



OCCUPATIONAL HEALTH AND SAFETY POLICY

Horner Recruitment is committed to ensuring Permanent and Temporary Employees, Visitors and Contractors are safe from risks to their health and safety whilst at work. Horner Recruitment is committed to continual improvement of safety performance and the elimination of workplace injury and illness. As a provider of on-hired employment services, Horner Recruitment recognises the importance of working with all stakeholders to achieve company objectives.

Objectives

The objectives of this policy, are to ensure, so far as is reasonably practicable:

- Risks to health and safety are controlled;
- Safe systems of work are provided and maintained;
- Permanent and Temporary Employees are provided with information, training and instruction;
- OHS policies and procedures comply with state legislative requirements;
- Industry best practice standards with regard to health and safety are observed; and
- Safety performance is continually reviewed and improved.

Responsibilities

Managing Director is responsible for:

- Providing the resources to meet OHS obligations;
- Maintaining effective communication and consultation with key stakeholders;
- Ensuring processes are in place to allow for the resolution of health and safety issues;
- Minimising the impact of any work related incidents; and
- Taking a pro-active approach to providing effective rehabilitation for 'workers' injured at work.

Branch Managers are responsible for:

- Effective implementation of the company OHS program;
- Ensuring the provision of adequate resources;
- Adequate consultation with Permanent and Temporary Employees and clients regarding OHS; and
- Demonstrating leadership in compliance to this policy.

Consultants are responsible for:

- Following OHS policies and procedures on their site of employment and Client's sites; and
- Communicating OHS related information to Permanent and Temporary Employees and Clients; and
- Administering OHS related inductions for Temporary Employees in the absence of Administration staff.

Administration staff are responsible for:

- Administering OHS related inductions for Temporary Employees.

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Permanent and Temporary Employees are responsible for:

- Following OHS policies and procedures on their site of employment;
- Ensuring their own and others safety is not affected by their actions; and
- Reporting hazards, near misses and accidents.

Communication and consultation on OHS matters, applying risk management principles and the identification and elimination of the causes of injury, are key elements of performance expectations from all Employees. OHS performance will be an integral part of management performance reporting and will be subject to auditing processes to enable continual improvement.