;

- Adhering to the companies Health and Safety procedures
- Making yourself aware of company emergency exits and procedures
- Adhering to job specific PPE requirements

- Reporting hazards and unsafe conditions to your supervisor immediately
- Reporting accidents and near misses immediately
- Communicating a change in job duties to Trade Recruitment
- Not operating any machinery without training
- Communicating your need for additional training to your supervisor and to Trade Recruitment
- Keeping your work place clean and tidy, cleaning spills and making sure exits are kept clear
- Not reporting to work under the influence of alcohol or drugs and not consuming or supplying alcohol or drugs onsite
- Participate in rehabilitation and safe to work programmes
- Participating in workplace health and safety meetings

### **3. Emergency Procedures**

Trade Recruitment personnel will be made aware of the location of the following;

- First Aid Officers
- First Aid Box
- Alarms
- Emergency Evacuation Points
- Fire Extinguishers
- Exits
- Isolation points for power, water or gas in their area of work

All Contract employees of Trade Recruitment will be aware of how to contact Emergency Services such as the Police, Ambulance and Fire Department.

- i.** Dial 111
- ii.** Ask for the service you require
- iii.** Provide – your name, the company address, the type of emergency, a description of the emergency and the identified dangers

#### 4. Accident Reporting

When an accident occurs, immediate action must be taken to eliminate, isolate or minimise any hazards that can cause harm and get immediate medical attention to any person injured as a result of the accident.

If an accident is serious and someone requires medical attention;

- Notify your supervisor
- Obtain the help of a qualified first aider
- Do not move the injured person, unless they are in immediate danger of further injury
- Do not disturb the scene in any way until an investigation has taken place.

#### 5. Accident Reporting Procedure

- **ALL** accidents (no matter how minor) and near misses must be reported to your supervisor immediately
- Medical treatment will be provided onsite or you will be sent to a medical provider
- The accident will be recorded in the Accident Register and you will assist in filling out an accident form prior to leaving site
- You will notify Trade Recruitment as soon as practically possible and where possible prior to leaving site
- You will be required to visit the Trade Recruitment branch and fill out a Trade Recruitment Accident form
- If a doctor's visit is required, please bring a doctor's certificate and a copy of your ACC form to the Trade Recruitment branch office
- If you require time off for a work related injury, you may be required to supply a doctor's certificate declaring you are fit to resume normal work duties.
- ***Failure to adhere to the above accident reporting procedures may result in disciplinary action and can impact on ACC claims proceedings.***

#### 6. Hazard Identification

A hazard is something which may cause you or others around you harm.

Trade Recruitment complete a Health and Safety audit that identifies site hazards.

Trade Recruitment will brief you on the site hazards prior to commencement of assignment. It is your responsibility to identify the onsite hazards and report all new work hazards to your supervisor immediately.

## **7. Personal Protective Equipment (PPE)**

Trade Recruitment have a responsibility to ensure all Trade Recruitment Contract employees have access to PPE.

Trade Recruitment have a responsibility to wear the required PPE correctly.

Examples of PPE

Steel capped safety boots

Hi-Vis jackets

Hard hats

Ear protection

Eye protection

Overalls

Dust masks/ Respirators

Wet weather gear

Hair nets

Gloves

Visors

Harnesses

## **8. Sickness**

- You should not arrive at work in sick or ill health
- If you suffer unexpected sickness or nausea or dizziness at work, you should inform your supervisor immediately

