



Workplace Health and Safety (WHS)

Policies and Procedures Manual
(August 2025)

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1. Introduction

Mills Recruitment is committed to ensuring the safety, health, and well-being of its workers. To this extent, safety policies have been established and safety management systems implemented in accordance with the **Work Health and Safety Act 2011 (Australia)** and the **Health and Safety at Work Act 2015 (New Zealand)**, as well as their supporting regulations and codes of practice.

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

Workplace safety is a shared responsibility between Mills Recruitment, host employers, and every worker. Workers are required to follow WHS policies, site-specific protocols, and legislative obligations that align with **Safe Work Australia's Model WHS Laws** (in Australia) and the **New Zealand WorkSafe guidelines**.

Whether you are employed in Australia or engaged on assignment in New Zealand, Mills Recruitment expects all workers to:

- **Comply** with all workplace health and safety laws and regulations;
- **Participate** in safety inductions and mandatory training programs;
- **Identify and report hazards** or unsafe practices immediately;
- **Work safely** and take reasonable care of their own health and safety and that of others;
- **Cooperate** with any reasonable instruction, policy or procedure from Mills Recruitment or host employers.

You may work in a variety of host environments, each with specific safety expectations. It is your responsibility to familiarise yourself with those requirements. If you are unsure about any safety-related instruction, you must seek clarification before beginning a task.

This manual is to be read in conjunction with host employer directives. Where conflict arises between host and Mills Recruitment policies, you should consult with **Mills Recruitment's WHS representative** or your **host employer Health and Safety Representative (HSR)** to ensure compliance with applicable legislation.

Importantly, under both the **WHS Act 2011 (Australia)** and the **HSWA 2015 (New Zealand)**, workers have the **right to cease work** if they reasonably believe that continuing the task would expose them (or others) to a serious risk to health or safety arising from an immediate or imminent hazard.

2. Workplace Health and Safety (WHS) Policy

Mills Recruitment is committed to ensuring the health, safety, and welfare of all workers in its own workplaces and, as far as reasonably practicable, at host employer worksites—this includes casual workers, on-hire employees, and engaged independent contractors operating in both **Australia** and **New Zealand**.

Our goal is to provide every worker with a safe, comfortable, and healthy work environment. To achieve this, all parties—**Mills Recruitment, host employers, and workers**—must work

Bringing Great People Together



collaboratively to uphold high safety standards and ensure compliance with relevant safety legislation.

Legislative Compliance

Mills Recruitment adheres to the following workplace health and safety laws and regulations:

- **Australia:** Work Health and Safety Act 2011 and supporting regulations;
- **New Zealand:** Health and Safety at Work Act 2015 (HSWA) and its associated Regulations.

Both frameworks place a **primary duty of care** on the employer and **individual responsibilities** on workers and officers to ensure the health and safety of themselves and others. In New Zealand, this includes Persons Conducting a Business or Undertaking (PCBUs), workers, and officers.

Company responsibility

Mills Recruitment and its host employers share responsibility for ensuring, so far as reasonably practicable, that:

- A safe work environment is maintained at all times
- Hazards are identified, risks are assessed, and controls are implemented using the **Hierarchy of Controls**
- Workers are properly trained, inducted, and supervised
- Personal Protective Equipment (PPE) and ergonomic tools are provided and maintained
- All WHS legislation and standards (including *Safe Work Australia* and *WorkSafe NZ* guidelines) are followed
- Incident reporting mechanisms are in place, including processes for managing psychological hazards and mental health risks
- The **Right to Disconnect** is respected where required by law
- Safety policies are regularly reviewed and updated

We will **continually monitor and improve** our WHS performance to ensure alignment with current legislation and best practice.

Worker responsibility

Workers must:

- Take all **reasonable care** for their own health and safety;
- Ensure their acts or omissions do not adversely affect the health and safety of others;
- **Comply** with any reasonable instructions, policies, or procedures provided by Mills Recruitment or host employers;
- Participate in **mandatory inductions**, risk assessments, and WHS training;
- Follow host employer's site-specific safety practices at all times.
- Report hazards, incidents, near misses, injuries, and illnesses immediately
- Refrain from performing tasks they are not trained or authorised to do
- Ensure all licences, permits, and qualifications are valid and up to date
- Use PPE appropriately and avoid misuse or damage
- Comply with mental health and fatigue management policies
- Respect "Right to Disconnect" regulations outside of standard working hours
- Maintain a safe and respectful workplace culture



If you feel unsafe or uncertain about a task—do not proceed. Seek clarification from your manager.

If you don't know – don't touch it. Ask your manager.

Failure to comply with WHS obligations or host site policies will be considered **serious misconduct** and may result in the **termination of employment or engagement**.

Incident Reporting and Injury Management

All **accidents, injuries, near misses, or incidents**—regardless of severity—must be:

- Reported **immediately** to Mills Recruitment;
- Documented using the **WHS Accident and Incident Report Form** available at www.millsrecruitment.com.au;
- Reported to the **host employer** following their internal WHS procedures (especially in New Zealand where duty to notify WorkSafe NZ may apply).

Mills Recruitment is committed to **early intervention** and **equitable rehabilitation**, ensuring injured workers return to suitable duties as quickly and safely as possible.

Independent Contractors

Independent contractors are responsible for ensuring they:

- Have valid and current **Workers' Compensation Insurance** (Australia) or **appropriate workplace accident insurance** (New Zealand—e.g., ACC coverage where applicable);
- Provide a **Certificate of Currency** before any engagement commences;
- Maintain their own compliance with safety obligations under both Australian WHS law and the New Zealand HSWA.

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 **legal duty** to report all workplace **incidents, injuries, and near-misses**. All incidents require completion of a **WHS Incident and Accident Report Form**, available in the Contractor section of the Mills Recruitment website or by request.

- **Report all incidents immediately** to both Mills Recruitment and the host employer.
- **Do not leave the workplace before reporting an injury.**
- **Report any lost work time** to Mills Recruitment as soon as possible.
- **Follow the correct injury management process**, including submission of a medical certificate if applicable.
- **Mills Recruitment will comply with updated Workers' Compensation laws** and facilitate a return-to-work process where required.

5. Identifying Workplace Hazards

A hazard is anything with the potential to cause harm, injury, or illness. Under relevant Work Health and Safety legislation in Australia (**Work Health and Safety Regulations 2023**) and New Zealand (**Health and Safety at Work Act 2015** and supporting regulations), workers are legally required to identify and report workplace hazards at their worksites. Hazards can include **physical, psychological, and biological risks**.

Steps to Identify Workplace Hazards:

- **Assess the likelihood** of exposure to the hazard.
- **Determine the severity** of potential injury or illness.
- **Match the level of risk** to the required control measures.

