

PURPOSE

The purpose of this procedure is to ensure the completion of WHS assessments of host systems, workplaces and assignments prior to and following the placement of on-hired workers.

SCOPE

This procedure applies to:

- ▶ Host WHS Assessments
- ▶ Assignment Safety Assessments
- ▶ Job Safety Analysis
- ▶ Site & Task Monitoring

FORMS

- ▶ Pro01F01 WHS Assessment Checklist (Blue Collar)
- ▶ Pro01F02 WHS Assessment Checklist (White Collar)
- ▶ Pro01F03 WHS Assessment Checklist (Remote)
- ▶ Pro01F05 Assignment Safety Information Form
- ▶ Pro01F06 JSA Form

1. WHS HOST ASSESSMENTS

Recruitflex has a commitment to carry out our duty of care to our on-hire workers and therefore we will undertake a WHS host assessment prior to any placement of an on-hire worker. The WHS host assessment is undertaken to gather information about the host's WHS system and worksites. Gathering this information will assist us to identify the risk of injury or disease to any on-hire worker. In carrying out our duties we will ensure that only trained and competent workers will undertake a WHS host assessment.

We have a legal obligation to place on-hire workers into safe workplaces. To ensure that safety of the worksite can be determined we have developed the following forms:

- ▶ Pro01 F02 WHS Assessment Checklist (White Collar);
- ▶ Pro01 F03 WHS Assessment Checklist (Remote);
- ▶ Pro01 F04 WHS Assessment Checklist (Healthcare);
- ▶ Pro01 F05 Assignment Safety Information; and
- ▶ Pro01 F06 JSA Form

There are two main parts to this process. The first part involves a document review of WHS related policies, procedures and associated documentation. The second part involves a walkthrough of the worksite. The following steps are required by the consultant:

- 1.1 Schedule a time with the host representative (e.g. WHS manager/coordinator, site manager) and explain the purpose of visit to allow the host time to prepare the relevant material. Where possible conduct the WHS evaluation with both the WHS coordinator and the person who will be supervising the on-hire worker.
- 1.2 Use Part A 'Systems' of the WHS assessment checklist to gather information on the host WHS policies and procedures; (it is recommended you alert the host to the nature of information required so that they can prepare in advance).
- 1.3 Undertake a site check, using Part B 'Walkthrough' of the WHS assessment checklist to verify systems are implemented at the worksite.
- 1.4 Ensure all areas of the premises in which the on-hire worker will have access to, even on an intermittent or irregular basis are reviewed during the site walkthrough.
- 1.5 If any actions are identified, they must be documented on the agreed action record of the WHS assessment checklist.
- 1.6 Sign and ensure the host representative signs the agreed actions record.

2. WHS HOST ASSESSMENTS – REMOTE SITES

In the case where the host's main site or the facility holding the relevant WHS documentation is located at a distance from the office, and it is determined by the branch manager that it is not reasonably practicable to travel, the following steps are required by the Consultant:

- 2.1 Complete the **Pro02 F03 WHS Host Assessment Checklist (Remote)**.
- 2.2 Part A-Systems' section of the checklist can be completed over the telephone or via teleconference with the relevant site contact. Request the host to forward over supporting evidence to the answers provided.
- 2.3 Ensure that 'Part B–Self Assessment' section is completed by the on-hire worker with the assistance of a host site representative. The host representative and the on-hire worker must be competent in undertaking the site inspection. Inform the on-hire worker and the host representative that the completed forms must be returned.
- 2.4 Approve by reviewing and signing the completed checklist prior to the on-hire worker commencing work on-site.
- 2.5 Inform the on-hire worker and the host representative that you have approved.

Note: This practice should only be undertaken when it is deemed to be not reasonably practicable to visit the site and approval has been provided by the branch manager.

3. NOT SUPPLYING ON-HIRE WORKER TO THE HOST

- 3.1 In the event that the findings of the WHS host assessment indicates that the work environment is unsafe, WHS documentation cannot be found or issues have been identified and cannot be resolved, the following steps are required by the consultant:
- 3.2 Consult with the branch manager who will either:
 - Make the decision not to supply labour to the host; or
 - Supply after working with the host to find a suitable and safe resolution, remembering that it is not our role to implement an effective system. If this task requires extensive preparation, we will not supply.
- 3.3 If the branch manager makes the decision not to supply labour to the host, record the information on the WHS

4. ASSIGNMENT SAFETY INFORMATION

The following steps are required by the consultant when receiving a job order:

- 4.1 Find out about the tasks that the on-hire worker will be undertaking. Obtain a job title that reflects the activities that will be performed by the on-hire worker and a summary of tasks that will be undertaken.
Complete **Pro01 F05 Assignment Safety Information Form** or enter the required assignment safety information into the job order.
- 4.2 Forward the assignment safety information to the on-hire worker prior to commencement on assignment.
- 4.3 Provide an opportunity for the on-hire worker to review the information, prior to commencing work, to allow them to ask questions or raise any matters or concerns regarding the assignment safety. This process forms part of our consultation requirements.

5. JOB SAFETY ANALYSIS

- 5.1 Following the assignment safety assessment the following steps are required by the consultant only if the work is blue collar, remote or the consultant determines from the assignment safety information; based on risk that a JSA must be completed:
- 5.2 Obtain from the host a job safety analysis for each job to be performed by the on-hire worker. In the case where the host does not have a job safety analysis and is not prepared to develop the JSA(s), refer the matter to the branch manager who will make a decision to either:
 - Make the decision not to supply labour to the host; or
 - Supply after the branch manager has instructed the completion of the JSA using the JSA's using Pro01 F06 JSA Form.
- 5.3 If the branch manager makes a decision that the consultant will complete the JSA, the JSA must be completed in consultation with the host representative and those conducting the work. Additionally the JSA must be completed at the host site where the job will be performed. If this task requires extensive preparation, we will not supply.
- 5.4 Provide a copy of the JSA(s) to the host representative and the on-hire worker. Allow the on-hire worker to ask questions or raise any matters or concerns. This process forms part of our consultation requirements.
- 5.5 The JSAs must be reviewed anytime the job changes or where there has been an incident associated with that particular job.
- 5.6 In carrying out our duties we will ensure that only trained and competent consultants will complete JSAs.

6. SITE & TASK MONITORING

- 6.1 To ensure that the risk control measures are effectively implemented and maintained by the host and to identify any new or potential risks to the health and safety of the on-hire worker; regular workplace visits and inspections will be undertaken by the consultant.
- 6.2 The frequency of host visits and inspections conducted by the consultant will be determined by the consultant with the following considerations:
 - Degree of risks in on-hiring the worker. The greater the risk the more frequent the visits and inspections are required.
 - Any changes to the job requirements of the on-hire worker
- 6.3 The schedule of visits and inspections for each host determined by the consultant will be recorded on the host organisation record.
- 6.4 In preparation for conducting the host visit and inspection the consultant must obtain and review the following information:
 - Assignment safety information
 - Completed JSA proformas
 - Previous agreed action record proformas
- 6.5 Any site or task monitoring must be recorded on the host organisation record.