



# Workplace Health and Safety (WHS)

Policies and Procedures Manual  
(August 2022)

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## 1. Introduction

Mills Recruitment is committed to ensuring the safety and health of its workers. To this extent, safety policies have been established and safety management systems have been put into place. The Workplace Health and Safety Policies and Procedures Manual outlines aspects of safety that you need to be fully aware of.

While Mills Recruitment and its host employers will take all reasonable and practicable steps to ensure your health and safety, please remember that:

### **SAFETY BEGINS WITH YOU**

Safety is the responsibility of each and every worker of Mills Recruitment.

As you begin your employment/engagement with Mills Recruitment, we want to emphasise the importance of a serious attitude towards safety and the observance of safety rules. During your assignment you will be working in varied environments, each with its own particular safety hazards and safe working practices. To be a safe worker you must learn the correct way of doing things. In most cases, specific safety rules will be explained to you by your manager or supervisor. However, if this does not happen, there is an obligation on you to know and to observe not only the general safety rules but also the safety rules for the particular job you are doing. When transferring to a new job, you are obliged to make yourself familiar with the safety rules of the new job.

The information in this booklet is to be read in conjunction with host employer workplace directives. It does not in any way, replace the individual workplace requirements and should a conflict occur between the two, the host employer's workplace directives will be adhered to, unless you have reasonable grounds to believe that a particular directive will result in immediate danger to yourself or others.

## 2. Workplace Health and Safety (WHS) Policy

Mills Recruitment is committed to ensuring the health, safety and welfare of all workers at its workplace and as far as practicable, host workplaces, where its workers (casual, on-hire employees and engaged independent contractors) are located. At Mills Recruitment, every endeavour is made to provide workers with a safe, comfortable and healthy working environment. Workers, Mills Recruitment and host employers must work together to achieve this aim.

Workers are required to take all reasonable care to ensure their own safety and that of other persons. They are also required to comply with all instructions and directions established to provide a safe and healthy workplace. Workers must follow host employer's policies and procedures at all times. Failure to adhere to Mills Recruitment's or the host employer's health and safety policies will be considered serious misconduct and may result in termination of employment/engagement.

Mills Recruitment will comply with all applicable health and safety laws, regulations, standards and other relevant legislation. All accidents and incidents which occur whilst employed or engaged should be reported to Mills Recruitment and the **WHS Accident and Incident Report Form** (available at [www.millsrecruitment.com.au](http://www.millsrecruitment.com.au)) completed and returned to Mills Recruitment for investigation. Mills Recruitment will ensure injured employees return to suitable work at the earliest possible



opportunity through equitable claims management and rehabilitation practices. Independent contractors must ensure they have current workers' compensation insurance to cover themselves when undertaking assignments through Mills Recruitment and copies of this insurance should be provided prior to commencing any engagements.

### **Company responsibility**

Mills Recruitment, along with its clients who are host employers, is responsible, as far as reasonably practicable, to implement a safety conscious workplace and provide resources to assist its workers meet health and safety obligations. This includes:

- Integrating workplace health and safety into all aspects of its business;
- Identifying hazards, assessing risk and implementing control strategies to minimise risk of injury to people and property;
- Ensuring that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced;
- Developing and implementing safe systems of work;
- Providing adequate safety information, training and supervision;
- Ensuring safe office environment and equipment;
- Ensuring that the workplace under their control is safe and without undue risks to health;
- Attempting to remedy all problems relating to health and safety;
- Consulting with workers and other parties to address safety issues and improve decision making on workplace health and safety; and
- Supporting and assisting workers in effective injury management and rehabilitation.

Mills Recruitment will regularly and continually review safety performance and make necessary improvements.

### **Worker responsibility**

Accountability for providing a safe work environment rests with every individual. All workers have responsibility and accountability to identify, eliminate and manage risks associated with in the workplace.

A workers' duty is to take reasonable care for their own safety and health at work and to avoid harming the health and safety of others through any act or omission at work. The workers' duty does not stand alone and is complementary to the employer's duty.

All workers need to receive the appropriate information, instruction, training and supervision for them to be able to work safely.

Casual and on-hire employees and contractors must ensure they:

- Ensure licences and tickets are up to date and copies of these have been provided to Mills Recruitment and the host employer before commencing work.
- Comply with Mills Recruitment's and the host employer's safe working practices, procedures and safety instructions.
- Wear and look after personal protective equipment issued for use.
- Not misuse or damage any equipment provided for safety and health purposes.

- Report without delay, any work-related injuries, accidents or sickness which arise out of their employment/engagement.
- Report immediately, any situation, which they believe is or could be a hazard.
- Attend, when directed, any course of training related to health and safety.
- Perform all work duties in a manner which ensures individual health and safety and that of all other people in the workplace.
- Encourage fellow workers to create and maintain a safe and healthy work environment.
- Co-operate with all other workers to enable the health and safety responsibilities of all workers is achieved.

Some of the equipment, procedures and work practices may be new or unfamiliar to you, so if you are unsure of what to do or do not understand, you must ask your manager prior to commencing work.

**If you don't know - don't touch it and ask your manager**

### 3. Health and Safety Officer and Co-ordinator

If you have a problem relating to workplace health and safety, you should always discuss it with your manager at the host employer first. If you are still concerned, contact a member of Mills Recruitment. Mills Recruitment's Health and Safety Officer is Darryl Mills (Director).Resolution of Safety Issues

Host employers may have specific procedures for resolution of health and safety issues, however, if you raise an issue and it is not resolved to your satisfaction, you must contact the Director of Mills Recruitment IMMEDIATELY.

No worker is to knowingly place themselves (or other persons) at risk of injury or harm to their health and safety at work.

If you believe you are at imminent and serious risk you must:

- Withdraw from the work area or risk.
- Report to your manager.
- Accept reasonable alternative work.
- Refer the matter to the health and safety representative if necessary.
- Contact Mills Recruitment if the issue is not adequately resolved.

If you have an issue relating to safety and health which you have been unable to resolve with your manager you may also refer the matter to your safety and health representative or committee member at the host employer.

Your representative or committee member can provide you with information and assistance on safety and health matters and will represent your interests on the Safety and Health Committee.

### 4. Reporting of Accidents and Injuries

It is your duty of care as a worker to report all workplace incidents and injuries. Even if an incident does not result in an injury or damage to property (near miss) it must be reported as all incidents will



require a **WHS Incident and Accident Report Form** to be completed by Mills Recruitment. The form is available in the **Contractor** section on Mills Recruitment's website [www.millsrecruitment.com.au](http://www.millsrecruitment.com.au) or by contacting Mills Recruitment. Host employers may also require completion of an appropriate incident reporting form.

