



Integrity

Candidate Handbook

Welcome to Integrity

This handbook has been designed to provide you with practical information you may need whilst working with Integrity. Please read it carefully as it includes a number of Policies and Procedures.

If you have any queries regarding the contents of this handbook, please direct these to your Recruitment Consultant on the contact details listed below.

Integrity

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1 INTRODUCTION

Thank you for choosing to work with **Integrity**. The purpose of this handbook is to help you understand your role and the way **Integrity** operates. We recommend that you read this handbook in conjunction with your Employment Contract.

As a proud Western Australian company, **Integrity** has evolved through success not acquisition. With over 20 years' experience in the WA marketplace, **Integrity** has focused on being a Regional specialist in Administrative, Industrial and Executive Recruitment and Human Resources consultancy.

At **Integrity** we understand that candidates have different skill sets, desires and motivations and we do our best to find opportunities that match what you are looking for. Your experience and work history are unique, and our specialist consultants are each well placed to offer direction and advice in your job search.

2 INTEGRITY'S COMMITMENT TO OUR CANDIDATES

Integrity aims to provide you with quality placements. We advertise genuine positions and you will only be informed about roles we have been instructed to work on.

Your consultant will brief you comprehensively on the position prior to presenting your resume to a client for consideration, and will remain accessible to you throughout the process for contact via phone or email.

Your CV and all personal information will be treated with the utmost confidentiality, and none of your personal information will be released without your express permission. We will never send your resume to a client without first discussing with you and gaining your consent.

In completing our application form, you have agreed to the terms of our Privacy Policy. However, if you would like a copy of the policy, please refer to our website or speak with your consultant.

3 GUIDELINES FOR YOUR SUCCESS

The following points will be of assistance to your success in your temporary assignment:

- **Punctuality** – Be early on your first day. Always try to arrive to work no less than 5 minutes prior to the commencement of your shift, so you are ready and prepared to start working on time.
- **Inform *Integrity* no less than 2 hours prior to the commencement of your shift** – if you are unwell or there are issues surrounding your attendance.
- **Correct Dress** – wear workplace appropriate clothing. Ensure that you are prepared with the correct PPE where required.
- **Do not use your mobile phone or take personal calls** – in the case of an emergency, please discuss with your direct supervisor.
- **Keep in touch** – report back to your Recruitment Consultant and let them know how your first day was.

4 EMPLOYMENT POLICIES

4.1 Equal Employment Opportunity

Integrity is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on the basis of age, race, sex, marital status, parental status, religious belief or activity, breastfeeding, carer status, disability / impairment, gender identity, industrial activity, lawful sexual activity, physical features, pregnancy, employment activity, sexual orientation.

Unlawful discrimination and harassment, including sexual harassment, will not be tolerated by us and we encourage the reporting of any alleged breaches of this policy and related procedures to management and other nominated equal opportunity officers.

This policy applies to our recruitment and employment practices, including our recruitment systems, performance management processes, promotional policies, training policies as well as our remuneration and bonus structures.

This policy applies to our employees, contractors, volunteers and on-hired workers whether they are another organisation's workers working within our workplace or those on-hired to our clients.

This policy applies to all work within standard working hours as well as functions, events and training that are sponsored by us; e.g. conferences and Christmas parties.

Where a complaint arises during the course of an on-hired worker assignment with one of our clients we will work with our client in accordance with **Integrity's** EEO Complaints Resolution Procedure to ensure the complaint is effectively managed and resolved. All persons covered by this policy are required to adhere to this procedure unless suitable alternative arrangements are agreed.

Our employees, contractors, volunteers and on-hire workers may be held liable for breaches of this policy.

4.2 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in Australia. On registration, every candidate will be asked to provide original documents in order for **Integrity** to verify his/her right to work in Australia.

4.3 Code of Conduct

Our code of conduct is based on the principles of respect, integrity, fairness and responsibility. **Integrity** requires all candidates to abide with our Code of Conduct.

