

**10 January 2021**

Workforce Connect is committed to the safety and wellbeing of our employees, contractors, clients, and local communities. Workforce Connect believes that responsible health and safety management, and superior health and safety performance is integral to an efficient and successful company.

This is achieved through leadership and the use of reliable systems that support effective decision making.

## **HSSE Principles**

To enable health and safety objectives to be achieved, each Workforce Connect operation will:

- **Identify** opportunities for improvement and set challenging standards that are consistent with the values and expectations of employees and the broader community.
- **Implement** and maintain a health & safety management system that identifies, assesses, and effectively controls health & safety risk to employees, contractors, and the broader community. Such a system must be characterised by rigor, simplicity, and action.
- **Integrate** health & safety into all aspects of the company's activities including project development, contract mining and civil works.
- **Design**, construct, operate and decommission all facilities and associated infrastructure to create and maintain a safe workplace and promote employee wellbeing.
- **Select** appropriately qualified and capable people who can demonstrate a high level of awareness and commitment towards proactive safety management.
- **Provide** training to enable employees, contractors, and suppliers to work in a safe and responsible manner and to ensure they are able to manage their activities in accordance with this policy.
- **Initiate** regular audit and assessment programmes and embrace recommendations for improvement with prompt follow-up action.
- **Consult** employees and the community on concerns, aspirations and values for the health & safety related to the development, operation, and closure aspects of projects.

- **Communicate** openly about workplace hazards, risks or incidents and ideas for improvement to enable effective decision-making and action.
- **Demonstrate** commitment to reporting of health & safety performance
- **Comply** with all applicable legal and regulatory requirements as a minimum standard.

## Health and Safety Policy/Processes

### 1. Documentation to Utilised

- Workforce Connect Workplace Risk Assessment
- Workforce Connect Physical Assessment and Workplace Safety Questionnaire
- Workforce Connect Incident Management Procedure
- Workforce Connect Incident Report Form

### 2. Documentation Purpose

- a. *Workforce Connect – Workplace Risk Assessment:* The WRA is utilised prior to any candidate commencing work on any work site. It is completed by the Account Manager and/or the client HSE representative. It is designed to identify any risks/hazards onsite that a candidate will be exposed to as a part of their everyday duties and the measures in place to mitigate said risks. Identifies all aspects of the worksite and where a candidate is to work on multiple sites a full WRA is to be completed for each work site where works will be performed.  
The WRA is relevant for 2 years before it must be completed again in order to ensure any changes to the specified workplace are accounted for. If the candidate's role changes onsite, then another WRA must be completed for the new tasks that they will be requested to perform in the new position.
- b. *Workforce Connect – Physical Assessment and Workplace Safety Questionnaire:* The Physical Assessment and Workplace Safety Questionnaire is targeted towards the suitability of the candidate to the works they are being asked to perform. It identifies any pre-existing injuries that would put them at a higher risk depending on the tasks they are completing as part of their everyday work.

It enables Workforce Connect to place 'fit or work' candidates into roles that is best suited to their personal/individual physical capabilities i.e., a pre-existing lower back injury would not be placed into a repetitive heavy lifting role. Every candidate commencing works on behalf of Workforce Connect is to complete the form prior to being placed into work, no works can be performed without the completed assessment/ questionnaire. A candidate who has previously worked for Workforce Connect, but not worked for a period of greater than 6 months, must also complete the form again prior to placement. The Questionnaire is sent to all candidates registering with Workforce Connect, they are unable to proceed to placement stage without the sign off of this document.

- c. *Workforce Connect – Incident Management Procedure*: This document outlines the processes to be followed once a workplace incident has occurred. A comprehensive document outlining the relevant roles and responsibilities, incident response, notification and reporting procedures, investigation process, return to work procedure, and HSE review and close out process.
- d. *Workforce Connect – Incident Report Form*: A detailed and comprehensive checklist/step by step process to follow while conducting an investigation into an incident. Must be utilised in accordance with the HSSE policy and recorded appropriately as per OPM.

### 3. Document/s Location

- All above mentioned documentation is stored on the JPC server. Completed documentation is stored under relevant client and candidate records in Fast Track 360 secured database and can be accessed via Freedom of Information Act processes.

<C:\Users\Don.Scott\Five Bridges Ltd\JPC - Workstars\WORKFORCE CONNECT Labour Hire 2020\WORKFORCE CONNECT\Forms\Policies>

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