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 (Aligned with 2024 Australian & NZ Standards):

1. **ELIMINATE** the hazard—completely remove it from the workplace.
2. **SUBSTITUTE** the hazard—replace it with a safer alternative.
3. **ISOLATE** the hazard—restrict access or exposure.
4. **ENGINEERING CONTROLS**—modify equipment or workspaces to reduce risk.
5. **ADMINISTRATIVE CONTROLS**—implement safer work policies and training.
6. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**—as a last resort, provide PPE such as gloves, helmets, or safety glasses.

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.

WHS Investigation and Corrective Actions:

- **All reported hazards, incidents, and accidents will be fully investigated.**
- **Corrective measures will be implemented in consultation with host employers.**
- **Workers are required to follow revised procedures after a hazard has been identified.**

This policy complies with:

- **Australia:** WHS Act 2011 and WHS Regulations 2023;
- **New Zealand:** Health and Safety at Work Act 2015 (HSWA) and associated regulations;
- **Safe Work Australia's Codes of Practice** and applicable state/territory guidelines.

7. Inductions

All workers of Mills Recruitment must complete **mandatory online safety training modules** and review Mills Recruitment's **WHS policies and procedures** before commencing employment or engagement.

Workers may also be required to undergo a **host employer-specific induction**, which will outline site-specific risks, emergency procedures, and WHS responsibilities. Before starting work in **high-risk environments**, workers must obtain and review the **Safe Work Method Statement (SWMS)** from the host employer.

Additional training may be required for:

- **High-Risk Work Activities:**e.g., working at heights, operating heavy machinery, confined space entry, handling hazardous substances;
- **Psychosocial Hazard Management:**e.g., awareness of workplace bullying, stress, mental health, fatigue;
- **Emergency Response Preparedness:**e.g., fire safety, evacuation procedures, first aid protocols;
- **Legislative or Regulatory Updates:**Workers may be required to undertake refresher training if WHS laws or standards are amended in either Australia or New Zealand.

Failure to complete the necessary induction and training requirements may result in **work restrictions or suspension from duties**.

8. Safety Behaviour

Whilst within the confines of the workplace your behaviour should be such that prioritizes **safety and risk reduction** and minimises your exposure to potential accident situations.

Required Safe Behaviours:

- Always use **handrails when using stairs**.
- Maintain **situational awareness** and avoid distractions.
- Never throw objects or engage in **horseplay or practical jokes**.
- Avoid **excessive noise or sudden actions** that may startle co-workers.
- Report any **unsafe behaviour or conditions** to your manager immediately.

9. Warning Signs

Safety signs are **legally mandated** and must be followed at all times. These signs provide **critical safety information**, including hazard warnings, mandatory instructions, and emergency guidance.

Types of Workplace Safety Signs:

- **Danger Signs** (e.g., high voltage, flammable materials)
- **Warning Signs** (e.g., slippery floors, falling objects)
- **Mandatory Signs** (e.g., PPE required, fire exits)
- **Prohibition Signs** (e.g., no smoking, restricted areas)
- **Emergency Signs** (e.g., first aid, evacuation routes)

Workers must **recognize and adhere to** all posted safety signs and report any **missing, damaged, or unclear signage** to management.

10. Hazardous Substances

Mills Recruitment is committed to ensuring that all hazardous substances are managed safely and in accordance with applicable workplace health and safety laws. This includes compliance with:

- **Australia:** *Work Health and Safety Act 2011 and WHS Regulations 2011*
- **New Zealand:** *Health and Safety at Work Act 2015 (HSWA) and the Health and Safety at Work (Hazardous Substances) Regulations 2017*

These laws require that all hazardous substances in the workplace are clearly identified, safely stored, and properly handled to eliminate or minimise exposure risks.

Worker Responsibilities:

- **Know the hazardous substances in your workplace** and their potential risks.
- **Request and review Safety Data Sheets (SDS)** for any hazardous materials you handle.
- **Follow all PPE and handling guidelines** when working with hazardous substances.
- **Wash hands and remove contaminated clothing** before eating, drinking, or touching your face.
- **Immediately report spills or leaks** to your manager.
- **Attend required training** on handling hazardous substances safely.

Failure to comply with hazardous substance regulations may result in **disciplinary action and increased risk of exposure** to harmful chemicals.

Please ask for a Safety Data Sheet if you are in doubt about hazardous substances.

11. Workplace Housekeeping

Maintaining a clean, orderly, and hazard-free workplace is a shared responsibility and a fundamental part of workplace health and safety (WHS) obligations.

Under the following legislation, all workers must actively maintain safe and clean work environments:

- **Australia:** *Work Health and Safety Act 2011 (Cth)* and relevant state/territory regulations
- **New Zealand:** *Health and Safety at Work Act 2015 (HSWA)* and associated regulations

Poor housekeeping increases the risk of incidents such as slips, trips, falls, and fire hazards. Workers are expected to take proactive steps to reduce these risks during and after each shift.

To comply with WHS regulations:

- Maintain a clean and organized work area to minimize hazards.
- Keep emergency exits and pedestrian pathways free from obstruction.
- Store tools and equipment properly after use to avoid trip hazards.
- Dispose of waste and combustible materials appropriately, using designated bins.
- Clean up spills immediately and use appropriate signage for wet surfaces.
- Use non-slip mats or flooring treatments in high-risk areas, especially during inclement weather.
- Secure electrical cords, leads, and hoses to prevent entanglement.
- Stack and store materials safely to avoid falling objects.
- Store chemicals and hazardous substances according to Safe Work Australia or WorkSafe NZ guidelines.

Every worker is responsible for ensuring that their work area is left in a clean and safe condition at the end of each shift. The **Workstation and Office Safety Checklist** at the end of this document can assist in workplace assessments.

12. Working from home

Many workers now work from home as part of their employer's or host employer's normal business operations. With the rise of remote work, host employer's and employees must ensure home offices comply with WHS standards.

Both **host employers** and **Mills Recruitment** share a duty of care to uphold Work Health and Safety (WHS) standards in line with:

- **Safe Work Australia's Working from Home Guidelines**
- **New Zealand's Health and Safety at Work Act 2015 (HSWA)**, where applicable

Before commencing work from home:

- Complete and submit the **Working from Home Checklist**, available on the Mills Recruitment website.
- Ensure your workspace has adequate lighting, ventilation, and ergonomic furniture.
- Verify that electrical safety measures are in place, including power surge protectors and proper cable management.
- Maintain a clutter-free work area to minimize trip hazards.
- Take regular breaks to reduce the risk of fatigue and musculoskeletal injuries.
- Report any safety concerns to your host employer and Recruitment Consultant.

Workers requiring additional equipment to create a safe home office should discuss their needs with their host employer before commencing remote work.

