

## Work Health & Safety and Rehabilitation Policy

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The Companies in the Group (Clicks IT Recruitment and HOBAN Recruitment) are committed to the achievement of a safe and healthy work environment for all our employees and, on-hired staff, clients and visitors.

We have developed a Work Health & Safety system to facilitate:

- Compliance with State and Federal Work Health and Safety and any related Standards or Codes of Practice.
- Compliance with Site and Federal Environment legislation
- A proactive approach to Work Health & Safety through the identification and control of hazards and risk assessment.
- The provision of information, instruction, training and supervision as required to ensure the safety of our employees and on-hired workers. We encourage our employees, contractors and on-hired workers to familiarise themselves with the environment in which they work and encourage genuine participation by all employees and their representatives to share ownership and accountability for health and safety.
- Working with our clients to provide and maintain a safe and healthy workplace for our contractors and on-hired staff.
- Safe work systems.
- Set incident reporting procedures.
- Set issue resolution procedures.
- Continual information review and document management.
- Provision of adequate information and instruction to our on-hired workers and visitors.

Our company is committed to achieving excellence in Work Health & Safety by implementing continuous improvement initiatives and system reviews.

We acknowledge that our management team has overall responsibility for a safe workplace and encourages the consultation, support and contribution of its employees to achieve it.

To ensure a safe and secure work environment, HOBAN Recruitment relies on commitment, consultation, coordination and co-operation. Everyone at HOBAN Recruitment will be educated to understand their role in making the work environment as safe as possible, and how they can fulfil their responsibilities and duties.

To ensure that all relevant persons are aware of their WHS responsibilities, HOBAN Recruitment will ensure that these responsibilities are communicated to each worker through induction, training and consultation.

### HOBAN Recruitment Key Responsibilities

#### Primary Duties of Care

Ensure the health and safety of workers while at work.

Ensure the health and safety of others is not put at risk from work carried out by HOBAN Recruitment. Provide and maintain:

- Healthy and safe work environment; and
- Safe systems of work.

Ensure:

- Adequate facilities (including facility access) for the welfare of workers at work;
- Information, training, instruction and supervision; and
- Monitoring of workers health, and the conditions of the workplace.

## **Consultation, Cooperation & Coordination**

Consult, co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter.

## **Senior Management**

As an 'Officer' under the WHS legislation, those in a position of Senior Management must exercise 'due diligence' to ensure HOBAN Recruitment complies with the primary duty of care.

To exercise due diligence each person within the Senior Management position will take reasonable steps to:

- Acquire and keep up-to-date knowledge of work health and safety matters;
- Gain an understanding of the nature of HOBAN Recruitment 's operations and, generally, of the hazards and risks associated with those operations;
- Ensure that HOBAN Recruitment has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the business;
- Ensure that HOBAN Recruitment has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- Ensure that HOBAN Recruitment has, and implements, processes for complying with any duty or obligation of HOBAN Recruitment under the WHS legislation; and
- Verify the provision and use of the resources and processes in reference to eliminating or minimising risk and implementing processes for compliance with WHS legislative duties.

## **Management/Supervisors**

As front line leaders of safety, Management must promote effective WHS management by:

- Integrating WHS into all decision making;
- Consulting with workers on health and safety;
- Planning, developing, implementing, monitoring and reviewing WHS policies and programs;
- Identifying and controlling WHS risks;
- Reviewing risk control measures;
- Discussing WHS at management meetings;
- Identifying training needs and enabling training as required;
- Reporting and recording on WHS matters;
- Liaising with relevant regulatory authorities as required; and
- Providing and maintaining a safe workplace.

## All Personnel

Every employee, contractor, volunteer and representative of HOBAN Recruitment plays a vital role in ensuring the maintenance and promotion of an effective WHS system. This will be achieved by:

- Complying with WHS policies, procedures and programs implemented by HOBAN Recruitment;
- Working in a manner that is safe and does not create risks to themselves or others;
- Complying with any reasonable direction;
- Reporting WHS hazards and assisting management to control WHS risks;
- Reporting incidents resulting in an injury and/or near miss;
- Participating in consultative arrangements; and
- Complying with their duty not to endanger others by their acts or omissions.