All workplace accidents and injuries should be reported to both Mills Recruitment and the host employer as soon as you can. Do not leave the workplace before reporting. Report any lost time to Mills Recruitment immediately.

## 5. Identifying Workplace Hazards

A hazard is anything that has the potential to cause damage, injury or illness. As a worker you have a responsibility to identify and report hazards at any worksite that you are working at. A hazard can include the unsafe practices of other people within the workplace. The following points are a simple way to determine the degree of risk that a hazard presents.

- Determine how likely someone may be exposed to the hazard you identified.
- Determine how severe a potential injury/illness could be.
- Match the risk of exposure with the severity.

By identifying and reporting hazards you can remove or minimise the risk of an incident, injury or illness occurring. To report a hazard, please complete the Mills Recruitment's **WHS Incident and Accident Report Form**.

The following points are some simple guidelines in day-to-day work practices to remove or minimise hazards in the workplace.

- Never leave items lying around in doorways, aisles, exits or obstructing fire equipment. These could cause a fall, slip or trip. It also poses a risk of obstructing exits from the building in the event of a fire.
- Firefighting equipment must always be accessible. Workers should be familiar with the location of this equipment in all their workplaces.
- Always clean up spills immediately. If the spill is a hazardous substance, ensure that someone trained in the handling of hazardous substances is notified immediately to clean it up.
- Keep your work area tidy. Do not leave drawers or filing cabinets open.
- Be aware of electrical safety. Check all electrical equipment before use for any signs of damage. This includes visually inspecting any source of electricity, e.g. Power points. Never use electrical equipment or machinery with wet hands.
- Exercise care in the use of sharp equipment e.g. staples, pencils, scissors and other cutting instruments.

There are a number of ways of identifying potential sources of injury or disease in workplaces. Selection of the appropriate procedure for identifying potential hazards will depend on the type of work processes and hazards involved. Procedures may range from a single checklist for a specific piece of equipment or substance, to a more open-ended appraisal of a group of related work processes.

A combination of methods may provide the most effective results. Methods of identifying workplace hazards include:

- Developing a hazard checklist.
- Conducting walk-through surveys.
- Reviewing information from designers or manufacturers.
- Analysing incident, accident and injury data.
- Analysing work processes.
- Consulting with other workers at the host employer workplace.
- Examining and considering material safety data sheets and product labels.

Hazards may be grouped into three categories - physical, psychological and biological. Within each category there are further hazard groups, or types. It is useful to consider these hazard types when identifying work related hazards to ensure that a wide range of potential hazards are considered.

Many hazards cannot be eliminated from your workplace. If you follow the safety instructions and safety rules set by Mills Recruitment and the host employer, exposure to hazards will be more successfully controlled.

As part of Mills Recruitment's health and safety responsibility, Mills Recruitment gathers information from host employers when taking job bookings to identify hazards in the host employer's workplace. This information is added to ***Mills Recruitment's Hazard and Risk Register***. Should any specific hazards be identified in the host employer's workplace these will be discussed with you.

Information on managing hazards in the white-collar environment, such as ergonomics and office safety are available in the ***Contractors*** section of the Mills Recruitment's website. At the back of this policy is a ***Workstation and Office Safety Checklist***, to assist you in identifying and managing hazards

## 6. Assessing Risk and Controlling Hazards

After you have identified all the possible sources of injury or harm in your workplace, the idea is to try to eliminate or minimise these hazards. Assessing the risk associated with each is a way of working out which to tackle first i.e., high risk hazards should be dealt with as the first priority. Mills Recruitment uses a hierarchy of control to deal with hazards and hazards should be addressed in the order of the hierarchy.

### Hierarchy of Controls

1. **ELIMINATE** the hazard - remove it completely from your workplace.
2. **SUBSTITUTE** the hazard - with a safer alternative.
3. **ISOLATE** the hazard - as much as possible away from workers.
4. Use **ENGINEERING CONTROLS** - adapt tools or equipment to reduce the risk.
5. Use **ADMINISTRATIVE CONTROLS** - change work practices and organisation.
6. Use **PERSONAL PROTECTIVE EQUIPMENT (PPE)** - this should be the last option once you have considered all other options for your workplace.

If you report a hazard, incident or accident to Mills Recruitment, Mills Recruitment will fully investigate the matter and act with the host employer to rectify it using the above controls.

## 7. Inductions

All workers of Mills Recruitment are required to complete the on-line safety training modules and read Mills Recruitment's policies and procedures relating to health and safety on commencing employment/engagement. Workers may also be required to complete an induction conducted by their host employer. Before commencing work with elevated risk, please ensure that you obtain from the host employer the Safe Work Method Statement.

## 8. Safety Behaviour

Whilst within the confines of the workplace your behaviour should be such that it promotes safety and minimises your exposure to potential accident situations.

In particular:

- Never run on stairs or walkways.
- Do not cause a distraction that may place a fellow worker in a dangerous situation.
- Do not throw anything.
- Avoid practical jokes and skylarking that could create dangerous situations.

## 9. Warning Signs

Warning signs come in many differing configurations, colours and sizes. Signs are placed in the work environment to warn workers of workplace hazards that may not be immediately and easily recognizable. Symbolic signs are frequently used as a means of visual communication that is superior to words.

**Safety signs are mandatory and must be complied with at all times**

## 10. Hazardous Substances

Most workplaces have some sort of hazardous substance or other, even if you do not immediately recognise them as hazardous. Virtually any substance can be hazardous if used wrongly. Such as cleaning fluid, glue and ink can all be harmful. Harm can come from ingesting them, from eating without first washing hands, breathing in fumes or fibres or contact with skin.

If you work in areas where there are recognised hazardous substances in use, contact your manager for any specific training that is required to handle the hazardous substances.

It is important that your manager makes sure you use hazardous substances according to the manufacturer's or supplier's written instructions and the agreed safe work procedures for your workplace. Please ask for a Safety Data Sheet if you are in doubt about hazardous substances.

## 11. Workplace Housekeeping

Accidents can occur in the workplace and keeping the work area clean and tidy is a responsibility that sits with all workers. Failure to ensure that the workplace is kept neat and tidy may cause hazards that increase the likelihood of a slip, trip or fall incident.

To ensure you contribute to the safety of any work environment:

- Keep your work area clean and tidy.
- Check that emergency exit paths and pedestrian access points are not obstructed.
- Do not leave aisles and emergency exits obstructed so as to cause a slip, trip, or fall hazard.
- Place rubbish in the bins provided.
- Clean up all spills as soon as they are identified from floors, ramps, stairs and working surfaces.
- During inclement weather be aware of the hazards associated with wet floors.
- Wind up hoses, leads and cables when not in use.
- Keep your tools together and hang them up or store them when not in use.
- Remove all combustible waste, scrap and off-cuts regularly and if necessary, sweep up.
- Be careful with the storage of chemicals and flammable materials and take the correct precautions. Report any leaks or spills. Do not smoke when using flammable materials.
- Stack and store materials safely. Insecure or over stacked containers or materials represent a safety hazard.