13. Fatigue Management

Fatigue is a critical workplace health and safety issue. It can reduce alertness, impair judgment, and increase the risk of workplace accidents and errors. Mills Recruitment is committed to managing fatigue risks in line with:

- **Australia:** Safe Work Australia's *Model Code of Practice: Managing the Work Environment and Facilities*.
- **New Zealand:** WorkSafe NZ's *Good Practice Guidelines: Managing the Risk of Fatigue at Work* and obligations under the *Health and Safety at Work Act 2015 (HSWA)*.

To manage fatigue effectively:

- Workers must ensure they are fit for work, considering physical, mental, and emotional well-being.
- Employers must implement fatigue risk management plans that consider work hours, shift scheduling, and adequate rest breaks.
- Workers showing signs of fatigue (e.g., reduced concentration, slower reaction times, irritability) must report their condition to their manager or Recruitment Consultant.
- Employers and host employers must conduct fatigue risk assessments in accordance with the relevant national frameworks:
- Workers may be required to obtain a medical assessment if fatigue impairs their ability to perform duties safely.

Concerns regarding fatigue risks should be escalated to the Director of Mills Recruitment for further assessment and necessary adjustments.

14. Manual Handling

Manual handling remains one of the leading causes of workplace injuries—including sprains, strains, and musculoskeletal disorders. To ensure safety and compliance, **employers and workers** must take steps to identify, assess, and manage manual handling risks in accordance with:

- **Australia:** *Work Health and Safety Regulations 2011 (as amended in 2023)* and *Model Code of Practice: Hazardous Manual Tasks*
- **New Zealand:** *Health and Safety at Work Act 2015* and *WorkSafe NZ's Good Practice Guidelines for Manual Handling*

Employer Responsibilities

Mills Recruitment and host employers must:

- Conduct risk assessments for manual handling tasks.
- Eliminate or minimise risk through redesign of tasks or use of mechanical aids.
- Provide workers with training in safe manual handling techniques.
- Ensure appropriate supervision and safe systems of work are in place.

Worker Responsibilities

All workers must:

- **Assess the load** before lifting—consider weight, size, shape, and stability.
- **Use mechanical aids** such as trolleys, hoists, or pallet jacks for heavy or awkward items.
- **Plan the path**—clear obstacles and ensure good visibility and balance.
- **Use correct lifting technique:**
 - Stand close to the load
 - Bend at the knees, not the waist
 - Keep the back straight and head up
 - Hold the load close to the body
- **Avoid twisting or jerky movements**—turn your whole body if changing direction.
- **Share the load**—ask for help with bulky or team-lift items.
- **Take breaks**—especially during repetitive tasks to avoid strain and fatigue.
- **Report concerns**—inform your manager if a task seems unsafe or too physically demanding.

High-Risk Manual Tasks

If your role involves **repetitive, sustained, forceful, or awkward movements**, or work with **unstable or heavy loads**, these tasks must be treated as high-risk and managed accordingly with:

- Job rotation
- Use of assistive devices
- Safe Work Method Statements (SWMS)

15. Preventing Falls at Work

Falls are a leading cause of workplace injuries and fatalities across all industries. Both **Safe Work Australia** and **WorkSafe New Zealand** mandate the implementation of fall prevention strategies under their respective Work Health and Safety legislation to minimise these risks.

Mills Recruitment is committed to ensuring that all workers—whether working in-office, remotely, or at host employer sites—are protected from fall-related risks through proper procedures, equipment, and awareness.

General Fall Prevention Guidelines

All workers must adopt the following fall prevention measures, regardless of the workplace setting:

- **Use safe access equipment**
Never stand on chairs, desks, boxes, or any unstable furniture. Use only approved ladders or step ladders with a wide base and secure footing.
- **Maintain clear pathways**
Keep corridors, walkways, and stairs free of obstacles, cords, clutter, or wet patches.
- **Signpost hazards**
Clearly mark wet or uneven surfaces with warning signs. Use appropriate floor mats and anti-slip materials where necessary.
- **Clean spills immediately**
All liquid spills should be cleaned up promptly, with signage placed until the area is completely dry.

- **Secure floor surfaces**
Ensure floor coverings, tiles, mats, and rugs are properly secured and not a tripping hazard.
- **Use handrails and avoid distractions**
Always use handrails when ascending or descending stairs and avoid using mobile phones while walking.

Work at Heights (Above 2 Metres)

For tasks involving working at heights (e.g., scaffolding, ladders, rooftops), the following controls must be applied:

- **Risk assessments must be conducted** before commencing the task.
- **Safe Work Method Statements (SWMS)** must be developed and reviewed.
- **Fall prevention systems** such as harnesses, guardrails, scaffolds, or fall arrest devices must be used where necessary.
- **Supervision and buddy systems** should be implemented when working in elevated locations.
- Workers must be **trained and competent** in using height safety equipment.

Employer Responsibilities

Mills Recruitment and its host employers are responsible for:

- Identifying areas where falls may occur (stairs, loading docks, rooftops, etc.).
- Eliminating the need to work at height where possible.
- Providing safe equipment, fall prevention systems, and required training.
- Monitoring fall-related risks and maintaining safety equipment in good condition.

Worker Responsibilities

All workers must:

- Follow site-specific safety rules related to fall prevention.
- Use provided PPE and fall protection systems correctly.
- Report any unsafe conditions or near misses involving slips, trips, or falls.
- Avoid rushing, horseplay, or unsafe shortcuts while moving through the workplace

16. Workstation and Computer Set Up

Poor ergonomics can lead to **long-term musculoskeletal disorders**. Both Safe Work Australia and WorkSafe New Zealand stress the importance of ergonomic workplace design and preventive behaviour in reducing the risk of MSDs. Employers and workers share responsibility in identifying and addressing ergonomic risks in office and remote working environments.

To ensure ergonomic safety:

- Use **adjustable chairs and desks** to maintain proper posture.
- Position the computer screen at **eye level** to prevent neck strain.
- Keep **wrists in a neutral position** while typing.
- Take **regular breaks** to stand, stretch, and reduce repetitive strain injuries.

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

Proper lighting is essential for workplace safety, comfort, and productivity. Inadequate or excessive lighting can cause eyestrain, headaches, reduced concentration, and increase the risk of accidents and injuries.

The **Managing the Work Environment and Facilities Code of Practice** (Australia) provides practical guidance for employers to ensure lighting levels are suitable for the type of work being performed. Similar obligations exist under **WorkSafe New Zealand's guidance**, which aligns with the general duty of care under the *Health and Safety at Work Act 2015*.

Best practices:

- Ensure the **appropriate level of lighting** is available based on the task.
- Control natural light using **blinds or curtains** to prevent glare.
- Adjust **monitor brightness and contrast** to reduce eye strain.
- Use **task lighting** for detailed work and reduce shadows in work areas.

