

# RISK MANAGEMENT

## SIGNS

Safety signs & instructions must be displayed clearly

## OFFICE EQUIPT.

**Chairs:** Height and backrest must be adjustable, Thighs must be horizontal & feet flat on floor

**Desk:** Must be at elbow height. Employer is required to lower or raise height of desk if necessary

**Phone:** Head sets or hands free may be required for high usage of phone to prevent neck strains etc. To prevent neck strain do not place handset between shoulder and ear

**Keyboard:** Must be placed directly in front of screen & user on the front edge of the desk so that employees do not twist the torso

**Screen:** Must be directly in front of the worker to avoid twisting. It must be at eye level and at a distance of one arm's length

**Mouse:** Must be placed in a neutral position & wrist must be flat during use

## MANUAL HANDLING

**Lifting:** size load, position feet, bend knees, grasp load & lift close to the body with back straight

**Storage:** Store according to weight & in readily accessible areas (between knee & shoulder height). Do not use chairs to access higher shelves. Step ladders must be used.

## HOUSEKEEPING

**Corridors:** Must be well lit, kept clear of materials, rubbish, equipment and electrical leads

**Floors:** Must be level, mats are discouraged, spills must be cleaned up immediately

**Filing Cabinets:** Must not be placed so they open into walkways. Drawers must not be left open. To prevent cabinet from falling, never open more than one drawer at a time

**I have read, understood and accept the above responsibilities regarding OH&S.**

Signature:

Witness:

Date:

Date:

# Discovering People Temporary Employee

## Occupational Health & Safety POLICY & PROCEDURE

### KEY RESPONSIBILITIES

#### Employee must

- Comply with OH&S laws, policies, procedures and workplace safety instructions
- Use properly and effectively equipment designed to safeguard your well being
- Be aware of factors/situations, which may impact upon the health, safety and welfare of yourself and be conscious of the effect of your action(s) upon the health, safety and welfare of others. Take care to protect own health & safety as well as others
- Follow implicitly Discovering People's Pty Ltd and client OH&S policies and procedures as communicated in writing or as instructions received orally
- Report all workplace hazards, mishaps and incidents including near misses and injuries ON THE DAY they occur

#### Client / Host Employer must

- Provide temporary employee with appropriate information, supervision and training to enable them to work safely  
N.B. The client cannot change the nature of the job without the approval of the agency and worker

#### Agency Obligation

- The client or host employer will usually deal with safety issues as they are raised HOWEVER, where an issue can't be resolved in this way (i.e. small business, no measures in place etc), then the agency should be notified immediately. A consultant should go onsite, assess the hazard, discuss the issue, and provide solutions and controls.

### INCIDENT MANAGEMENT

1. Incident report forms must be filled out to report all incidents, mishaps, near misses, illness or injuries even if time off is not required. **THIS MUST BE FILLED OUT ON THE DAY OF THE INCIDENT.** Call Discovering People- **9570 2411**
2. Report must also be filled out if equipment or materials have been damaged or rendered potentially hazardous. Please inform Host employer.