Employees will:

- Act honestly, impartially and fairly and exercise due care and diligence in the performance of duties;
- Maintain security and confidentiality of all information and documentation whilst on assignment with any client;

- Not use personal mobile telephones, tablets and laptops on assignment with any clients without prior agreement. Use of social media, personal emails and internet usage for any reason not directly related to your position during working hours is strictly prohibited;
- Not discriminate on the basis of age, race, gender, family status, sexuality, religion, political beliefs or impairments;
- Respect the rights of the individual and will treat each other courteously. Harassment of any kind is unacceptable and will result in your immediate removal from site and no further engagements through **Integrity**;
- Behave in a way that upholds **Integrity's** values and employment principles, and the integrity and good reputation of **Integrity**;
- Maintain a standard of dress and appearance which is neat and clean in keeping with the professionalism of the organisation and its reputation.

4.4 IT & Phone Use Policy

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity. Property, including computers, phones, electronic mail, and voice mail, should be used only for conducting company business.

4.5 Anti-Discrimination, Harassment, Anti-Bullying and Workplace Violence Policy and Procedure

Integrity believes that all its employees should be treated with fairness, respect, dignity, equality and work in a safe environment free from bullying, harassment and discrimination.

Behaviours involving bullying, harassment and discrimination pose risks of injury or harm and will not be tolerated. These behaviours are a breach of the expected standards of legislation, Equal Opportunity Act 1984 (WA) and Occupational Safety and Health Act 1984 (WA) and are deemed an act of misconduct and may result in disciplinary measures including termination of employment.

Bullying: is unreasonable behaviour that is repeated over time, directed towards a worker, or group of workers, that creates a risk to health and safety. It can include behaviour such as:

- Verbal or physical abuse;
- Intimidation and threats;
- Withholding information that is essential for someone to do their job;
- Excluding or isolating others;
- Interfering with someone's personal property or work equipment;
- Inappropriate comments about personal appearance;
- Constant criticisms.

A one off incident is not considered to be bullying, however one off behaviours can still present a risk to health and safety and will not be tolerated.

Harassment: is defined as unwelcome, offensive, abusive, belittling or threatening behaviour or language that has the effect of intimidating, offending or humiliating a

person. Harassment may be verbal, written, visual or physical in nature. Harassment can consist of a single or repeated act or behaviour.

Sexual Harassment: includes any unwelcome sexual advances or requests for sexual favours or unwelcome conduct of a sexual nature. Sexual harassment does not need to be repeated or continuous, it can involve a single incident. The Sex Discrimination Act 1984 makes sexual harassment unlawful in some circumstances.

Sexual Harassment can take numerous forms including but not limited to:

- Staring or leering;
- Unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching;
- Suggestive comments or jokes;
- Insults or taunts of a sexual nature;
- Intrusive questions or statements about your private life;
- Displaying posters, magazines or screen savers of a sexual nature;
- Sending sexually explicit emails or text messages;
- Inappropriate advances on social networking sites;
- Accessing sexually explicit internet sites;
- Requests for sex or repeated unwanted requests to go out on dates;
- Behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Discrimination: is when someone is treated unfairly because they belong to a particular group of people or have a particular characteristic. The Equal Opportunity Act sets out the types or grounds of discrimination which are unlawful as:

- Age;
- Family responsibility;
- Family status;
- Gender history;
- Disability or impairment;
- Marital status;
- Political conviction or lack of political conviction;
- Pregnancy;
- Race;
- Racial harassment;
- Religious conviction or lack of religious conviction;
- Sex / Gender;
- Sexual harassment;
- Sexual orientation;
- Breastfeeding;
- Spent conviction.

Integrity has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect **Integrity** or which occur on **Integrity** or client property, will not be tolerated.

Procedure

- If you are being bullied, harassed or discriminated against or witness such behaviour, report this behaviour to your **Integrity** Recruitment Consultant or supervisor immediately.
- All complaints will be investigated promptly.
- All information gathered will be recorded by your Recruitment Consultant.
- In coordination with the host employer, all parties will be interviewed, the incident will be discussed and investigated objectively and fairly; we will aim to reach an outcome which all parties are happy with. (Mediation, counselling, apologies, further training).
- The alleged perpetrator will be treated as innocent unless the allegations are proven.

4.6 Driving Convictions

If you are required to drive a vehicle as part of your assigned roles and duties, you agree to notify **Integrity** and provide a print out of your State Traffic Certificate / Driving Conviction Record where required.