Every worker has a responsibility to ensure that their respective work area is maintained and left in a clean and safe condition at the end of each day.

The **Workstation and Office Safety Checklist** at the back of this document can assist in assessing your workplace.

## 12. Working from home

Many workers now work from home as part of their employer's or host employer's normal business operations. Before commencing working from home, all workers should complete and return the **Working from Home Checklist** available under the **Contractors** section of the Mills Recruitment website. If you require additional equipment to be set up safety at home, please speak with your host employer before commencing remote work.

## 13. Fatigue Management

Fatigue means acute, on-going state of tiredness that leads to mental or physical exhaustion and prevents workers from functioning within normal boundaries. It is more than a feeling of being tired and drowsy, it is a physical condition that can occur when an employee's physical or mental limits are reached.

Being fit for work is being safe for work and requires workers to be in a physical, mental and emotional state, enabling them to perform their assigned duties in an effective manner that does not increase the risk to themselves or others. If workers show signs of fatigue that prevent them from undertaking their duties, then they should speak with their manager and the Recruitment Consultant. Workers may be required to attend their medical practitioner to be assessed as fit for work.

Workers may escalate any concerns to the Director of Mills Recruitment.

## 14. Manual Handling

You should never take unnecessary risks when moving large, bulky or awkward items. Always consider the alternatives to manual handling and ask whether mechanical aids are available. If there are no other alternatives, always follow safe manual handling practices including:

- Check weight and dimensions of the object (not by moving it).
- Always use mechanical aids for large, awkward or bulky items.
- Ensure that your path is free from obstruction.
- Stand as close as possible to the load.
- Bend your knees and keep your back straight.
- Remember, if in doubt DON'T LIFT.

## 15. Preventing Falls at Work

Slips, trips and falls cause a large number of work-related injuries. Some of these types of injuries can be very serious and result in long-term disabilities, which are preventable. Tripping over obstructions, falling down steps or falling off chairs and desks are just a few examples of incidents that can occur in the work environment.

The following reinforces safety measures we can all take to make the workplace safe:

- Chairs, desks and other office furniture should not be climbed on to gain access. If you need to gain access to high objects, use a set of steps or other approved access platform.
- Protect other workers and the public by sign posting slip/trip hazards. Ensure that these are cleaned up as soon as practicable.
- Take care when using the stairs and use the handrail provided.

## 16. Workstation and Computer Set Up

Poorly set-up computer workstations or poor work practices can create a situation where you can be at risk of long-term work-related injury and disabilities. The provision of comfortable and adjustable equipment, which enables the operator to adjust heights and distances to suit individual needs, is vital in ensuring the risk of injury is reduced.

Please read ***Mills Recruitment's Computer Workstation Ergonomics*** document available on Mills Recruitment' website and the ***Workstation and Office Safety Checklist*** the back of this document for further information.

## 17. Lighting

Adequate lighting is essential in any workplace, workers should ensure:

- The correct amount of lighting is available dependent on the task;
- The number, type and position of light sources are adequate;
- Consider how often and how long tasks are performed for;
- Avoid flickering and inappropriately coloured lights;

- That natural light from windows is controlled;
- That the contrast between foreground and background is reduced; and
- That monitors are repositioned to reduce glare.

## 18. Electrical Requirements

Only appropriately qualified persons are legally allowed to repair and service electrical equipment and tools in a workplace. All portable power tools, electrical equipment and electrical leads must be inspected and maintained in a safe operational condition. It is a general duty of care that all electrical tools and equipment are routinely checked by the user before use and placed out of service if found to be defective. Ensure that you do not use any electrical item if it appears to be damaged and report it to your manager immediately.

Dangers from electricity are not self-evident. An electrical conductor looks the same whether it is alive or dead. Always assume that electrical wire and equipment is alive and treat with caution. If you find someone who has been electrocuted, approach with extreme caution. Make sure the current is turned off and use heavy duty insulated gloves, dry wood, dry cloth or rubber to free the affected person.

When working with or near electrical equipment:

- Always assume that electrical conductors are live.
- Inspect electrical tools and equipment before use.
- Report any frayed wires, damaged cables or faulty switches to your manager.
- When using an extension lead across a traffic area protect it from damage by placing boards on either side of the lead.
- Do not allow electric leads to lie in wet areas.
- Do not operate or use any electrical equipment which has a Danger or Out of Service tag attached.
- If you receive a shock, even a small one, you must report it to your manager immediately.
- Do not operate or work on any electrical equipment where there is a risk of the equipment or surrounding area/floor becoming wet.
- Only fire extinguishers of the non-conductive type should be used around electrical equipment. These include the dry powder and carbon dioxide type.

## 19. Fire Safety

Most fires have small beginnings and the best time to tackle a fire is when it is small. To do this you must know:

- Who are the fire wardens.
- How to raise the alarm if you discover a fire.
- Where extinguishers, hose reels, etc. are located.
- How to use each type of extinguisher.
- What extinguisher to use on different types of fire.
- The location of your nearest emergency exit/s.
- Your assembly area.

**Do not use water on live electrical or flammable liquid fires**

## Fire Prevention

The risk of fire is present in most work activities and everyone has a vital role to play in its prevention.

- Observe 'No Smoking' signs.
- Don't accumulate rubbish. Keep work and storage areas clean and tidy.
- Handle and store flammable liquids safely - keep naked lights and sparks away.
- Don't use sawdust to absorb oil spills or leaks.
- Keep electrical fittings in good order.
- Avoid the use of adaptors, long or damaged power cables.
- Keep fire extinguishers unobstructed and mounted on the wall.
- If you use an extinguisher, take it to your manager who will arrange replacement - do not put it back on the wall.
- Report all fires, no matter how small, to your manager immediately.

## 20. Emergency Procedures

All workers must make themselves familiar with the emergency procedures that apply to the workplace that they have been assigned to. Please ensure you are familiar with:

- The location of the first aid box.
- First aid officers and fire wardens.
- The emergency evacuation procedures, emergency exits, assembly points and location of fire extinguishing equipment.

If you are not certain of any of the following, ask your manager.

In the event of an evacuation - STAY CALM, DON'T PANIC and follow these guidelines:

- Follow directions of wardens and leave by the nearest emergency exit.
- Do not use lifts or stairwells not marked as emergency exits.
- Regroup clear of the building in your assembly area with your warden.
- Do not move or re-enter building until the warden gives the 'All Clear'.