18. Electrical Requirements

Electricity poses significant risks in the workplace, including electric shock, burns, fires, and even fatalities. Compliance with electrical safety requirements is mandatory under the **WHS Regulations 2023** in Australia and **Health and Safety at Work (General Risk and Workplace Management) Regulations 2016** in New Zealand.

Key Principles

- Only **appropriately qualified and licensed persons** are legally permitted to repair or service electrical equipment and tools.
- All **portable power tools, electrical leads, and equipment** must be regularly inspected and maintained in safe working condition.
- Workers have a general **duty of care** to visually check electrical equipment before use and report any signs of damage or malfunction.

Electrical safety requirements:

- Only **qualified personnel** may repair or service electrical equipment.
- Inspect **portable power tools and leads** before use and ensure they are tagged as safe.
- Never use **frayed wires, damaged cables, or faulty equipment**.
- Keep **power cords away from wet areas**.
- Ensure all electrical equipment has the appropriate **Danger or Out of Service tag** if faulty.
- Only use **non-conductive fire extinguishers** (e.g., dry powder, CO2) for electrical fires.

19. Fire Safety

Most fires have small beginnings and the best time to tackle a fire is when it is small.

Fire prevention is a key workplace safety priority. Employers must comply with the **Model Code of Practice: Managing Risks of Hazardous Chemicals** and applicable WHS regulations in both **Australian and New Zealand**.

Fire safety procedures:

- Identify **fire wardens and evacuation procedures**.
- Locate and learn how to use **fire extinguishers and hose reels**.
- Never use **water on live electrical or flammable liquid fires**.
- The location of your nearest **emergency exit/s**.
- Your **assembly area**.

Fire prevention best practices:

- **Observe 'No Smoking' signs** and store flammable materials safely.
- Avoid **clutter and accumulated rubbish** that could fuel a fire.
- Report **damaged electrical fittings** and avoid using faulty wiring.
- Ensure **fire extinguishers are accessible** and serviced regularly.
- Immediately report **any fire, no matter how small**, to management.

20. Emergency Procedures

Ensuring all workers are familiar with emergency procedures is a critical component of workplace safety. Under the **WHS Act 2020 (WA)**, the **Model WHS Laws**, and **Safe Work Australia's Code of Practice: Managing the Work Environment and Facilities**, employers and workers share responsibility for preparing for and responding to emergencies. In **New Zealand**, similar obligations exist under the **Health and Safety at Work Act 2015 (HSWA)**.

Emergency Preparedness Checklist:

- Know the location of **first aid kits**.
- Identify **first aid officers and fire wardens**.
- Understand **evacuation procedures, emergency exits, and assembly points**.
- Familiarize yourself with the **location of fire extinguishing equipment**.

In the event of an evacuation:

- **Stay calm** and avoid panic.
- **Follow the directions** of wardens and leave by the nearest emergency exit.
- **Do not use lifts or non-designated stairwells**.
- **Assemble in the designated evacuation area** and check in with your warden.
- **Do not re-enter the building** until the 'All Clear' is given by emergency personnel.

All emergency drills must be taken seriously to ensure preparedness in an actual emergency. If you are not certain of any of the following, ask your manager.

21. Corporate Environmental Policy

Mills Recruitment strives to be a responsible corporate citizen in the protection and stewardship of the environment. We are committed to sustainable environmental practices that reflect the expectations of our clients, our community, and the broader industry. This includes ensuring strict compliance with all applicable Federal, State, and national environmental legislation.

Legislative Compliance

Mills Recruitment adheres to relevant environmental legislation, including but not limited to:

- **Australia:**
 - *Environmental Protection Act 1986 (WA)*
 - *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*
 - *National Environment Protection Measures (NEPMs)*
- **New Zealand:**
 - *Resource Management Act 1991*
 - *Hazardous Substances and New Organisms Act 1996 (HSNO)*

Where legislation does not provide explicit environmental safeguards, Mills Recruitment will adopt and promote best-practice environmental standards.

Stakeholder Engagement

In line with our core values, Mills Recruitment actively encourages transparent communication and collaboration with:

- Workers and contractors
- Host employers
- Clients and community representatives
- Regulatory authorities and environmental bodies

Our goal is to foster a culture of environmental responsibility across all levels of operation.

Environmental Objectives

To support our commitment to environmental sustainability, Mills Recruitment will:

- **Comply** with all applicable environmental laws, regulations, and codes of practice.
- **Minimise** our environmental footprint through waste reduction, energy efficiency, and pollution control.
- **Promote** responsible resource use and sustainable procurement practices across all operations.
- **Encourage** the active involvement of staff and stakeholders in sustainability initiatives.
- **Support** the development and implementation of innovative solutions for reducing environmental impact.
- **Monitor and review** environmental performance regularly and implement continuous improvement.

Mills Recruitment supports industry-wide efforts to reduce ecological footprints and strives to set a high standard for environmental leadership in the recruitment and labour hire sector.

22. Drug and Alcohol Policy

Mills Recruitment is committed to providing a safe, healthy, and productive working environment for all workers across **Australia and New Zealand**. To support this, we enforce a **strict zero-tolerance policy** on drugs and alcohol in compliance with relevant national legislation, industry guidance, and host employer requirements.

This policy applies to all Mills Recruitment workers, including permanent staff, casuals, on-hire employees, and independent contractors.

In **Australia**, this policy aligns with:

- *Work Health and Safety Act 2011 (Cth)* and *Work Health and Safety Act 2020 (WA)*;
- *Safe Work Australia's National Guidance on Workplace Alcohol and Drug Policies*.

In **New Zealand**, this policy aligns with:

- *Health and Safety at Work Act 2015 (HSWA)*;
- Guidance issued by *WorkSafe New Zealand* on managing drug and alcohol-related risks at work.

Both jurisdictions impose duties on Persons Conducting a Business or Undertaking (PCBUs), including Mills Recruitment and host employers, to ensure that workers are not impaired while carrying out work duties and to mitigate health and safety risks associated with substance use.

Worker Responsibilities

All Mills Recruitment workers in Australia and New Zealand must:

- **Be fit for duty** and not under the influence of alcohol or any drug (including prescription medication that impairs capacity) while performing work-related duties.
- Maintain a **zero Blood Alcohol Concentration (BAC) level (0.00)** during shifts and while using host employer vehicles or operating machinery.
- **Immediately report** any potential impairment (whether due to prescription drugs, fatigue, or substance use) to their host employer and Recruitment Consultant.
- Abide by all **host employer site-specific drug and alcohol policies**, which may impose additional restrictions or testing obligations.

Failure to comply with these responsibilities will be treated as **serious misconduct** and may result in **suspension or termination** of employment or engagement.

Prescription and Over-the-Counter Medications

- Workers taking **prescription or over-the-counter medication** that may impair performance must **notify their manager or Recruitment Consultant** before starting their shift.
- In some cases, a **medical clearance** may be required before returning to work.

