

GENERAL OCCUPATIONAL HEALTH & SAFETY INFORMATION FOR EMPLOYEES

All information taken from the website www.worksafe.vic.gov.au apart from the information in *italics* which is provided by Passion HealthCare.

Interpretation

Host Employer	Client/Facility/Hospital or organisation that you are sent to work at
Labour Hire Employee	You
Labour Hire Agency	Passion HealthCare Pty Ltd

Labour Hire

You should be aware that with regards to Occupational Health & Safety that Passion HealthCare, the Client/s you are sent to, and yourself have rights and responsibilities under the Occupational Health and Safety Act 2004.

Passion HealthCare Pty Ltd as a Labour Hire Firm is your employer.

Labour hire employees

Your Responsibilities

As a labour hire employee you are responsible to both employers (the agency and the host employer) for:

- following workplace policies and procedures
- attending health and safety training
- helping identify hazards and risks.

Specifically you are required to:

- *cooperate with both Client and Passion HealthCare to provide a safe and healthy workplace i.e. using equipment as per procedure, follow safe systems of work and reporting of any risks or injuries*
- *take reasonable care to not endanger others by your actions or what you fail to do*
- *Report anything that could reduce the Clients and/or Passion HealthCare's ability to comply with their legal obligations.*

Report:

- *Hazards*
- *An injury or incident*
- *Faulty Equipment*
- *Unsafe Work Practices, or work practices that employees are unable to comply with.*

Labour hire agencies

Passion HealthCare Responsibilities

Labour hire agencies need to ensure that employees are placed in safe workplaces and should take all reasonable steps to ensure that risks are being controlled in the workplace.

Passion HealthCare has a legal obligation to place you in safe workplaces.

Passion HealthCare must:

- establish that the place where you are being sent to work and its operations are safe, so far as is reasonably practical, before you are sent there;
- keep records to demonstrate the steps taken, and should monitor and review the effectiveness of actions taken;
- consult with direct and on-hired employees on a wide range of OHS matters;
- provide information about OHS matters relevant to the job; give *you* a reasonable opportunity to express *your* views about OHS matters and take *your* views into account;
- hold a WorkSafe Injury Insurance Policy and needs to register the workplaces where on-hired workers will work.

Labour hire host employers

Client Responsibilities

The OHS responsibilities of the host employer apply to all the employees in *the* workplace, both direct and labour hire. The host employer is responsible for the health and safety of all direct employees and labour hire employees.

The host employer must:

- provide a safe and healthy work environment and to consult with labour hire employees.
- consult with you, and provide you with OHS information relevant to your job. They must give you a reasonable opportunity to express your views and take them into account.
- *Provide you with appropriate health and safety induction training required to perform your job safely*
- *Provide you with appropriate personal protective equipment and/or clothing;*
- *Ensure you and Passion HealthCare are made aware of any risks identified in the workplace and the procedures to control those risks.*

If you see an unsafe or dangerous work practice

- *Report immediately to host employer and Passion HealthCare;*
- *If possible notify others in the area or involved that the practice is dangerous*
- *Policies and Procedures of both Client and Passion HealthCare should be followed where applicable and as directed. This may include incident/hazard reporting documents.*

If you are Injured

- *Stop working immediately and call for assistance if necessary*
- *First Aid should be sought as necessary*
- *Advise both Passion HealthCare and host employer (Supervisor) ASAP*
- *Policies and Procedures of both Client and Passion HealthCare should be followed where applicable and as directed. This will include incident/reporting documents. You should obtain a copy of the incident report.*

Please note that injuries must be reported to Passion HealthCare within 30 days after becoming aware of the injury or you may be not entitled to receive compensation under the Accident Compensation Act 1985 (Section 102 (5)).

What are the risks?

Labour hire employees are considered to be at greater risk than direct hire employees because:

- they are not under the direct control or supervision of their employer
- shorter terms of employment means they are considered to be 'new' to the workplace
- employees are often placed at short notice, leaving the agency inadequate time to assess the workplace.