## 21. Corporate Environmental Policy

Mills Recruitment strives to be a responsible corporate citizen in the protection of the environment. Mills Recruitment does this by taking into account the expectations of its clients, the community and the requirements of both Federal and State environmental legislation. In line with Mills Recruitment's core values, Mills Recruitment actively encourages the involvement, communication and consultation of its workers, clients, government agencies and other key stakeholders in the conduct of its business, including responsible environmental practices.

Mills Recruitment's objective:

- Is to comply with all applicable laws, regulation and standards;
- Uphold the spirit of the law;



- Is to apply standards that minimise any adverse environmental impact resulting from the actions of Mills Recruitment's workers, where laws do not adequately protect the environment.

## 22. Drug and Alcohol Policy

Mills Recruitment has in place a comprehensive drug and alcohol policy, available in **Mills Recruitment's policies manual** available in the **Contractor** section on Mills Recruitment's website. Workers should familiarise themselves with this policy. This policy exists alongside any host employer policy.

It is Mills Recruitment's policy that workers remain uninfluenced by drugs and alcohol for the duration of their shift. Workers must inform their manager immediately if they may have a blood alcohol concentration (BAC) above 0.00ml/l or are under the influence of non-prescription drugs.

This policy includes workers engaged in after-hours work, on standby availability, casual or contract workers. Workers must not drive a host employer vehicle or operate machinery if they may be above the 0.00ml/l blood alcohol concentration or are under the influence of non-prescription drugs.

The only exception to this policy would be where prescription drugs are used and a letter from your doctor is supplied stating what duties you are able to complete in a safe manner.

Workers may also be subject to random drug and alcohol testing undertaken by both Mills Recruitment and the host employer. Failure to adhere to host employer drug and alcohol policies will be considered serious misconduct and may result in termination of employment.

## 23. Rest Breaks

Employees working longer than five hours per day need to take a minimum unpaid meal break of 30 minutes to a maximum of one hour at a time which is mutually convenient between Mills Recruitment/the host employer and the worker. Workers may take a morning and afternoon rest break of ten minutes provided this does not cause undue disruption to working arrangements. It is also recommended that you take a break every hour if you are continuously typing and that this break should include some stretching.

## 24. Smoke Free Environment

Mills Recruitment has in place a comprehensive smoke free environment policy, available in **Mills Recruitment's policies manual**. Workers should familiarise themselves with this policy. This policy exists alongside any host employer policy.

Mills Recruitment aims to provide and maintain a working environment where workers are not exposed to hazards. Mills Recruitment recognises that environmental tobacco smoke is a health hazard and workers should be protected from the involuntary inhalation of tobacco smoke. Smoking of tobacco or tobacco related products including e-cigarettes, is prohibited in all workplaces where Mills Recruitment's workers are located this includes in client provided vehicles. Separate policies may exist at the host employer's workplace.



Smoking should occur during the worker's lunch break, however, if with prior agreement from the worker's manager, the worker may take one short smoke break during the day. Workers should freshen breath and wash hands prior to resuming work after smoking breaks.

All workers located at a host employer workplace should follow the policies and procedures of the host employer, including smoking areas and smoking breaks.

## 25. First Aid

First aid boxes are provided at each workplace Mills Recruitment's workers are located and often host employers have qualified first aid officers available. Get to know where the boxes are and who is qualified to give first aid assistance.

All injuries and sicknesses must be reported to your manager and treated promptly. If off-site medical or hospital services are required contact your manager who will make the necessary arrangements. If you see another colleague injured or become ill, notify your manager immediately. If you are not a trained first aid officer, take the following steps if anyone is injured:

- Raise the alarm.
- If there is possibility of further imminent danger, move the person to a safe position.

This is the **only** occasion on which you are authorised to move an injured person.

- If there is any bleeding, use a clean pad and apply pressure to the injury. If there is no clean pad hold the wound against the bone to stop or reduce the blood flow.
- Make the person comfortable, keep them warm and reassure them.
- Do not move any limb which is broken.
- When the first aid officer arrives be prepared to give assistance as required.

## 26. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE), both your own and that provided by the host employer, must be worn as directed.

PPE is supplied by the host employer to provide protection against hazards that cannot be eliminated.

A variety of PPE is provided to protect different parts of the body dependant on the nature of work being performed.

EYES	Safety glasses, welding masks
HEAD	Safety helmets, sun hats, hairnets, caps
EARS	Earmuffs and plugs
RESPIRATORY SYSTEM	Various types of masks and respirators
BODY	Aprons, wet weather gear, overalls, suits, jackets
HANDS	Gloves, gauntlets
LEGS	Leggings, spats
FEET	Safety boots/shoes with steel toe caps



You must observe all safety requirements for the wearing of PPE and take reasonable care of your PPE and protective clothing. You should contact Mills Recruitment or your manager if you need replacement PPE or protective clothing.

If you are not sure as to how or where personal protective equipment is to be worn you must ask your manager before commencing work.

## 27. Hand Protection

Hand injuries are one of the most common workplace accidents. Always wear the correct gloves when handling:

- Rough, splintery or sharp objects.
- Steel and metal sheet.
- Acids, chemicals and solvents.

## 28. Eye Protection

You must always wear eye protection where the danger of flying particles, flash or splash hazards exist. If anything enters your eye go to your first aid officer - do not try to remove it yourself and do not let a fellow worker try.

Remember, you only have two eyes so look after them well.

## 29. Head Protection

You must observe the head protection signs by wearing a safety helmet in those areas designated.

Helmets will be issued to you where necessary and you are responsible for looking after them. Make sure that the headband is adjusted to fit the head securely and comfortably. It is recommended that a chinstrap is also fitted. Wear a helmet when working:

- On any construction site.
- With or near suspended loads.
- Under scaffolding, catwalks, gantries.
- In tunnels, trenches and confined spaces.
- Where there is a risk of head injury from falling objects.

If your helmet has been subjected to a severe impact or is badly damaged see your manager for a replacement.

## 30. Respiratory Protection

If you are exposed to nuisance or toxic dust, mist, fumes or vapours you must wear the respiratory protection provided. When handling chemicals always read the label first and follow the advice given. In "Permit to Work" situations the permit requirements must be strictly complied with.

Disposable masks, canisters and filters should be changed in accordance with the manufacturers' instructions.

When wearing this type of protection, it is essential that the mask fits properly and does not allow the entry of dust, mist, fumes or vapour. If you are unsure about how to obtain a good facial fit, check with your manager. It must be borne in mind that facial hair and some hairstyles can interfere with the facial seal.

