

## WORKPLACE HEALTH AND SAFETY POLICY

Foundation Recruitment is committed to the health and safety of all staff, temporary placement workers and others who may be affected by our work activities. This includes the elimination of workplace injury and illness by complying with WHS legislation and health department requirements, demonstrating due diligence and the application of best practice strategies for the recruitment industry and all other industries in which our staff may be placed.

### **This is achieved through:**

- Complying with statutory requirements, codes and standards, including ISO45001:2018 and guidelines.
- Setting up objectives and targets with the aim of eliminating work-related incidents in relation to our activities, products, and services.
- Defining roles and responsibilities for occupational health, safety and environment.

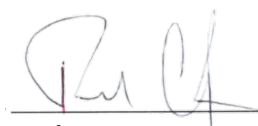
### **Strategies will include:**

- Continuously improving the effectiveness of the Safety Management System.
- Reviewing and approving client Safety Management Systems.
- Monitoring progress towards achieving our quality objectives using the Incident/Improvement Report system and quarterly Improvement Review Meetings and taking further preventative actions, as necessary.
- Setting and regularly reviewing safety objectives, which are measurable, realistic and achievable.
- Ensuring occupational health and safety management principles are included in all organisational planning activities.
- Providing ongoing education and training to all our employees.
- Consulting with employees and other parties to improve decision-making on work, health and safety matters.
- Ensuring incidents are investigated, lessons are learnt within the organisation, and providing an emergency response procedure.
- Providing enough resources to ensure occupational health, safety and environment are central to the organisation.
- Ensuring effective injury management and rehabilitation is provided to all employees.
- Ensuring the provision of adequate facilities for the welfare of workers.

Managers and supervisors are responsible for implementing this and other policies as an integral part of their accountabilities; they may delegate their WHS duties and activities but not abdicate their responsibilities.

Workers have an obligation to take reasonable care of the health and safety of themselves and others, and to cooperate and comply with reasonable policies, procedures and instructions.

The Work, Health and Safety Policy shall be reviewed annually in consultation with staff



**Paul Gay**

*Director*

Foundation Recruitment & Contracting

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