Drug and Alcohol Testing

Random, incident-related, or suspicion-based testing may be conducted by:

- Mills Recruitment (either directly or through a third-party provider);
- Host employers (in line with their own policies and site protocols).

Testing may include:

- **Urinalysis** or **oral fluid (saliva)** drug tests;
- **Breathalyzer tests** to determine BAC levels;
- Other medically approved testing methodologies.

Refusal to undergo testing or tampering with a test may be considered **gross misconduct**.

Policy Access and Compliance

The complete **Drug and Alcohol Policy** is available in the **Contractor section** of the Mills Recruitment website and within the **Mills Recruitment Policies and Procedures Manual**.

All workers must review this policy **prior to commencement** and adhere to both Mills Recruitment and **host employer** policies at all times.

For any questions or concerns, contact your **Recruitment Consultant** or the **Director of Mills Recruitment**.

23. Rest Breaks

Ensuring adequate rest breaks is essential for protecting worker health, promoting productivity, and reducing the risk of fatigue-related incidents. Mills Recruitment adheres to **Safe Work Australia's Fatigue Management Guidelines**, the **Fair Work Act 2009 (Cth)** and **National Employment Standards (NES)** in Australia, and the **Health and Safety at Work Act 2015** in New Zealand, which collectively set out obligations for employers and workers regarding rest and recovery.

Australia – Legal Minimum Breaks (NES & Awards)

- **Meal Breaks:** Workers who work more than **five consecutive hours** are entitled to an **unpaid meal break of at least 30 minutes**, to be scheduled at a mutually agreed time between Mills Recruitment, the host employer, and the worker.
- **Rest Breaks:** Short **10-minute paid rest breaks** are generally recommended **mid-morning and mid-afternoon**, provided they do not disrupt operational needs. Exact entitlements may vary depending on the applicable award or enterprise agreement.

New Zealand – Fatigue and Rest Management (HSWA 2015)

- **Rest Periods:** While New Zealand legislation does not prescribe specific break durations, employers (PCBUs) must ensure that workers are not exposed to health and safety risks due to fatigue. This includes scheduling **adequate rest and meal breaks**, especially in high-risk roles or shift work.
- **Reasonable Accommodation:** Employers must take **all reasonably practicable steps** to manage fatigue, including ensuring **rest breaks are factored into shift planning**.

Best Practice Guidelines (Applies in Both AU & NZ)

To reduce the risk of fatigue, especially during repetitive or sedentary work (e.g. continuous typing or screen use), Mills Recruitment recommends the following:

- Take a **short microbreak every 45–60 minutes**—stand, stretch, and rest your eyes.
- When completing repetitive or physical work, **rotate tasks** where possible to prevent overuse injuries.
- Avoid extended screen time without visual breaks; apply the **20-20-20 rule** (every 20 minutes, look at something 20 feet away for 20 seconds).
- Discuss any **discomfort, fatigue, or strain symptoms** with your Recruitment Consultant or host employer supervisor immediately.

Consequences of Non-Compliance

Failure to observe rest break provisions or working while fatigued may:

- Increase the risk of injury or error.
- Lead to disciplinary action where a worker fails to comply with prescribed fatigue management or safe work practices.
- Breach WHS obligations under Australian or New Zealand law.

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 maintains a **strict smoke-free workplace policy**, in accordance with **local regulations** and guidance on **reducing workplace exposure to environmental tobacco smoke**.

Smoke-Free Workplace Guidelines:

- **Smoking and vaping (e-cigarettes) are prohibited** in all workplaces where Mills Recruitment workers are located, including in company or client-provided vehicles.
- Workers **must adhere to host employer policies** regarding designated smoking areas and breaks.
- Smoking should be **limited to lunch breaks**, unless otherwise agreed upon with a manager.
- Workers must **wash hands and freshen breath** before returning to work after a smoking break.

Failure to comply with smoke-free policies may result in disciplinary action.

25. First Aid

First aid preparedness is crucial to workplace safety. 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.

First Aid Responsibilities:

- **Locate first aid kits** and identify designated **first aid officers** at the workplace.
- **Report all injuries and illnesses** immediately to a manager.
- If off-site medical or hospital services are required, contact your manager for assistance.

Emergency First Aid Steps:

1. **Raise the alarm** to notify first aid personnel.
2. **Move the injured person to a safe position** if there is **imminent danger** (only if absolutely necessary).
3. **Control bleeding** using a **clean pad** and apply pressure to the wound.
4. **Keep the injured person comfortable**, warm, and reassured.
5. **Do not move broken limbs** unless directed by a medical professional.
6. **Assist first aid officers** when required and follow their instructions.

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.



The use of **Personal Protective Equipment (PPE)** is mandatory when required for workplace safety. Mills Recruitment and host employers must supply appropriate PPE.

PPE Categories and Requirements:

Body Part	PPE Equipment
Eyes	Safety glasses, welding masks
Head	Safety helmets, sun hats, hairnets, caps
Ears	Earmuffs, earplugs
Respiratory System	Masks, respirators
Body	Aprons, overalls, suits, jackets, wet weather gear
Hands	Gloves, gauntlets
Legs	Leggings, spats
Feet	Safety boots/shoes with steel toe caps

PPE Compliance:

- PPE **must be worn as directed** and inspected for damage before use.
- Workers must **properly store and maintain** their PPE.
- Replacement PPE **must be requested from Mills Recruitment or the host employer** if damaged.
- If unsure about PPE usage, **seek clarification from a manager before commencing work.**

27. Hand Protection

Hand injuries are among the most common workplace accidents. Workers must wear **appropriate gloves** when handling:

- **Sharp or rough materials** (e.g., metal sheets, splintered wood).
- **Hazardous chemicals and solvents.**
- **Hot or cold objects** that could cause burns or frostbite.

28. Eye Protection

Proper eye protection is mandatory when **there is a risk of flying debris, chemical splashes, or intense light exposure.**

Eye Safety Guidelines:

- Workers **must wear safety glasses or goggles** where eye protection is required.
- If foreign material enters the eye, **seek assistance from a first aid officer immediately.**
- **Do not attempt to remove objects** from the eye yourself.

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

29. Head Protection

Head injuries can result in serious harm. It is mandatory to use of head protection in hazardous work environments.

Helmet Requirements:

- Helmets **must be worn in designated areas** and when working in high-risk zones, including:
 - **Construction sites.**
 - **Near suspended loads.**
 - **Under scaffolding, catwalks, or tunnels.**
 - **Trenches and confined spaces.**
 - **Areas with a risk of falling objects.**
- Workers **must ensure helmets fit securely** and are in good condition.
- If a helmet is **damaged or has sustained impact**, it **must be replaced immediately**.

Helmets will be issued to you where necessary and you are responsible for looking after them.