Look after your equipment - if it is not a disposable type, clean and disinfect it regularly.

## 31. Noise & Hearing Conservation

Regular exposure to excessive noise will cause permanent hearing loss. Noise also interferes with the ability to concentrate and therefore may be a direct cause of accidents.

You must wear the supplied hearing protection and observe noise warning signs. In addition, you must wear the correct hearing protection when using noisy plant or equipment.

Earmuffs of the correct rating provide the best protection - wear them, look after them and keep them clean.

Earplugs are available but you should change them regularly. Avoid getting oil, grease or foreign matter on them whilst inserting in the ear as this may cause ear infection.

Hearing loss is permanent and irreversible - wear the right gear at the right time.

## 32. Safety Harnesses & Belts

Safety harnesses should be used when working in high places, near any drop, over an open hole and whenever the possibility of falling exists.

Ensure that safety harnesses are in good condition and carry the Australian Standards Compliance symbol.

## 33. Safety Boots

Where appropriate for the workplace, safety boots/shoes must be worn, unless otherwise indicated.

## 34. Safety Clothing

You must wear the correct type of clothing for the work that you are undertaking. In the industrial environment this will typically be overalls or work trousers and shirts and high-vis vests. Don't wear loosely fitting or torn clothing that could be caught up in moving parts of machinery or equipment. All Mills Recruitment's workers must present in a neat and tidy manner.

## 35. Repetitive or Sustained Forces

Does the task involve repetitive or sustained postures, movements or forces undertaken during PC-based work such as typing/drafting/data entry? As a general guideline, repetitive means a task is performed more than twice a minute and sustained means for more than 30 seconds at a time.

To reduce the risk:

- Introduce appropriate rest breaks/exercises as far as is practicable; and

- If possible, introduce varied work tasks or share repetitive tasks between workers.

## 36. Ladders

Only approved ladders may be used.

Before using a ladder check to see that it is undamaged and there are no defects. Do not use one with cracked or damaged styles or where any of the rungs are broken or missing. Choose the correct type of ladder for the job.

**You must not use a metal ladder or one reinforced with wire near any electrical equipment.**

To prevent a ladder from slipping make sure the bottom is on firm, level ground and secure it at the top. Where it is not possible to secure the ladder at the top then ask somebody to foot the ladder.

Use a canvas bucket or carrier if you have to use tools whilst up the ladder. Use a rope to haul them up or down.

When climbing up or down a ladder face the rungs and always use two hands.

Do not use a ladder as scaffolding or to support a plank on which people work.

When up a ladder do not over-reach to either side and always keep both feet on the rungs.

Any ladder found to be defective should be tagged and reported to your manager.

Select a ladder of sufficient length so that it extends at least one metre above the step on/off point and can be used at a slope no greater than a 4:1 ratio.

## 37. Compressed Air

Compressed air can cause serious injury if not used correctly.

Before opening the valve from the air supply line, check that the hose and connections are not damaged and hold the end of the hose to stop it whipping about when you turn the air on.

Never use compressed air to clean your clothes or direct it at another person. Always wear appropriate safety equipment, particularly eye protection, when using compressed air.

Do not use compressed air for cleaning equipment unless directed to do so by your manager and it is safe to do so.

Before changing an air tool, close the valve at the supply line and release the pressure in the hose. Never kink the hose to cut off the air supply.

Do not use any pneumatic tool which is faulty or damaged and use only the correct type of hose and approved fittings for all air tools.

Only authorised people may use air tools.



Air tools may only be powered by compressed air - never use any other compressed gas.

It is forbidden to apply compressed air to any sealed tank, drum or container.

**Misuse of compressed air can kill.**

### **38. Lifting Gear, Cranes – Mobile and Overhead**

Only licenced crane drivers are authorised to operate/drive any crane.

Dogman crane/chasers are not permitted to work with a crane unless they hold the appropriate certificate.

If the crane specification in any way exceeds the licence/accreditation do not operate the crane.

Ensure that cranes and lifting gear are in good order before use. If any part is defective report to your manager and withdraw your service until the defect is remedied.

Use only equipment with the Safe Working Load (SWL) marked on it. Do not exceed safe working loads of equipment. This includes slings, chains and shackles.

Ensure all loads are within the lifting gear capacity and are centred and properly balanced before lifting.

Safety hooks must be used on all cranes.

Riding on loads or hooks is strictly prohibited.

Keep people away from suspended loads; do not walk or work under suspended loads. Never leave a load in a raised position.

Ensure outriggers are used and positioned for maximum stability

### **39. Wire Rope**

Wire rope is easily damaged and therefore requires careful handling - damaged and poorly maintained wire rope and slings may result in serious injury or death.

The main factors which contribute to the deterioration of wire rope are:

- Wear
- Corrosion
- Kinks
- Fatigue
- Drying out of lubrication
- Overloading
- Overwinding
- Mechanical abuse

Before using wire ropes you must inspect them to establish that they are in a safe condition for use. If in doubt, refer to your manager.

## 40. Welding & Cutting

The primary hazards of welding and cutting are electric shock, toxic fumes, explosions and burns from hot material, infra-red and ultra violet rays.

Only authorised workers may use welding or cutting equipment.

Before starting work check with the manager in whose area you will be working and obtain permission to start. Clear the area of any combustible material, check where the nearest fire extinguisher or hose reel is located and erect anti-flash barriers or partitions as necessary.

If you are working above people, equipment or material, erect the appropriate protection so that if hot slag, sparks or equipment fall, injury and damage will not be caused.

Wear the correct personal protective equipment. Check your gear before you start work. i.e. goggles, shields, lenses, gloves, leather jacket/aprons.

Do not allow hoses or cables to interfere with other workers or cause trip hazards.

Do not allow oil or grease to come into contact with oxy-acetylene fittings.

Check the area for the possibility of fire breaking out later - if in doubt set a watch or check the area at intervals after the job is finished.

Disposable cigarette lighters and matches are not to be used for lighting oxy-acetylene torches. Spark lighters only are to be used.

Oxygen and acetylene cylinders must be chained when in an upright position.

Oxygen cylinders must never be stored near combustible materials, especially oil and grease.

Acetylene cylinders must be stored, used or transported in an upright position only. Remove the regulators when transporting cylinders, unless they are fixed in a trolley.

Never weld in confined spaces without adequate ventilation (oxygen gas must never be used for ventilation).

Before welding, soldering or flame cutting any tank, pipe or container that has held flammable substances, it must be drained, cleaned and thoroughly purged.

## 41. Confined Spaces

A confined or enclosed space means any space having a limited means of access or exit, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, vessels, bins, boilers, tunnels, pipelines and open pits more than 1.5m in depth.