4.7 Licenses and Tickets

Prior to accepting any engagement requiring a license issued by a Statutory Authority, you agree to provide a copy of said licenses which will be checked with the Statutory Authority when/where appropriate. Pending cancellation or cancellation / suspension of the required certificates or licenses must be reported immediately to **Integrity**.

4.8 Return of Company Property

Any property issued to employees, such as computer equipment, keys, parking passes or company credit card, must be returned to **Integrity** at the completion of your assignment or at the time of termination. Employees will be financially responsible for any lost or damaged items.

Policies and Procedures:

Current versions of the relevant policies and procedures listed above can be found on our website at <https://www.integritystaffing.net.au/work-health-and-safety>

[Equal Employment Opportunity Policy](#)

[Work Health and Safety Policy](#)

[Bullying and Harassment Policy](#)

[Workforce Diversity Policy](#)

5 TIMESHEETS AND PAY

5.1 Timesheets

It is your responsibility to ensure that you accurately complete and submit an online timesheet for authorisation no later than 12pm on a Monday morning subsequent to the week worked. Unauthorised timesheets will not be paid. Failure to submit an authorised timesheet will result in payment being deferred until the following pay period.

To access the online timesheets, you will require these details:

Candidate Portal:

<https://integritystaffing.fasttrack360.com.au/RecruitmentManager/CandidateLogin>

Shortcut to Timesheet Portal:

<https://integritystaffing.fasttrack360.com.au/fasttrack.mobiletimesheets/#/timesheet/su>
[mmary](#) (Useful to Save to Bookmarks).

There is also a link to the online timesheet portal on our website:

www.integritystaffing.net.au

5.2 Meal Breaks

All employees are required to take an unpaid meal break of no less than 30 minutes; such meal break must be taken no later than five hours after commencing work. In the rare instance you are requested to work through your meal break, you must let your Integrity consultant know as soon as possible or in advance of submitting your timesheets, or a 30-minute meal break will be deducted from your daily hours.

5.3 Pay and Pay slips

Integrity process timesheets and pay on a weekly basis. Payday is Wednesday, provided that you have submitted your timesheet, and this has been authorized by 12pm on a Monday. *In the instance of a public holiday falling on a Monday, Tuesday or Wednesday, the pay process will be delayed by one day.* Pay slips will be emailed to you to the email address you have provided to us.

6 WORKPLACE HEALTH & SAFETY

Integrity is committed to providing a safe and healthy workplace for employees, labour hire staff, contractors, sub-contractors, visitors and all other persons whose health or safety could be at risk through our work. During your assignment, your role may require the use of Personal Protective Clothing & Equipment (PPE). Please see Appendix for more information about the use and proper care of PPE.

6.1 Induction

Please advise us immediately if you do not feel that you have been given an adequate safety induction: an induction which allows you to work safely and allows your co-workers to work safely. In the instance that the Host Employer does not have a site specific and documented induction, we recommend that you complete the Health and Safety Induction Checklist, which you will find in the appendices of this handbook, at the commencement of your assignment.

6.2 Hazards & Near Misses

It is important to maintain an awareness of your environment at all times and identify and control immediate hazards as you go about your day to day work. We encourage you to report all hazards, near-misses and incidents, so these can be investigated and controls identified to prevent a recurrence.

Advise us immediately if you believe there are workplace safety concerns that may impact on our commitment to ensure a safe working environment: e.g. broken chairs, exposed cables, strong chemical like smells and/or if the original workplace we described is changed or you are moved to another area.

Every incident will be investigated in conjunction with the client and the candidate involved.

If you identify a hazard in the workplace;

- Inform your supervisor immediately
- Complete the **Integrity** Hazard report form (You will find a hazard report form in the appendices of this handbook)
- Contact your **Integrity** Consultant

Take 5 can be a process to assist in identifying hazards while any task is underway and can be done continuously throughout the day. You will find a Take 5 form in the appendices of this handbook.

6.3 Accidents and Incidents

In the event of an accident or injury in the workplace you are covered by the **Integrity's** Workers compensation Policy.

