

Recruitflex has a commitment to carry out our duty of care to our workers incorporating on-hire workers therefore we will ensure that our workers travelling and working in remote locations and/or involved in mobile work are provided with processes to ensure their health and safety.

Prior to placing on-hire workers at host sites it is the responsibility of the consultant to identify if remote, isolated and/or mobile work is required, this should be identified in the process of obtaining information for the assignment safety information form and JSA's as per the *Pro01 WHS Client Assessment Procedure for On-Hire*.

The consultant must ensure that the JSA identifies the following information:

- Communication procedures or systems that the contractor can use in an emergency.
- Any necessary equipment.
- Procedures for regular contact with staff working remote or in isolation. The frequency and method of contact should be appropriate for the work, location and conditions.
- Emergency procedure to locate the missing contractor if they have failed to make contact at or before the nominated time.
- Any additional training that has been identified as control.

Checking vehicle condition

Prior to driving an owned, company or hired vehicle it is recommended that the following items are checked:

- General condition of vehicle to ensure there are no obvious signs of defects;
- Spare tyre is available and inflated;
- Working condition of wipers and indicators;
- Safety equipment and fittings such as first aid kits and hands free kit; and
- Registration is current

Road Safety Considerations

The following should be considered by workers when driving a vehicle for company business:

- Drive within the speed limit not necessarily at the speed limit;
- Drive with lights on when required;
- Avoid distractions such as discussions with passengers, loud radio, etc.;
- Mobile phones should not be used at all while driving; and
- Make allowances for the unfavourable effects of weather conditions including rain, reduced visibility, excessive glare, ice or snow, etc. such as extra time

Personal Factors

Personal factors can affect driving capabilities. If a worker is required to drive as part of their job a valid current licence is required. Additionally the following information should be provided to the worker for consideration:

- Ensure sufficient time allowed for regular breaks, meals and fuel refill through pre-start planning;
- Recognise personal risk factors such as current health condition or stress level and take appropriate action such as postponing the journey;
- Adhere to all legislative requirements regarding the consumption of alcohol as a minimum. It is recommended that the consumption of alcohol during driving periods or in between driving periods be avoided entirely;
- Check that prescribed medication does not impact driving ability;
- Drive defensively and with consideration for other road users; and
- Avoid becoming involved in road rage incidents by not provoking or responding to other driver's behaviour.

Accessing Other Workplaces

Workers will visit new work premises during the course of their engagement/employment. It is important that site-specific policies and procedures are followed when accessing new workplaces. The following is to be considered:

- Inform a site representative on arrival;
- Determine whether any personal protective equipment (PPE) or other site/hazard specific requirement needs to be addressed;
- Complete the visitors book (if available);
- Wear a visitor's badge (if required);
- Participate in site inductions;
- Follow local signs;
- Do not access areas where signage indicates 'not permitted' or without an on-site representative; and
- Upon completion, sign out of the visitor's book and/or remove visitor's badge (where required).

Using Taxis

At times, the contractor may be required to travel by taxi for company business. The following should be considered:

- Take care when exiting the taxi;
- Exit the taxi on the safe side e.g. exit on the side adjacent to the footpath; and
- Be aware of unsafe areas when travelling out of normal working hours e.g. exiting the taxi in dark, unsecured areas.