The hazards of working in these locations may include lack of oxygen, and the presence of toxic, corrosive, flammable or explosive gases, liquids, vapours and dust.

Treat all confined spaces with extreme caution and follow confined space procedures rigorously.

Always:

- Obtain permission from your manager before entering a confined space.
- Obtain the Safe Work Method Statement.
- Observe isolation, danger tag and Permit to Work procedures prior to entry.
- Ensure that the space has been properly ventilated and checked for oxygen deficiency, explosive or toxic conditions.
- Wear the correct PPE.
- Only use approved electrical tools and equipment, including lighting.
- Ensure that you maintain regular contact with an external observer on a regular basis and that you have adequate means for leaving the space should conditions deteriorate.
- Check, or have the atmospheric conditions in the space checked frequently.
- Consult with your manager if you are not sure of confined space procedures.

## 42. Barriers – Openings & Excavations

All openings and excavations will be safely barricaded by use of warning tape, drums or mesh. In addition, suitable warning signs and/or flashing lights are to be displayed to warn people of the danger. All hole covers shall be marked “Do not remove, hole underneath”.

You must obtain permission from your manager to proceed with excavation work.

Excavations more than one metre in depth will have a ladder placed at each end for safe entry and exit and shall be shored up in an appropriate manner.

Excavated material should not be placed closer than one third of the depth or one metre from the edge of the excavation, whichever is the greater, in order to prevent a collapse or cave-in.

Excavations must be inspected daily by a competent person and work in the exposed area should be stopped and precautions taken if there is any evidence of cave-ins.

## 43. Hand Tools

Using blunt, badly maintained, worn, damaged or unsuitable hand tools is a hazard which can cause serious injury.

Therefore:

- Use the right tool for the job.
- Make sure it is sharp and/or properly adjusted.
- Inspect it to see that it is not damaged and that everything works correctly.
- Don't use damaged or unsafe tools - tag them and give them to your manager for repair or replacement.

## 44. Portable Power Tools

Some tools may be used by authorised employees/contractors - check with your manager first and if in doubt contact your Recruitment Consultant at Mills Recruitment.

Always use the correct tool for the job.

Before use check that the tool is not defective, that the controls operate correctly and the power cable and plugs are in good condition.

Avoid power cables causing trip hazards and coil them up neatly after use and when returning the tool to stores.

Wear eye protection when using portable power tools.

Earth leakage protection should be used with hand held electrical power tools.

All electrically powered tools and electrical cables must be properly tested and tagged by a licenced electrical trades person.

Explosive powered tools will only be used by an authorised worker and used in accordance with Australian Standards.

## 45. Isolation Procedures

Operating, servicing or maintenance work is often carried out on or close to mechanical and electrical equipment or processes.

In this situation you may be exposed to hazards over which you may not have immediate control. For this reason danger tags will be used, firstly to protect you from injury and secondly to protect the plant, equipment or system from damage or interruption.

Two tags will be used depending on the circumstances:

### Personal Danger Tag

When you arrive on site you must familiarise yourself with the Danger Tag Procedures for that site, as they may differ between sites. In the absence of a site Danger Tag Procedure, the following must be observed.

- The Danger Tag is designed for personal protection. It must be attached to the main isolating switch, valve, or other isolating device of equipment whenever there would be danger to someone if that isolating device was turned on.
- You must place your Danger Tag on the operating switch of any plant or equipment where the operation of this equipment could place you in danger.
- You must make absolutely sure you have tagged the correct switch or valve.
- You must attach your Danger Tag before you commence work and on each tag you must print your name, date and time.
- When two or more people are working on the same job, each person must attach their own Danger Tag to the machine's main isolating switch, valve or similar isolating device.

- You are the only person who can remove your Danger Tag. In the event that the person who placed the Danger Tag is absent, permission must be given by the most senior person on the site, or by the person located and instructed to immediately return to the job (regardless of the time of day).
- You must not operate any control or close any door, hatch or cover when a Danger Tag is attached.

Removing a Danger Tag that you did not attach in the first place is a serious offence and may result in termination of your employment/contract.

It is your responsibility to request isolation of equipment and machinery that, if started could cause personal injury to you or damage to plant on which you are working. Even if a "Personal Danger Tag" is not readily available, you must seek, obtain and fix one in position before you begin work on equipment or work in a location requiring a "Personal Danger Tag".

## Out of Service Tag

These tags are used mainly to protect equipment and persons other than yourself, however, Personal Danger Tags must be used for personal protection.

- Never use any equipment which has an Out of Service Tag attached.
- You must place Out of Service Tags where it is likely that use of the equipment could cause damage to plant or injury to other persons.
- When placing a tag notify your manager of the situation immediately and the action you have taken.
- Out of Service Tags may be removed by the person who placed them or by a manager in the same department or section as indicated on the tag provided that the tag conditions have been met and the manager is satisfied that no damage to equipment or injury to other persons will occur if the control, switch, valve etc. is operated.

Always make sure that you fully understand and follow site isolation procedures.

## 46. Plant Operation

Only trained and authorised workers may drive or operate plant.

Anyone operating plant must be aware of the safe and correct methods of operation including any requirements for the wearing of personal protective equipment.

All operators are responsible for ensuring that the basic maintenance of their equipment has been carried out before use. This includes checks on oil, fuel, water, moving parts, hydraulics, brakes, air cleaner, lubrication.

Any observed equipment fault or need for repair must be reported to your manager or mechanic without delay (and preferably in writing).

Plant operators are responsible for the general cleanliness of their equipment and will ensure that regular cleaning is carried out.



The driver's cab (including passenger side) and floor shall be kept clear of tools, material and rubbish at all times. The tray of all trucks, trailers and other vehicles must be kept clear of extraneous material.

You should have an appropriate current licence prior to operating any plant or machinery.

#### **47. Machinery - Maintenance**

Before adjusting, oiling, repairing, cleaning or maintaining any machinery it must be stopped and isolated. Also, you must place your Personal Danger Tag on the controls and isolation point/s.

Depending on the work to be done you should check with your manager whether it is necessary to depressurise any hydraulic or pressure systems.

Check or secure any parts which may move suddenly because of gravity or flywheel action.

Some work may be carried out safely whilst machinery is operating but you must obtain your manager's permission first.

#### **48. Machinery - Starting**

Do not start any machinery, or turn on or off any electricity, gas, steam, air, water or other substance unless you are authorised to do so.

In all cases, before you act check that no one is in a position where they could be injured or placed in danger.

#### **49. Gas Cylinders**

Gas cylinders have the potential to cause serious injury, damage, fire or explosion if not handled correctly.

Only cylinders approved for use and carrying current test stamps shall be used.

Use a trolley to move cylinders or get help. Do not lift or secure round the valve.