1. Advise your Supervisor as soon as possible.
2. Nominate / identify a witness.
3. Advise **Integrity** as soon as possible, we will need to come to where you have been assigned and complete an Incident report (a version of this form can be found in the appendices of this handbook).
4. Return the documentation to **Integrity** within 3 working days.
5. If medical attention is sought, advise the doctor it is under Workers Compensation.
6. Provide us with the Doctor's First Medical Certificate, subsequent Progress Certificate and Final Medical Certificate within 24 hours of receiving.

7 IMPORTANT CONTACTS

Integrity Main Office:

Level 13
109 St Georges Terrace
Perth WA 6000

Tel: (08) 9327 5444

Fax: (08) 9321 6510

Email: jobs@integritystaffing.net.au

Timesheet Submission

Candidate Portal:

<https://integritystaffing.fasttrack360.com.au/RecruitmentManager/CandidateLogin>

Shortcut to Timesheet Portal:

<https://integritystaffing.fasttrack360.com.au/fasttrack.mobiletimesheets/#/timesheet/su>
[mmary](#) (Useful to Save to Bookmarks).

There is also a link to the online timesheet portal on our website:

www.integritystaffing.net.au

8 APPENDICES

- Health & Safety Induction Checklist
- Personal Protective Clothing & Equipment
- Incident/Accident Report Form Hazard Report Form
- Take 5 – Pre-task Risk Assessment





Integrity

Safety Induction Checklist at Host Employer

This Safety Induction Checklist is to be used by Temporary workers on the first day of a new job. The purpose of this checklist is to ensure that staff have been given the Health and Safety information required. This checklist has been created with reference to Safe Work Australia's 'Working Safely' Information sheet.

Name:	
Client Site:	

Work through this checklist, answering 'Yes' or 'No' as appropriate.

- Have you met your supervisor? ☐ Yes ☐ No
- Has someone shown you how to carry out your job safely, and checked that you are doing it correctly? ☐ Yes ☐ No
- Do you know who to ask for if you are unsure of what to do or if you need help? ☐ Yes ☐ No
- Have you been told who to go to if you have any Health and Safety questions? ☐ Yes ☐ No
- Has someone shown you:
 - Emergency exits? ☐ Yes ☐ No
 - Toilets? ☐ Yes ☐ No
 - Meal/break room? ☐ Yes ☐ No
 - First Aid kit? ☐ Yes ☐ No
- Have you been told whether there are any out-of-bounds areas? ☐ Yes ☐ No
- Do you have all the safety equipment you need? ☐ Yes ☐ No
- Do you know how to use it and/or wear it? ☐ Yes ☐ No
- Do you know who to go to if you require first aid or if you are feeling unwell? ☐ Yes ☐ No
- Do you know what to do in an emergency, and where the muster point is? ☐ Yes ☐ No
- Do you have easy access to the emergency exits? ☐ Yes ☐ No
- Do you have the contact details of your Integrity consultant in case of an incident? ☐ Yes ☐ No
- Have you been told what to do in case of an accident at work? ☐ Yes ☐ No

If you answered no to any of the above questions, talk to your supervisor or contact your Integrity consultant to discuss on 9327 5444.



Integrity

Personal Protective Clothing & Equipment (PPE)

Personal Protective Clothing and Equipment (PPE) is used to minimise exposure to risks associated with workplace hazards. PPE is not to be relied upon as the primary means of risk control, until other control measures have been put in place to address the hazard(s).

You will be informed by your Integrity consultant whether an assignment will require you to wear/use PPE. If you believe you need additional PPE, other than that stated, you must speak to your supervisor or get in touch with your consultant immediately to discuss.

WHEN SHOULD PPE BE USED?

When PPE is necessary, it must be used every time there is a risk of exposure. Deliberate failure to use PPE as instructed may result in disciplinary procedures.

Some examples of when you may require the use of PPE include, but are not limited to:

- Work conducted on a construction site
- Work conducted near roads or traffic
- Working in a workshop
- Working outdoors exposed to varying weather e.g. sun / wind / rain etc.
- Working in the vicinity of loud machinery

Some activities may expose you to a number of risks, and therefore require you to utilise multiple PPE at one time.

