

1.0 Introduction

Momentum acknowledges and is committed to our legislative responsibilities under the Work Health and Safety Act for all employees, visitors and the public including on-hired workers at Host Employers, the right to a safe and healthy work environment. We are committed to promoting work health and safety and preventing workplace illnesses and injuries through our Work Health and Safety Management System that sets out the various objectives, policies, plans and procedures that is conducive to the continuous improvement of safety and is relevant to the nature of the business.

As a recruitment agency, a major part of the business is providing casual employees as on-hired Workers to our clients (titled as "Host Employer"). As the casual employees are working at the Host Employer workplace there is a shared "duty of care" responsibility between Momentum and Host Employer. It is also important to note that the casual workers operate under the supervision and direction of a Host Employer employee.

2.0 Purpose

2.1 Scope

2.1.1 This policy applies to all workers of Momentum, including permanent, temporary and casual workers. This policy continues to apply to workers on-hired at Host Employers workplaces wherever that may be.

2.2 Responsibilities

- 2.2.1 Managing Director is responsible for approving this policy.
- 2.2.2 The Operations team is responsible for the establishment of this policy.
- 2.2.3 All employees of Momentum, including permanent, temporary and casual are responsible for adhering to this policy.

3.0 Definitions

PCBU - (WHS Act 2011), whether the person conducts the business or undertaking alone or with others, and whether or not the business or undertaking is conducted for profit or gain. Including corporations, associations, partnerships, liquidators, administrators, labour hire companies. NP volunteer organisations may be considered PCBU's.

Hazard - Is a situation that has the potential to cause injury, illness or harm to health including danger to property or the environment.

Health - Includes both physical and psychological health.

Safety - Is a state in which persons are or feel protected, as far as practical, from the risk of injury.

Worker - (WHS Act 2011) Momentum employees plus anyone who carries out work for your business or undertaking. This includes contractors and their sub-contractors, on-hire workers, volunteers and any other people who are working for Momentum and who are directly affected by a health and safety matter.

4.0 Policy Statement

- 4.1 In compliance with WHS legislation and to promote an environment of safety priority and awareness, the company has set out their broad objectives as follows:
 - 4.1.1 Establish a Work Health and Safety Management System based on the guiding principles of AS4804:2001 and relevant Codes of Practice.
 - 4.1.2 Demonstrate compliance under the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2017
 - 4.1.3 Develop and implement a systematic process in providing safe and healthy workplaces, considering the variable working conditions and locations to prevent injury and illness for workers at Momentum and Host Employers.
 - 4.1.4 Develop and implement work processes to obtain from the Host Employer accurate information as to the type of work and the knowledge, skills and experience required by the worker to be able

to perform the work safely and competently for the job as specified in the Host Employer enquiry.

- 4.1.5 Establish an induction, training and education programme to provide workers with awareness to do the job in a safe manner.
- 4.1.6 Establish a Risk Management regime that can be embraced, understood and implemented by Momentum employees who does Site Inspection Reports and promote the safety and well-being of the worker.
- 4.1.7 Develop and implement a systematic process to collect data and information to monitor, measure and evaluate the ongoing effectiveness of its safety policies and procedures in being compliant, eliminating risks, supports continuous improvement and contributes to the basis of its functional objectives, targets and plans.
- 4.1.8 Demonstrate effective communication and consultation processes are in place that enhances openness and transparency in safety matters between Momentum Senior Management, Staff, Workers and Host Employers.
- 4.1.9 Ensure no worker is discriminated against as a result of a workplace illness/ injury or for raising a concern around WHS
- 4.1.10 Provide and maintain adequate facilities.

5.0 Commitment

The Senior Management of Momentum is committed to the continual well being of its employees and all workers, and to ensuring that all employees and workers are safe from injury and risks to health while at work. The Managing Director has ultimate responsibility for the implementation and review of the Company WHS policy and the delegation of WHS management responsibilities.

6.0 Consultation:

Momentum is committed to encouraging consultation and cooperation between management, workers and Host Employers on health and safety issues. The arrangements for consultations are via the Workplace Health and Safety Committee, Safety Meetings, Toolbox Talks, Client Reviews and Training