Hazards of Your Job

- *A hazard is anything (including work practices or procedures) that has the potential to harm the health or safety of a person.*

Hazards can arise from:

- *The workplace environment*
- *The use of plant and substances*
- *Poor work design or practices*
- *Inappropriate management systems and procedures*
- *Human behaviour*

Examples Include:

X Rays, Wet Floors, Moving Equipment, Manual Handling, Lasers, Blood and Bodily Fluids Exposure-Needle Sticks etc, Handling Cytotoxic Drugs, and hot instruments..

Personal Protective Equipment (PPE)

PPE is the equipment worn by workers to reduce their exposure to hazards.

This includes:

- eye protection;
- hearing protection;
- respiratory protection (e.g. respirators, face masks)
- foot protection (e.g. safety boots)
- head protection (e.g. hard hats)
- body protection (e.g. aprons, safety harnesses).

In Case of Emergency

- Follow Policy and Procedures of Client;
- Follow direction by immediate supervisor as appropriate;
- Contact Passion HealthCare when possible

Request by Client to work outside Skill or Training

- Inform Client of this fact;
- Do not perform the work;
- Contact Passion HealthCare immediately;
- Policies and Procedures of both Client and Passion HealthCare should be followed where applicable and as directed. This may include incident/reporting documents.

Request by Client to perform work that you were not sent to do

- Inform Client of this fact;
- Do not perform the work;
- Contact Passion HealthCare immediately;
- Policies and Procedures of both Client and Passion HealthCare should be followed where applicable and as directed. This may include incident/reporting documents.

Consultation with Passion HealthCare

You can contact Passion HealthCare by:

Telephone	1300 335 685
Email	info@p-h-c.com.au
Mail	Non Urgent matters – Passion HealthCare 16 Cotham Rd, Kew, VIC, 3101

We hope that you have found this document informative. Any questions can be addressed at any time to Passion HealthCare. Policies and Procedures can be made available to you as per request.

Kind Regards,

The Passion HealthCare Team.

PASSION HEALTHCARE PTY LTD

OCCUPATIONAL HEALTH AND SAFETY POLICY

Passion HealthCare (PHC) is dedicated to protecting the health and safety of all its employees.

A health and safety management system has been integrated with our organisational activities. All PHC staff have a responsibility to: work safely; they must take all reasonable care for their own health and safety, and must consider the health and safety of other people who may be affected by their actions. PHC will take all reasonable and practical steps to improve work safety conditions with the aim of achieving zero injuries.

PHC is committed to, as far as reasonably practicable, as guided by the WorkSafe document "Labour Hire Agencies: Managing the Safety of On-Hired Workers" 1st Edition June 2006:

- complying with all health and safety laws, regulations and standards for all its employees;
- providing safe plant and equipment;
- implementing risk management systems which are appropriate to PHC's risk exposure, in order to identify, promote and improve health and safety performance;
- ensuring all managers remain directly accountable for the health and safety of our employees and provide adequate resources to assist managers in this;
- sourcing accurate information from the Client/s as to the type of work and the knowledge, skills and experience required by our employees to be able to perform the work safely and competently for the specified work assignment;
- inducting workers to provide details of the job, together with basic OHS information that would apply in the type of work or industry;
- assessing worksites in order to verify the information provided by the Client/s, and to assess the risks to health and safety associated with the nominated work and work environment;
- monitoring worksites with the aim of ensuring that the Client provides and maintains a working environment that is safe and without risk to the health of all its workers;
- maintaining relevant policies, procedures, systems, information, training, and organisational structures to support and communicate effective health and safety practices throughout the business;
- establishing clear targets and objectives on an annual basis to improve health and safety in the workplace;
- effectively disseminating OHS information to all employees via forums and publications;
- encouraging active participation, consultation and cooperation of all employees, contractors, HSRs and visitors in promoting and developing measures to improve health and safety at work; and
- actively responding to and investigating all incidents, and ensuring injured employees are returned to suitable work at the earliest possible opportunity.

PHC will implement and maintain these systems, which include standards, policies and procedures. These standards, policies and procedures will be monitored regularly to ensure their integrity and effectiveness.

Regards and Keep Safe,

The Passion HealthCare Team.