PPE TRAINING

Before using PPE, you must be trained in its proper use. If you do not feel you have sufficient knowledge or training in relation to any type of PPE that you are required to use during your assignment, speak with your supervisor or Integrity consultant immediately. The proper use of PPE will be discussed with you, and specific on-site training will be arranged if necessary.

MAINTENANCE OF PPE

PPE should be regularly tested and checked to ensure that it continues to provide maximum protection to the user – this can involve maintenance such as cleaning, repairs and replacement.

All PPE has a maximum lifespan of use and some types of PPE need to be checked more regularly than others depending on:

- How easily the PPE can be damaged (e.g. cracks in a hard hat, leather worn off the steel toe of a safety boot)
- How hazardous the activity involving the PPE is (breathing apparatus should be checked regularly to ensure air supply is suitable.)

Foot protection – Safety Boots / Shoes – Should be kept clean at all times. If the covering of the steel toe is broken and the metal is showing, it is time to replace your boots/shoes.

Body Protection – High Visibility Clothing – It is important to keep clothing in good repair and clean at all times. If the reflector strips are no longer reflective, or if the fluorescence of the material has faded, the clothing is no longer suitable for its intended purpose, and will need to be replaced.

Head Protection – Hard Hat / Bump Cap / Wide Brimmed Hat – Check your hard hat regularly for cracks and damage. If any cracks or damage are apparent, replace the hat.

Eye Protection – Goggles / Safety Glasses / Shields – good fit is important. Ensure that your eye protection fits properly and it kept clean and use anti-fog coating if required.

Hearing Protection – Earplugs / Earmuffs – Do not share ear protection with other workers as this increases your risk of ear infection. If you are finding that your hearing protection is not as effective as you would like, replace it or look at alternative options.

Skin Protection – Long Sleeved Shirt / Gloves / Sunscreen – if you are working outdoors in direct sunlight, ensure that your clothing has an SPF rating and protects from the sun's rays. Check that your sunscreen is not out of date and remember to apply to re-apply as per the manufactures instructions. Keep your gloves in clean and good condition. If there are any tears in the fabric, replace the gloves.

Respiratory Protection – Air Supplied Respirators / Face Mask - Ensure that filters are replaced regularly and dust masks are replaced as needed. Do not share breathing protection with other workers as this may increase your risk of infection.

The above list is not exhaustive, and you may be required to use/wear more specialised PPE. If this is the case, please discuss the care and use of your PPE with your Integrity consultant and your supervisor before use.

APPROPRIATENESS OF PPE

PPE needs to be appropriate for the job to be undertaken. Bulky safety gloves, for example, may provide protection from sparks but may not allow freedom of movement required of your role. You may need a slimmer fitting safety glove in that instance.

It is important that you discuss any concerns you have in regards to the appropriateness of the PPE provided to you.

Similarly, if an item of PPE does not fit you well, or is uncomfortable, you must discuss this with your consultant. Ill-fitting PPE may not be effective.

QUESTIONS ABOUT PPE

If you have any questions or complaints in regards to any aspect of Personal Protective Clothing and Equipment, contact your Integrity consultant immediately. We will work with you and your supervisor to ensure that you have the protection required to carry out your duties as safely as possible.

This form must be completed by the responsible Integrity Consultant for each incident in which an injury, illness or near miss is acquired whilst at work.
It does not replace Worker's Compensation Claim Forms, where applicable.