7.0 Responsibilities

7.1 Managing Director, General Manager, Business Managers, HR & Operations

- 7.1.1 Health and safety is an integral part of management of the organisation and ranks equally with all other activities. Accountability for health and safety rests with the Managing Director and Senior Management who has the obligation to ensure the business complies with its work health and safety obligations under WHS laws. The following must therefore be adhered to:
 - 7.1.1.1 Carry out due diligence as a Person Conducting Business or Undertaking (PCBU) as defined under the Work Health and Safety Act 2011.
 - 7.1.1.2 Knowledge of work health and safety matters
 - 7.1.1.3 Understanding of the nature of the operations of the business and the hazards and risks associated with those operations.
 - 7.1.1.4 Obtain information regarding incidents, hazards and risks and responding in a timely way to that information.
 - 7.1.1.5 The effectiveness of the WHS initiatives and systems are measured and evaluated against the aims of this policy;
 - 7.1.1.6 Resources, assistance and support are provided to senior management, enabling them to contribute to the Work Health and Safety Management System to support this policy.
 - 7.1.1.7 Holding regular meetings to discuss health and safety performances.
 - 7.1.1.8 Planning, developing, implementing, and evaluating work health and safety programs in consultation with employees and duty holders
 - 7.1.1.9 Promote awareness about work health and safety

7.2 Branch Managers, Divisional Managers, Business Development Managers, Account Managers & 360 Consultants

7.2.1 Are responsible for:

- 7.2.1.1 Complying with this policy and its procedures for their safety and well-being, both at Momentum's workplace and the Host Employer's workplace.
- 7.2.1.2 Carrying out Site Inspection Reports to verify the information provided by the Host Employer, and to assess the risks to health and safety associated with the nominated work and work environment
- 7.2.1.3 Ensuring new workers receive induction training in health and safety.
- 7.2.1.4 Investigating health and safety concerns raised by workers.
- 7.2.1.5 Considering anything that might be a risk to the health and safety of the workers.
- 7.2.1.6 Monitoring the health and safety actions taken by the PCBU (Persons conducting a business or undertaking).
- 7.2.1.7 Promotion and encouraging a safe and healthy work environment

8.0 Permanent Employees, Workers, Visitors and Contractors

8.1 Responsible for:

- 8.1.1 Complying with all work health and safety legislation, regulations, standards, codes of practice and guidelines
- 8.1.2 Complying with Momentum's and the Host Employer's workplace WHS Policies, Programs and Procedures
- 8.1.3 Taking reasonable care to ensure their work methods do not endanger the health and safety of themselves, other workers or other persons
- 8.1.4 Reporting any safety hazards to Momentum and On-Site Supervisors;

9.0 Work, Health and Safety Unit

9.1 Responsible for:

- 9.1.1 Providing advice and recommendations to Momentum employees on preventative and corrective action to improve the level of health and safety.
- 9.1.2 Being fully aware of relevant legislation.
- 9.1.3 Plan and/or share the Management Review Meetings and other Safety Meetings as required.
- 9.1.4 Establish format consistency in written procedures and work instructions.
- 9.1.5 Plan WHS system implementation and track progress toward goals
- 9.1.6 Monitoring and reviewing the WHS management system.
- 9.1.7 Oversee WHS system implementation and ensure compliance with applicable requirements
- 9.1.8 Follow up corrective actions.

10.0 Role of Host Employer

Responsible for carrying out shared responsibilities as a PCBU with Momentum as outlined above.

11.0 Policy Implementation

This policy is to be implemented through the procedures and arrangements established by Momentum's Workplace Health & Safety Management System. WHS policies, work practices and procedures have been prepared to address hazards and hazardous work process in workplaces (e.g. manual handling, fire safety, hazardous substances, etc.) and to promote continuous improvement on the safety and well-being of its workers.

12.0 Policy Reviews

Momentum review Policies and the Procedure yearly. We may amend the Policy and Procedure outside of this period to ensure their currency with respect to relevant legislation and other relating Policies and Procedures for effectiveness and operation of the Policy and Procedures.

13.0 Breaches

Momentum treats breaches relating to this policy seriously, any potential breaches to this policy will be investigated and disciplinary action may occur.

14.0 Policy Information

Related Documentation

Work Health & Safety Policy
AS4804:2001
All WHS Company Policies

References

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017.
Work Health and Safety Consultation, Cooperation and Coordination Code of Practice December 2011
Model Code of Practice: How to Manage work health and safety risks

Contact

Operations

Approved by

Managing Director

Momentum acknowledges that no other business practice is more important than the safety of its people.

Signed

John Patrick

Managing Director

Momentum Consulting

Acknowledgement & Acceptance

As a condition of working for Momentum, to ensure your understanding and commitment to Momentum's Work Health and Safety Policy you are required to sign the declaration below:

I _____ (print name) have read, understand and agree to comply with the Code of Conduct policy. I am aware that violations of this policy will be subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that I have responsibility to maintain a positive representation of the company and govern myself accordingly.

Signed: _____ Date: _____

If you do not understand any of this policy, you are required to seek clarification from your Supervisor.