Do not drop, drag or allow cylinders to strike each other. If the valve breaks off, the stored energy in the cylinder will turn it into an uncontrolled missile.

Always consider cylinders as full and handle them carefully.

Cylinders must be stored upright and chained in a well-ventilated place.

Prevent cylinders rolling about in the back of vehicles. Secure them upright.

Do not store cylinders in the same area as flammable substances, oil, grease, etc.

Never use oil or grease on valves, hoses or attachments of oxygen cylinders as there is a possibility of an explosion.



Open cylinder valves slowly.

Acetylene cylinders must always be stored and used in an upright position.

If a cylinder is leaking, vacate the area and tell your manager.

## 50. Chemicals & Substances

Some of the chemicals and substances used in the workplace can cause injury if not handled correctly.

Correct protective equipment must be worn and a minimum requirement for this work is a face shield and waterproof gauntlets.

Follow the safe handling and mixing instructions on containers and the instructions relating to the safe disposal of the material.

Many industrial detergents, solvents, disinfectants and particularly kerosene can be harmful to the skin.

If you are not certain about the correct way to handle a chemical or substance read the label first, check the appropriate Safety Data Sheet, or ask your manager.

Be aware of the location of safety showers and eye wash units.

Never take eating or drinking utensils or food into the immediate vicinity of chemicals and ensure that hands are thoroughly washed prior to eating.

## 51. Storage

Good housekeeping practices are to be observed in all storage areas.

- Keep aisles, access ways and the floor clear at all times.
- Clear up any combustible rubbish, scrap and waste.
- Use waste bins provided and empty them before they are full.
- Store materials, product, spares, equipment etc. neatly.
- Use the racks, bins, shelves etc. provided.
- Do not over stack.
- Depending upon the quantity involved, flammable liquids, solvents, thinners etc. should be kept in a designated flammable liquids area away from stores - check this requirement with your manager.
- Do not smoke in storage areas.

## 52. Hot Weather

In hot weather drink sufficient water to replace the fluid you lose through sweating.

Drink before you are thirsty, don't drink in excessively large quantities - it is better to drink smaller quantities more frequently.



Don't drink very cold water - it may cause cramps.

If you follow a normal balanced diet, it is usually unnecessary to eat any extra salt.

Do not drink alcohol during your shift and avoid highly sugared drinks - cool water is best.

Dress sensibly, wear loose fitting, absorbent clothing - manmade fibres should generally be avoided.

Wherever practicable, wear a long-sleeved shirt with a collar, long trousers, a broad brimmed hat and sunscreen with a SPF factor of 15 or higher. Sunburn can be very painful, so control your exposure.

### 53. Vehicle Use

Mills Recruitment has in place a comprehensive vehicle usage policy, available in ***Mills Recruitment's policies manual***. Workers should familiarise themselves with this policy. This policy exists alongside any host employer policy.

Mills Recruitment workers may be required to use host employer vehicles or their personal vehicle for business purposes. Any worker who uses a vehicle for business purposes must ensure that they are familiar with the full vehicle use policy prior to undertaking a journey.

Casual and on-hire employees must not drive a host employer vehicle or utilise their personal vehicle for host employer related business without first seeking the approval from the Director of Mills Recruitment.

If you drive a vehicle on Mills Recruitment related business, you should ensure:

- That you hold a current valid Western Australian driving licence of the appropriate class.
- That you drive with due care and that all road traffic and parking rules are observed.
- That you obey the road rules regarding the consumption or use of drugs and alcohol.
- Both you and any passengers in the vehicle abstain from smoking or using e-cigarettes whilst on Mills Recruitment related business purposes.
- That you do not use a hand-held mobile phone whilst driving and if you take a call on hands free, you should pull over and stop your vehicle, where practicable.

If a worker is involved in a traffic crash or other incident, the worker must ensure that no fault or liability is admitted. Accidents or serious incidents are to be reported to the Director of Mills Recruitment or the relevant manager at the host employer and where necessary reported to the police. The worker must ensure that they exchange contact details with any other parties involved in the accident/incident and this information is to be provided to the Director of Mills Recruitment/the relevant manager at the host employer as soon as practicable.

If you are required to drive a workplace vehicle (other than a motor vehicle) at any time during your employment/assignment you must have a current and valid licence to operate that vehicle (licence applicable/acceptable in the state in which you are working) and this must be provided to Mills Recruitment prior to the workplace vehicle being operated. You must be aware of and adhere to the following:

- Prior to operation you must check that the vehicle is in a safe condition.
- Follow State and National rules at all times.
- Follow host employer workplace driving rules and speed limits.
- Only operate equipment for which you have a valid and current licence.
- Always conduct pre and post start checks.
- Report any faulty conditions to your manager.
- Not transport workers on any vehicle unless approved seating is provided.
- Do not fuel petrol or diesel engines while running.
- Do not smoke or have open flames within 8 meters of refuelling facilities.

## 54. Workplace Behaviour Policies

Mills Recruitment has in place a comprehensive workplace behaviour policy, available in **Mills Recruitment policies manual**. Workers should familiarise themselves with this policy. This policy exists alongside any host employer policy.

The workplace behaviour policy covers:

1. Equal opportunity
2. Harassment
3. Sexual harassment
4. Bullying
5. Victimisation

Mills Recruitment is committed to ensuring that its workplace is one where all workers, clients, customers, contractors and other external parties are free from discrimination, sexual harassment, bullying and victimisation.

## 55. Workers' Compensation

If you have a workplace related injury or disease and cannot work because of the injury or disease, you are able to make a claim for entitlements under the applicable workers' compensation legislation.

If you are injured at work, firstly seek first aid and report the injury to your manager and Mills Recruitment as soon as possible. You will need to complete Mills Recruitment's **WHS Incident and Accident Report Form**. Unless an emergency, you must not leave the host employer's workplace without notifying your manager. Do not drive yourself if you are seriously injured.

Seek medical advice and advise the doctor that you have a work-related injury. The doctor will provide you with a First Medical Certificate. You will then need to complete a **Workers' Compensation Claim Form** (available from Mills Recruitment) and attach your First Medical Certificate. Mills Recruitment will send the claim form to Mills Recruitment's insurers, who will determine whether the claim is accepted or declined. Failure to complete the form will result in delays in payments to you or your doctor's bills. Please note that payments cannot be made until the insurer has accepted the injury and this normally takes between 14-21 days.

If additional visits to the doctor are required, Progress Medical Certificates will be issued by the doctor and these must be forwarded onto Mills Recruitment to manage your claim. On completion



of medical treatment, a Final Medical Certificate will be provided and this should also be forwarded to Mills Recruitment. Please note that you cannot return to work until your treating doctor has approved this or the Final Medical Certificate has been issued and returned to Mills Recruitment. Where required, you must utilise Mills Recruitment's nominated medical service provider.