Accident/Incident: Report and Investigation				
Details of Person involved in Accident/Incident:				
Employee Name:		Contact No.:		
Home Address:		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	
Work Details				
Client Name:		Unit/Team:		
Address:		Supervisor:		
Accident/Incident Details :				
Date of accident/ incident:		Time of Occurrence:		
Description of Occurrence:				
Type of accident/incident:				
<input type="checkbox"/> Fall of person <input type="checkbox"/> Falling object <input type="checkbox"/> Explosion/Implosion <input type="checkbox"/> Step on/strike object <input type="checkbox"/> Caught in or between objects <input type="checkbox"/> Muscular effort – single event	<input type="checkbox"/> Manual Handling injury <input type="checkbox"/> Muscular effort – repetitive/continuous <input type="checkbox"/> Muscular effort – postural <input type="checkbox"/> Non-person related incident (property/equipment damage) <input type="checkbox"/> Struck by object (cut by knife, tools etc.)	<input type="checkbox"/> Extreme temperature <input type="checkbox"/> Electrical current <input type="checkbox"/> Harmful substances <input type="checkbox"/> Radiation <input type="checkbox"/> Exposure to noise		
Type of Injury				
<input type="checkbox"/> No injury reported (go to agency and complete form) <input type="checkbox"/> Fractures/dislocation <input type="checkbox"/> Sprains/strains <input type="checkbox"/> Concussion <input type="checkbox"/> Lacerations/Open cuts	<input type="checkbox"/> Damage to glasses, hearing aids etc <input type="checkbox"/> Occupational Overuse/injuries <input type="checkbox"/> Poisoning and toxic effects of substances <input type="checkbox"/> Confusions/bruising/crushing <input type="checkbox"/> Grazes/abrasions <input type="checkbox"/> Foreign bodies	<input type="checkbox"/> Burns and scalds <input type="checkbox"/> Puncture/penetration <input type="checkbox"/> Wounds <input type="checkbox"/> Amputations <input type="checkbox"/> Electric shock <input type="checkbox"/> Multiple Injuries <input type="checkbox"/> Bites/Stings		
Apparent Type of Illness				
<input type="checkbox"/> Epilepsy <input type="checkbox"/> Dermatitis/skin rashes <input type="checkbox"/> Dizziness/fainting <input type="checkbox"/> Nausea/vomiting	<input type="checkbox"/> Circulatory system/heart problem <input type="checkbox"/> Respiratory system/breathing problems <input type="checkbox"/> Infectious and parasitic diseases <input type="checkbox"/> Psychological disorders	<input type="checkbox"/> Deafness <input type="checkbox"/> Headaches <input type="checkbox"/> Shock		

Bodily Location			
<input type="checkbox"/> Eye <input type="checkbox"/> Ear <input type="checkbox"/> Face <input type="checkbox"/> Head (other than eye and face) <input type="checkbox"/> Shoulder <input type="checkbox"/> Neck	<input type="checkbox"/> Arm <input type="checkbox"/> Hand and fingers <input type="checkbox"/> Hip <input type="checkbox"/> Trunk <input type="checkbox"/> Back	<input type="checkbox"/> Psychological <input type="checkbox"/> Internal organs <input type="checkbox"/> Multiple parts <input type="checkbox"/> Feet and toes <input type="checkbox"/> Leg <input type="checkbox"/> General/Unspecified location	
Cause			
<input type="checkbox"/> Animal(s) <input type="checkbox"/> Chemical(s) <input type="checkbox"/> Physical environment <input type="checkbox"/> Insect(s) <input type="checkbox"/> Floors and passageways <input type="checkbox"/> Stairs	<input type="checkbox"/> Fixed or mobile plant/machinery <input type="checkbox"/> Ground and pathways <input type="checkbox"/> Hand tools (non powered) <input type="checkbox"/> Road transport (cars, bikes etc) <input type="checkbox"/> Equipment (includes powered tools) <input type="checkbox"/> Syringes	<input type="checkbox"/> Biological agencies <input type="checkbox"/> Manual Handling <input type="checkbox"/> Person/People <input type="checkbox"/> Slips/trips/falls <input type="checkbox"/> Inadequate training <input type="checkbox"/> Foreign bodies <input type="checkbox"/> Objects	
When did the Incident Occur?			
<input type="checkbox"/> During Work time <input type="checkbox"/> Journey/to/From Work (Insurer Journey form)		<input type="checkbox"/> During break from Work <input type="checkbox"/> Other _____	
Where did the Incident Occur?			
After the Incident:			
Did the person:	<input type="checkbox"/> Return to Work <input type="checkbox"/> Go Home <input type="checkbox"/> Go to the Doctor	<input type="checkbox"/> Go to the Hospital <input type="checkbox"/> Other _____	
Was First Aid Received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the Injuries Register form been filled in:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the person taken any time off from normal duties because of incident:	<input type="checkbox"/> Yes From: _____ To: _____		<input type="checkbox"/> No
Details of Witness to Incident:			
Name:			Contact No:
Address:			<input type="checkbox"/> Employee <input type="checkbox"/> Integrity Employee <input type="checkbox"/> Other agency Employee <input type="checkbox"/> Visitor
Description of the Sequence of Events:			
Leading up to the incident:			
During the incident:			
Immediately after the incident:			