30. Respiratory Protection

Exposure to **toxic dust, mist, fumes, vapours, or airborne contaminants** requires the use of **approved respiratory protective equipment (RPE)**.

Respiratory Protection Guidelines:

- Always **read labels and safety data sheets (SDS)** before handling chemicals.
- Follow all requirements in **Permit to Work** situations.
- Use **disposable masks, canisters, or filters**, replacing them as per **manufacturer instructions**.
- Ensure **a proper facial fit**—facial hair and certain hairstyles can interfere with the seal.
- If unsure about fit, **consult your manager** for guidance.
- Non-disposable masks must be **cleaned and disinfected regularly**.

31. Noise & Hearing Conservation

Exposure to excessive workplace noise can lead to **permanent hearing damage**, reduced communication, decreased concentration, and increased accident risk. Employers and workers must take proactive steps to identify, control, and manage noise-related hazards.

Mills Recruitment complies with the following regulations and guidelines:

- **Australia:**
 - *Work Health and Safety Act 2011*
 - *Managing Noise and Preventing Hearing Loss at Work Code of Practice (Safe Work Australia)*
- **New Zealand:**
 - *Health and Safety at Work Act 2015 (HSWA)*
 - Guidelines issued by **WorkSafe New Zealand** on *noise-induced hearing loss prevention*.

These frameworks impose a **duty of care on employers** and **responsibilities on workers** to protect themselves and others from noise-related risks.

Hearing Protection Requirements:

- Wear **earmuffs or earplugs** in high-noise environments.
- Observe **noise hazard warning signs**.
- Ensure earmuffs fit correctly, **keeping them clean and well-maintained**.
- Change **earplugs regularly** and **avoid contamination** (e.g., grease or oil) when inserting them.
- Employers must conduct **regular noise assessments** and provide **audiometric testing for workers exposed to hazardous noise**.

Hearing loss is **permanent and irreversible**—use the right protective equipment at all times.

32. Safety Harnesses & Belts

Working at heights is one of the most significant safety risks in any workplace. Mills Recruitment is committed to ensuring that all workers are protected from the risk of falls by enforcing strict compliance with applicable fall protection legislation.

This policy aligns with the following national regulations:

- **Australia:**
 - *Work Health and Safety Regulations 2011*
 - *Managing the Risk of Falls at Workplaces – Code of Practice* (Safe Work Australia)
 - *Australian Standard AS/NZS 1891 – Industrial Fall-Arrest Systems and Devices*
- **New Zealand:**
 - *Health and Safety at Work Act 2015 (HSWA)*
 - *Best Practice Guidelines for Working at Height in New Zealand* (WorkSafe NZ)
 - *NZS/AS 1891 Fall Arrest Systems and Devices Series*

Fall Protection Requirements

All Mills Recruitment workers performing work at heights must:

- **Be trained and competent** in the use of fall arrest and restraint systems prior to working at height.
- **Wear a safety harness or belt** that complies with *AS/NZS 1891* and is rated for the task.
- **Check that all fall protection equipment has:**
 - No signs of wear, fraying, or damage.
 - Current inspection tags confirming compliance and safety.
- **Ensure connection to certified anchor points** with proper lanyards or fall arrest lines.
- **Follow site-specific safe work method statements (SWMS)** or task analyses relating to height work.

Inspection and Maintenance

- Harnesses must be **inspected before each use** and undergo **formal inspection by a competent person every six months**.
- **Damaged or expired harnesses must not be used** and should be tagged out of service and reported to a manager immediately.
- Fall protection systems must be **stored correctly**—in clean, dry conditions away from direct sunlight, chemicals, or sharp objects.

Additional Controls

- **Work at heights should be avoided** where reasonably practicable through design or engineering controls (e.g., using scaffolding, guardrails, or elevated work platforms).
- Workers must **never work alone at height** unless a risk assessment and emergency rescue plan are in place.
- Use of harnesses must be **monitored and supervised** to ensure correct use at all times.

Non-Compliance

Failure to wear or correctly use fall protection equipment will be treated as **serious misconduct** and may result in **disciplinary action or removal from site**.

33. Safety Boots

To ensure adequate foot protection in the workplace, all Mills Recruitment workers—including casual, on-hire employees and contractors—must wear safety boots or appropriate protective footwear **in accordance with site-specific safety requirements and applicable national legislation** in both Australia and New Zealand.

- **Australia:** Work Health and Safety Regulations 2011 (Cth) and state-based legislation, including WHS Regulations 2023 (WA), require employers to provide and enforce the use of personal protective equipment (PPE), including safety footwear, where hazards exist.
- **New Zealand:** Health and Safety at Work Act 2015 (HSWA) and associated regulations also mandate the use of appropriate PPE to manage workplace risks, including foot protection in hazardous environments.

When Safety Footwear Is Required

Safety footwear must be worn where workers are exposed to:

- Falling, rolling, or sharp objects that could cause crush or puncture injuries.
- Slippery or uneven surfaces that present slip, trip, or fall hazards.
- Electrical or chemical exposure risks.
- Heavy equipment and moving machinery.
- Construction or industrial environments, including warehouses, factories, and work-at-height locations.

All safety footwear must:

- Comply with **AS/NZS 2210.3:2019—Occupational protective footwear**.
- Be **appropriate to the risks identified** in the workplace or task-specific risk assessment.
- Be **fitted correctly**, with secure fastenings and adequate ankle support.
- Be **inspected regularly** for damage such as worn tread, compromised soles, or exposed steel toe caps.

Worker Responsibilities

- Ensure safety boots are worn in designated areas at all times.
- Maintain footwear in good working condition and replace them when worn or damaged.
- Report any defective PPE to your host employer or Recruitment Consultant immediately.
- Do not wear damaged or non-compliant footwear while on duty.

Employer and Host Employer Responsibilities

- Provide guidance on PPE requirements at induction.
- Identify tasks and environments where protective footwear is mandatory.
- Supply or subsidise safety footwear where required under site or award conditions.

34. Safety Clothing

All workers engaged by Mills Recruitment—whether working in Australia or New Zealand—must wear appropriate safety clothing as required by their specific worksite and job role. Wearing correct safety attire is a critical component of workplace hazard control and is mandatory under:

- **Australia:** *Work Health and Safety Regulations 2011 (Cth)* and applicable state/territory legislation.
- **New Zealand:** *Health and Safety at Work Act 2015 (HSWA)* and associated Regulations.

Mills Recruitment and host employers assess job-related hazards and outline the safety clothing required to mitigate risks based on task type and work environment.