If you are an employee, Mills Recruitment will make every effort to return you to gainful employment as soon as practical following a work-related injury. You have an obligation to cooperate with Mills Recruitment in injury management and rehabilitation and this may include alternative duties or reduced hours of work.

If you are an independent contractor, you must have in place your own workers' compensation insurance and any claim must be processed through that insurance. Copies of documentation should be forwarded onto Mills Recruitment for completeness.

## 56. Injury Management

Mills Recruitment aims to be proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

Mills Recruitment is committed to:

- Prompt injury notification to the insurers;
- Communication and consultation with all parties to develop an appropriate return to work program;
- Accountability and responsibility for injury management being clearly understood;
- Provision of suitable activities during the return-to-work process; and
- Dispute resolution as required.

Mills Recruitment will ensure the following positive approach in meeting these objectives, including:

- Early reporting of injuries to the insurer;
- Appropriate and timely medical intervention and return to work planning;
- Provision of suitable resources for the injured worker (in conjunction with the insurer);
- Support and encouragement during the rehabilitation process;
- Review of incidents and accidents to seek preventative measures and continuous improvement.

## 57. WHS Policies

In so far as this policy imposes any obligations on Mills Recruitment (i.e. those additional to those set out under the legislation) those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for workers (i.e.. Those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee's written contract of employment.

## 58. Changes to Your Work Assignment or Location

If there are changes to your tasks, responsibilities or location of work, please notify Mills Recruitment immediately. This is important as new hazards may arise and may require additional training and/or a change to duties may impact on your hourly pay rate.

## 59. Contact Information

Worksafe (WA) (WHS)

Customer Help Centre 1300 307 877

<http://www.commerce.wa.gov.au/worksafe/>

SafeWork Australia (WHS)

<http://www.safeworkaustralia.gov.au>

WorkCover (Workers' Compensation)

Customer Help 1300 794 744

<http://www.workcover.wa.gov.au/Default.htm>

## 60. Document Control

Created	26 June 2012	K Sanders
Amended Environmental Policy	28 November 2012	K Sanders
Converted to Mills Resources	3 June 2016	K Sanders
Merged with Mills Resources Safety Booklet	24 July 2016	K Sanders
Rebrand Policy to Mills Recruitment	22 November 2020	S Ruddy
Updated	1 August 2022	K Sanders

## WORKSTATION AND OFFICE SAFETY CHECKLIST

This safety checklist has been designed as a guide to help you check the safety of your office environment and the correct ergonomic set up of your computer workstation. If any item is ticked “no” or “unsure” it may require further action. Please see Mills Recruitment’s Computer Workstation Ergonomics Document for further information about workstation set up.

GENERAL ENVIRONMENT		
<b>Lighting and Glare</b>		
Neither you nor your screen should be facing an uncovered window. If the window is not covered, the desk should be positioned at right angles to the window.		
Can the lighting be adjusted? e.g. with blinds, curtains	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the screen free from any reflection or glare? (The screen should be vertical not tilted).	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the desk positioned at right angles to the window?	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the level and positioning of overhead lighting satisfactory?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Equipment Layout and Access</b>		
Commonly used items should be kept in easy reach.		
Is the layout of the work area and items to be used appropriate to prevent unnecessary bending, twisting or lifting?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is access and exit to the work area free from obstacles?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the area free of trip or slip hazards?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Space</b>		
Are storage facilities adequate?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Manual Handling</b>		
Heavy or frequently used items should be stored at waist height.		
Is the area free from manual handling hazards?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Is a step stool available to access higher shelves?	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Noise</b> Is the level of noise conducive to concentration?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Ventilation, Humidity and Temperature</b> Is ventilation and temperature adequate?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>WORKSTATION AND EQUIPMENT</b>		
<b>Desk</b> Your desk should be 68cm – 72cm in height. The dimensions should be a minimum of 90cm x 75cm for paperwork tasks or 115cm x 90cm for mixed clerical and computing tasks		
Is your desk suitable in size for the work being undertaken?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Chair</b> Your chair should provide lumbar support, height and backrest adjustment and be on a 5 star castor base. The natural curves of your spine should be well supported in a neutral position. Chairs with non-adjustable armrests are not recommended for desk-based work.		
Does your chair have adequate lumbar support, adjustment of the height and the backrest and a 5 star castor base?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the depth of the seat appropriate? (The thighs should be fully supported with 2-3-finger space behind the knees when seated and with the back fully supported by the chair).	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Adjusting the Chair Height</b> When seated, the elbows should be slightly above the desk when arms are at the side of the body and shoulders relaxed. With the fingers on the home keys, the forearms should be parallel with the floor and elbows bent at 90 degrees, with the wrists in a neutral position.		
Can you adjust the height of your chair to achieve the above position?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Lower Limb Positioning</b> Are your feet resting comfortably on the floor with hips, knees, and ankles bent at 90 degrees? (your thighs should be parallel with the floor).	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If the above cannot be achieved and the desk is not height-adjustable a footstool should be used. Is a footstool available?	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Computer and Accessories</b>		
Is the top third of the computer screen (i.e. the toolbar) at eye level when seated in the chair and looking straight ahead?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If bi/multifocal glasses are worn which affect the viewing height of the screen,	Yes	<input type="checkbox"/>

can a neutral neck position be maintained?	No Unsure	<input type="checkbox"/> <input type="checkbox"/>
Is the keyboard straight on the desk (approximately 3cm from the edge of the desk) with letters G and H in line with your nose and the monitor?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the monitor at a comfortable distance away to accommodate your focal length?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Are the characters on the computer display set at an appropriate size and colour for reading?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Document holders may assist with maintaining a neutral neck position when referring to hard copy documents whilst using a computer. They should be placed between the keyboard and the monitor. Is a document holder required?	Yes No Unsure N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the image on the screen steady? (If it flickers the refresh rate may need to be reset).	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Elbows should not be in front of the trunk when keying and using the mouse. Is the mouse being used at the same level and as close as possible to the keyboard?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Can the mouse be used comfortably?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Laptop Usage</b>		
Exactly the same principles apply as written above. For prolonged use, is a monitor riser, external keyboard and mouse used?	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>WORK PRACTICES</b>		
It is recommended that a 5 minute rest break is taken every 30 minutes, or 10 minutes every hour. It is preferable to have variety in tasks in order to change posture.		
Do you take breaks and change your posture at least every hour?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Do you have control over your workload?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>SAFETY EQUIPMENT</b>		
Is a first aid kit/supplies available?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>