Evidence Attached to this document:	
-------------------------------------	--

Causal or Contributory Factors:	
Description of all <u>Direct</u> causal and contributory factors:	
Description of all <u>Indirect</u> causal and contributory factors:	

Preventative/Corrective Action:	
Tick one or more of the appropriate strategies for this incident:	
Preventative/Corrective Strategy:	<input type="checkbox"/> Training/Retraining required <input type="checkbox"/> Equipment/machinery modifications required <input type="checkbox"/> Maintenance required of equipment/machinery <input type="checkbox"/> Change to the working environment <input type="checkbox"/> Change/review work procedures <input type="checkbox"/> Improved supervision <input type="checkbox"/> Other _____
Describe any preventative or corrective action which is required both now and in the future:	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

Acknowledgement:			
Consultant:		Signature:	
Client Representative:		Signature:	

Consultant's Checklist:			
Will an Incident Investigation be carried out:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Has the Insurers' Workers Compensation or a Public Liability claim been lodged for the incident:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Do WorkCover need to be notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Has the RTW Co-ordinator been notified (if lost time)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
Has a Hazard Report Form been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
What further action is recommended:	<div></div> <div></div> <div></div>		
Consultant:		Signature:	
Section:		Date:	
Please send :	<input type="checkbox"/> Original to Integrity OSH Officer <input type="checkbox"/> Scanned copy to Client <input type="checkbox"/> Copy to WorkDesk Job Order		

PURPOSE:

When a hazard has been identified, record what you have seen / witnessed and possible solutions that will prevent future damage, injury or illness in relation to this hazard.

PART A – To be completed by the employee / individual identifying the hazard

Name:

Position Title:

Client / Host Employer:

Address/Location:

Integrity Division:

Date of report:

Describe the hazard – include the area and task, equipment, tools and people involved.

Possible solutions / how to prevent occurrence or reoccurrence – Do you have any suggestions for fixing the problem?

PART B – To be completed by an Integrity Consultant

Results of Investigation – Determine whether the hazard is likely to cause an injury or illness and explain what factors caused the event.

Immediate actions:

PART C – To be completed by and Integrity Consultant

Action Taken - Supervisor to identify actions to prevent injury or illness

	ACTION	RESPONSIBILITY	COMPLETION DATE
1			
2			
3			
4			
5			

Feedback has been provided to person who reported the hazard

Integrity Consultant

SIGNATURE

DATE

OHS Manager / Divisional Manager Signed:

SIGNATURE

DATE

STOP – Take 5 Pre-task Risk Assessment

Task:	
Location:	

1. STOP and THINK through the task?

	Y	N
Do I clearly understand what is required?	<input type="checkbox"/>	<input type="checkbox"/>
Am I trained to do the work and familiar with equipment / task?	<input type="checkbox"/>	<input type="checkbox"/>
Are the tools and equipment in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the approved documentation for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Am I safe from other activities /tasks in the area?	<input type="checkbox"/>	<input type="checkbox"/>
Have I informed others who may be affected by my work?	<input type="checkbox"/>	<input type="checkbox"/>
Do I have the correct PPE for the Task?	<input type="checkbox"/>	<input type="checkbox"/>

IF 'NO' to any – take action to correct

2. Identify the Hazards

1.		4.	
2.		5.	
3.		6.	

3. Make the Changes

1.		4.	
2.		5.	
3.		6.	

4. Are the Risks Adequately Controlled

	Y	N
Have all hazards controls been implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Have all potential issues been discussed and understood by all?	<input type="checkbox"/>	<input type="checkbox"/>
Can the task proceed safely?	<input type="checkbox"/>	<input type="checkbox"/>

If 'NO' do not commence the task – Inform Manager / Supervisor

5. Do the Task Safely only when all identified hazards are controlled or removed

Name	Signature	Date

If the task changes or new hazards introduced during the task update the Take 5