Minimum Clothing Requirements

Depending on the nature of the assignment, the following items may be required:

- **High-Visibility Clothing**
Required in construction, roadwork, logistics, warehouse, and high-traffic areas. Must comply with **AS/NZS 4602.1:2011** for high-visibility safety garments.
- **Flame-Resistant (FR) Clothing**
Necessary in environments with fire, heat, or electrical arc risks. Clothing must meet relevant **AS/NZS 4824:2021** standards.
- **Well-Fitted Workwear**
Workers must wear durable, close-fitting clothing such as overalls, long-sleeve shirts, and long trousers. Avoid loose, torn, or highly flammable fabrics that could become entangled in machinery or pose a fire hazard.
- **Professional Presentation**
In client-facing or low-risk environments (e.g., office-based roles), neat and professional attire is expected. Workers must still follow host employer dress codes and workplace-specific guidance.

Responsibilities

Worker Responsibilities

- Wear required clothing as directed by Mills Recruitment and the host employer.
- Maintain garments in good, clean condition.
- Replace damaged or worn clothing as needed.
- Report if additional or replacement PPE/clothing is required.
- Never modify or misuse safety garments (e.g., rolling up sleeves in FR-rated gear).

Host Employer Responsibilities

- Conduct hazard assessments to identify required protective clothing.
- Provide guidance on the appropriate use and maintenance of garments.
- Ensure clothing provided meets Australian/New Zealand safety standards.

35. Repetitive or Sustained Forces

Prolonged or repetitive tasks can cause **musculoskeletal disorders (MSDs)**.

Injury Prevention Measures:

- Take **regular rest breaks** and perform **stretching exercises**.
- **Alternate tasks** or **share workload** to reduce repetitive strain.
- Use **ergonomically designed tools and workstations**.

36. Ladders

Safe ladder use is essential to prevent falls.

Ladder Safety Guidelines:

- **Inspect ladders before use**—do not use if cracked, broken, or missing rungs.
- Select **the correct ladder type and height**.
- **Do not use metal ladders near electrical equipment**.
- Ensure the **ladder is on firm ground and secure at the top**.
- **Do not overreach**—keep both feet on the rungs.
- **Tag and report defective ladders** immediately.
- **Follow a 4:1 ratio** (ladder base should be 1m away for every 4m of height).

37. Compressed Air

Compressed air misuse can cause **serious injuries** and **fatal accidents**.

Compressed Air Safety:

- **Inspect hoses and connections** before opening the valve.
- **Hold the end of the hose securely** to prevent uncontrolled movement.
- **Never use compressed air to clean clothing or direct it at another person**.
- **Always wear eye protection** when using compressed air.
- **Do not use compressed air for equipment cleaning** unless authorized.
- **Release air pressure before changing tools**—never kink the hose.
- **Use only approved hoses and fittings**.
- **Compressed air must never be applied to sealed tanks, drums, or containers**.

Misuse of compressed air **can be fatal**—always follow safety protocols.

38. Lifting Gear, Cranes – Mobile and Overhead

All lifting operations carried out under Mills Recruitment placements—whether in Australia or New Zealand—must comply with relevant national workplace health and safety legislation and codes of practice.

Crane Safety Guidelines:

To ensure safe lifting operations, all workers must follow the below protocols:

Personnel Requirements

- Only licensed and certified crane operators may operate **mobile, tower, or overhead cranes**.
- Doggers, riggers, and crane chasers **must hold the relevant High-Risk Work Licence** (Australia) or *WorkSafe NZ-endorsed qualification* (New Zealand).
- Operators must not perform tasks **beyond the scope of their licence or certification**.

Pre-Operational Safety Checks

- Conduct **visual and functional inspections** of all cranes and lifting gear before use.
- Report any faults or damage immediately to your supervisor.
- **Cease operation** of defective equipment until fully repaired and deemed safe.

Operational Safety

- Ensure lifting gear is **clearly marked** with a *Safe Working Load (SWL)* and **never exceed** the SWL.
- All **loads must be correctly balanced** and secured before lifting.
- Use **safety hooks with latches**; never ride on hooks or suspended loads.
- **Never work underneath suspended loads**.
- Deploy **outriggers or stabilisers** where applicable to maintain crane balance.
- Do not leave loads suspended unattended.

39. Wire Rope

Wire ropes are a critical component in lifting operations and must be regularly inspected to ensure safety. This applies across all workplaces under Mills Recruitment in **Australia** and **New Zealand**.

- **Australia:** All wire rope inspections and maintenance must comply with **Australian Standard AS 2759 – Steel Wire Rope Safety and Use**.
- **New Zealand:** Wire rope must meet the inspection protocols under the **Health and Safety at Work (General Risk and Workplace Management) Regulations 2016** and **WorkSafe NZ guidelines on lifting equipment**.

Key factors affecting wire rope deterioration:

- **Wear and tear** from operation.
- **Corrosion** due to moisture or chemicals.
- **Kinks and twists** from improper handling.
- **Fatigue from overloading**.
- **Drying out of lubrication**.
- **Mechanical abuse and overwinding**.

Before use, **inspect wire ropes** for damage. If in doubt, **do not use** and report concerns 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 and trained personnel** may perform welding or cutting tasks,

Safety Guidelines:

- **Obtain approval** before welding or cutting.
- **Remove combustible materials** from the area.
- **Ensure fire extinguishers** are accessible.
- **Use personal protective equipment (PPE)**, including welding shields, gloves, and fire-resistant clothing.
- **Secure oxygen and acetylene cylinders** in an upright position.
- **Check hoses and regulators** for leaks before use.
- **Use proper ventilation**—never use oxygen to ventilate confined spaces.
- **Ensure tanks or pipes that previously contained flammable substances are properly cleaned and 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.

Key Procedures:

- Obtain **written permission** before entry.
- Complete a **Safe Work Method Statement (SWMS)**.
- **Follow Permit to Work and isolation procedures.**
- **Test the atmosphere** for oxygen deficiency and hazardous gases.
- **Wear the correct PPE and use intrinsically safe equipment.**
- **Maintain communication with an external observer.**
- **Have an emergency evacuation plan** in place.

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”.

Safety Measures:

- **Use warning barriers, signage, and flashing lights.**
- **Cover all holes** with properly marked covers.
- **Obtain permission** before excavation begins.
- **Provide safe access and exit ladders.**
- **Shore up trenches exceeding 1.5 metres** to prevent collapse.
- **Keep excavated material at least one metre away from the edge.**
- **Conduct daily safety inspections** 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 **only the correct tool for the job**.
- Inspect tools before use for **damage, sharpness, and proper adjustment**.
- Tag **damaged or unsafe tools** and report them.

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.

Key Procedures:

- Use only **authorised tools** and **check them before use**.
- Keep **power cables organised** to prevent trip hazards.
- **Wear eye protection** when using power tools.
- **Use earth leakage protection** with hand-held electrical tools.
- **Ensure power tools are tested and tagged** by a licensed electrician.

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 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.

Mills Recruitment upholds a **zero-tolerance policy** for workplace discrimination, harassment, bullying, and victimisation.

