



JustAutomotive recruitment

Just Automotive Recruitment WH&S Policy		
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Just Automotive Recruitment recognises its legal, ethical and moral responsibilities to prevent work related injury and illness. Just Automotive Recruitment is committed to providing safe places of work that do not place the health and safety of any person at risk.

We will foster a positive workplace culture where safety is considered to be a core value, safe behaviour is doing business.

Just Automotive Recruitment is committed to building a safe and sustainable organisation by ensuring the effective control of risk and the promotion of health. This approach is underpinned by legislative compliance, robust systems, policies and procedures and by actively working toward a thriving health and safety culture.

This commitment extends to employees and other personnel who are involved with the activities of Just Automotive Recruitment.

ROLES AND RESPONSIBILITIES

The Managing Director will be responsible for the health and safety of all persons working in any operations under their control. They will:-

- Lead by example.
- Clearly communicate expectations and keep WHS as a top priority in decisions, actions and communications
- Provide leadership for the development and implementation of WHS plans
- Provide staff with the necessary instruction, training and resources to implement the Policy and hold them accountable to do so.
- Ensure that so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out at Just Automotive Recruitment.

- Create an environment of openness, trust and mutual respect which allows everybody to excel and be recognised for good WHS performance
- Ensure accurate and timely WHS reporting, planning and incident management.
- Ensure as much as is reasonably practicable that the workplace, including entry and exit and anything arising from the workplace are without risks to health and safety, that the fixtures, fittings or equipment are without risks to health and safety and that the equipment, substance or structure is without risks to health and safety.

The Supervisor will be responsible for the safety of all persons in their charge. They will actively take steps to identify hazards which could cause harm to any person in their area of responsibility, and either rectify them or report them to another person who has authority and capability to rectify the hazard. This includes taking reasonable steps to gain an understanding of the hazards and risks associated with the operations of Just Automotive Recruitment and ensure that the business has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Employees must take care of their health and safety and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions of the supervisor or managing director. **They must not misuse safety equipment** and must report all hazards and injuries, or ill health caused by work to their supervisor or the managing director if the supervisor is not present. They must also take reasonable steps to gain an understanding of the hazards and risks associated with the operations of Just Automotive Recruitment and ensure that they use appropriate resources and processes to eliminate or minimise risks to health and safety.

Managers and supervisors may delegate safety duties or activities to others, but the responsibility remains with them as above.

A person can have more than one duty and more than one person can have the same duty at the same time.

THE MEANING OF KEY TERMS

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence, a badly designed workplace and inadequate management systems (for example, no procedures for performing tasks safely).

Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.

Risk control means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with

that hazard.

WHS POLICY

Just Automotive Recruitment is committed to providing safe places of work that do not place the health and safety of any person at risk.

This commitment shall be fulfilled by:

- Integrating WHS into all aspects of Just Automotive Recruitment operations
- Compliance with legislative requirements, current industry standards and co-operation with Regulatory bodies, as far as is reasonable
- Exceeding legislative requirements and aiming for best practice systems of work
- Creating measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels
- Providing and maintaining a work environment that is safe and without risks to health
- Consulting with employees to improve decision-making on WHS and environmental matters
- Developing, implementing and reviewing safe work procedures
- Distributing and communicating safety information and safe work procedures
- Providing information, training and supervision to employees, contractors, clients and visitors to ensure safety
- Supporting and assisting employees in effective injury management and rehabilitation
- Reviewing and assessing WHS policies

Just Automotive Recruitment seeks the co-operation, commitment and support of all employees who are involved with the activities of Just Automotive Recruitment in achieving and maintaining a safe working environment.

For further information on Just Automotive Recruitments WHS Policy, please contact donna@justautomotiverecruitment.com.au

References:

WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

SafeWork Australia (2011) Work Health and Safety: Consultation, Cooperation and Coordination Code of Practice.