

WORKPLACE HEALTH AND SAFETY AGREEMENT

Recognising that WHS legislation places joint obligation upon Quality Staff and the Host Employer, this agreement aims for a shared obligation and compliance with Workplace Health and Safety Legislation, WorkCover Corporation and Labour Hire Industry Guidelines for managing the safety of temporary employees engaged by Quality Staff:

Company	Site / Location
Aim	Agrees to provide a safe, healthy and injury free workplace by:-
Meeting WHS Obligations	<ul style="list-style-type: none"> ▪ Meet all obligations under WHS legislation.
Identifying Hazards	<ul style="list-style-type: none"> ▪ Do all things reasonably practicable to identify, eliminate, reduce or control risks associated with hazards in the workplace and to provide to Quality Staff a register of existing hazards identified and controlled.
JSA's & SWMS	<ul style="list-style-type: none"> ▪ Provide copies of JSA's(Job Safety Analysis) & SWMS(Safe Work Method Statements) to Quality Staff and ensure all Quality Staff employees are inducted and trained accordingly.
Providing Induction	<ul style="list-style-type: none"> ▪ Induct Quality Staff employees prior to commencement of work with appropriate information, instruction and training to enable them work safely. Identify any training needs and provide any training necessary.
Providing Supervision	<ul style="list-style-type: none"> ▪ Provide Quality Staff employees with supervision consistent with the level of risk associated with their job.
Reporting Incidents/Injuries	<ul style="list-style-type: none"> ▪ As soon as possible provide Quality Staff both verbal and written reports of all workplace incidents and injuries including near misses involving Quality Staff employees.
Conducting Hazard ID Risk Assessment	<ul style="list-style-type: none"> ▪ Allow and assist Quality Staff to conduct a Hazard Identification/Risk Assessment of the area where Quality Staff employees are located or may be affected
Access to Workplace	<ul style="list-style-type: none"> ▪ Provide access to Quality Staff to the workplace at mutually agreed times and frequency i.e. anytime <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> other <input type="checkbox"/> _____ In order to: <ul style="list-style-type: none"> - Hold meetings to discuss WHS issues with the Host Employer - Consult with Quality Staff employees on WHS, performance, HR, and/or personal work related issues (e.g. Tool Box Meeting) - Monitor the workplace with regard to the safety of Quality Staff employees and to maintain and improve WHS - Investigate any incident, accident or injury involving Quality Staff employees
Monitor the workplace and Quality Staff employees	
PPE	<ul style="list-style-type: none"> ▪ PPE is supplied by the host employer unless agreed otherwise.
Change of Duties Notification	<ul style="list-style-type: none"> ▪ Notify Quality Staff before moving or relocating any Quality Staff employee to any job, work area, new plant or machinery. This includes anything outside of agreed duties.
Disaster/Emergency/Terrorism procedure	<ul style="list-style-type: none"> ▪ Notify Quality Staff immediately of any emergency, disaster or terrorism incident or event affecting a Quality Staff employee.
Rehabilitation and return to work	<ul style="list-style-type: none"> ▪ Assist with the rehabilitation and return to work of a Quality Staff employee injured on your site by providing suitable light/alternative duties.

HOST EMPLOYERS AUTHORISED REPRESENTATIVE

NAME	SIGNATURE	TITLE/POSITION	DATE
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QUALITY STAFF CONSULTANT

NAME	SIGNATURE	TITLE/POSITION	DATE
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