The Workplace Behaviour Policy Covers:

1. **Equal Opportunity** – All workers are entitled to a fair and inclusive work environment.
2. **Harassment** – Any unwelcome behaviour that offends, humiliates, or intimidates another worker is strictly prohibited.
3. **Sexual Harassment** – Inappropriate conduct of a sexual nature is unlawful.
4. **Bullying** – Repeated, unreasonable behaviour that creates a health and safety risk.
5. **Victimisation** – Retaliatory actions against individuals who raise concerns or complaints.

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

Mills Recruitment is committed to supporting workers who experience work-related injuries or illnesses in both **Australia** and **New Zealand**. Workers' compensation schemes provide financial support, medical coverage, and rehabilitation services to help employees return to safe and sustainable work.

Australia

Workers' compensation entitlements are governed by applicable state and territory legislation.

New Zealand

Workers in New Zealand are covered by the **Accident Compensation Corporation (ACC)**, under the **Accident Compensation Act 2001**. ACC provides no-fault cover for injuries sustained at work.

If You Are Injured at Work (AU & NZ):

1. **Seek first aid** and report the injury immediately to your host employer manager and Mills Recruitment.
2. **Complete the WHS Incident and Accident Report Form** (available at www.millsrecruitment.com.au).
3. **Do not leave the host site** without informing your manager (unless in an emergency).
4. **See a medical professional** and inform them that the injury is work-related.
5. **Australia:** Obtain a **First Medical Certificate** and complete a **Workers' Compensation Claim Form** (available from Mills Recruitment).
6. **New Zealand:** Complete an **ACC claim form** with your treatment provider (ACC45).
7. **Submit all documentation** to Mills Recruitment for processing with the relevant insurer or ACC.
8. Continue submitting **Progress Medical Certificates** (AU) or **ACC medical updates** (NZ) for ongoing treatment.
9. A **Final Medical Certificate** or ACC clearance is required before resuming work.
10. If required, attend assessments with **Mills Recruitment's nominated medical provider**.

Responsibilities

Mills Recruitment:

- Submit your claim to the relevant insurer (AU) or ACC (NZ) for assessment.
- Assist in the return-to-work process through **suitable duties**, modified hours, or workplace adjustments.
- Maintain contact and monitor recovery progress.

Employees:

- Cooperate with the injury management and return-to-work process.
- Keep Mills Recruitment informed of treatment outcomes and capacity for work.

Independent Contractors:

- **Australia:** Must maintain their own valid **workers' compensation insurance**.
- **New Zealand:** Must ensure appropriate **ACC self-employed cover** is in place.
- Provide a **Certificate of Currency** or ACC registration proof before starting an assignment.

Important Notes

- Claims are typically processed by insurers within **14–21 days** in Australia. ACC processing times in New Zealand may vary.
- Fraudulent claims or failure to comply with claims processes may result in **disciplinary action** or **claim rejection**.
- Mills Recruitment will maintain confidentiality and comply with all privacy obligations related to injury management records.

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.

Key Commitments:

- **Prompt notification** of injuries to the insurer.
- **Open communication** between injured workers, employers, insurers, and medical providers.
- **Clearly defined responsibilities** for all parties involved.
- **Suitable work accommodations** during the rehabilitation period.
- **Fair dispute resolution procedures**.

Proactive Injury Management Approach:

- **Early reporting of incidents**.
- **Timely medical intervention and return-to-work planning**.
- **Provision of support resources** to assist the injured worker.
- **Encouragement and assistance** throughout the rehabilitation process.
- **Incident reviews to improve safety and prevent recurrence**.

57. WHS Policies

Mills Recruitment maintains a comprehensive set of Workplace Health and Safety (WHS) policies to ensure compliance with applicable safety legislation across both **Australia** and **New Zealand**. These policies are designed to promote safe work environments for all workers, including casual employees, on-hire staff, and independent contractors.

These WHS policies align with:

- **Australia:** *Model WHS Laws* as outlined by **Safe Work Australia**, including associated Codes of Practice and state/territory-specific legislation (e.g. WHS Act 2020 (WA), WHS Regulations 2023).
- **New Zealand:** *Health and Safety at Work Act 2015 (HSWA)* and its Regulations, under the jurisdiction of **WorkSafe New Zealand**.

While Mills Recruitment's internal WHS policies reflect these legal frameworks, the organisation may also impose additional procedural requirements or higher standards than the minimum legal obligations.

Unless **explicitly stated in an employment agreement or contract**, any WHS-related commitments that go beyond legislative requirements:

- **Are discretionary** in nature;
- **Do not form part of a legally binding contract**;
- May be **amended, withdrawn, or updated** at Mills Recruitment's discretion.

58. Changes to Your Work Assignment or Location

If there are **any changes** to your:

- **Tasks or responsibilities**
- **Work location**

You must notify Mills Recruitment immediately. This is essential to:

- **Identify new hazards and provide additional training.**
- **Ensure compliance with WHS laws.**
- **Determine if pay rates need adjustment based on duties performed.**

59. Contact Information

For WHS, workers' compensation, and workplace safety inquiries, please contact the relevant authorities:

AUSTRALIA

WorkSafe WA – WHS Compliance & Enforcement (Western Australia)

 **Customer Help Centre:** 1300 307 877

 **Website:** <https://www.safeworkaustralia.gov.au>

Safe Work Australia – National WHS Framework

 **Website:** Safe Work Australia

Note: Safe Work Australia develops model WHS laws adopted across most jurisdictions except for Victoria and WA (which have their own legislation).

WorkCover WA – Workers' Compensation & Injury Management

 **Customer Help Centre:** 1300 794 744

 **Website:** <https://www.workcover.wa.gov.au>


NEW ZEALAND

WorkSafe New Zealand – WHS & Injury Prevention

 **General Enquiries:** 0800 030 040

 **Website:** <https://www.worksafe.govt.nz>

Accident Compensation Corporation (ACC) – Injury Support & Claims

 **General Line:** 0800 101 996

 **Website:** <https://www.acc.co.nz>

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
Updated	18 March 2025	S Ruddy
Amended to reflect NZ & AU compliance	8 August 2025	S Ruddy

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		
Lighting and Glare		
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"/>
Equipment Layout and Access		
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"/>
Space		
Are storage facilities adequate?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manual Handling		
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"/>
Noise Is the level of noise conducive to concentration?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ventilation, Humidity and Temperature Is ventilation and temperature adequate?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
WORKSTATION AND EQUIPMENT		
Desk 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"/>
Chair 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"/>
Adjusting the Chair Height 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"/>
Lower Limb Positioning 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).		
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"/>
Computer and Accessories		
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"/>
Laptop Usage		
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"/>
WORK PRACTICES		
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"/>
SAFETY EQUIPMENT		
Is a first aid kit/supplies available?	Yes No Unsure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>