

Contents

1.	Terms of your APS Assignment	1
2.	Cross Application Time Sheet	2
3.	Travel Allowance.....	6
4.	Working Hours and Overtime	6
5.	Quality	10
6.	Environment	10
7.	Safety Overview.....	10
8.	Workplace Inductions.....	11
9.	Can I refuse to perform unsafe work?	11
10.	Emergency Management	11
11.	First Aid	12
12.	APS Values and the Code of Conduct.....	12
13.	Workplace Behaviour	13
14.	Fit for Work (Alcohol & other Drugs).....	15
15.	Fatigue	16
16.	Work Environment	16
17.	Ergonomics.....	12
18.	Risk Management.....	13
19.	Take 5	14
20.	Housekeeping.....	14
21.	Safety Signs and Tags	15
22.	Reporting a Hazard.....	16
23.	Hazardous Substances	17
24.	Reporting an Incident.....	17
25.	Reporting an Injury or Illness.....	17
26.	Manual Handling	18
27.	Electrical Hazards	19

1. Terms of your APS Assignment

Before commencing your first APS assignment with **Karlka Recruiting Group (the Company)**, you will be given an agreement to complete and sign. This document contains the terms and conditions that both parties will be bound by during the term of any assignment, you do, for us.

The agreement, you sign, will depend on whether you are engaged as an employee or as a contractor. The terms and conditions will be explained to you at the time of signing. If you are employed under an award (State or Federal) the conditions of employment will be explained to you before signing the contract of employment.

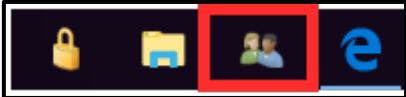
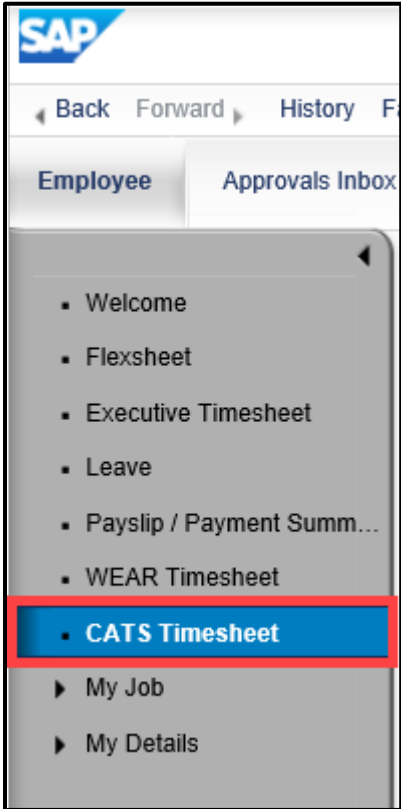
Some of the standard terms and conditions that will apply to all assignments with us include:

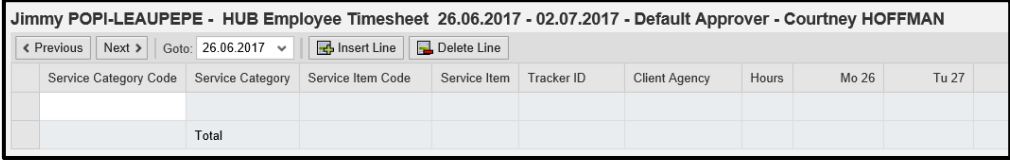
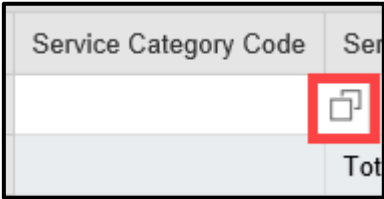
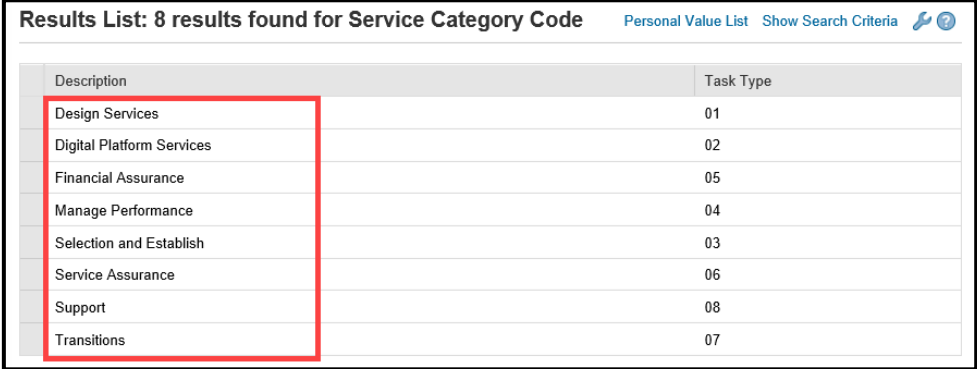
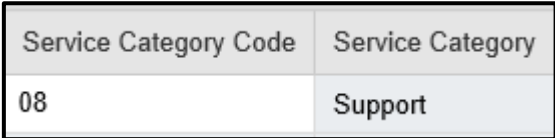
- Your engagement is on a casual basis only. This means you will be paid an hourly rate for every hour you work. In most cases this does not include meal breaks or travel time.
- Your hourly rate is inclusive of sick leave and holiday leave (this is part of your casual loading). So if you require time off because you are sick or need to attend an appointment, you will not be paid.
- You are only paid for the hours that you work. You are only paid for public holidays, if you actually work on that day.
- When you are on assignment for The Company, we fully cover you for workers compensation and public liability insurance.
- You will receive statutory superannuation entitlements when working for The Company.
- Payment of wages occurs weekly, via electronic funds transfer, to your nominated bank account. We do not pay by cash or cheque.
- You must inform The Company immediately if your work conditions are changed by your host employer. You must inform us before commencing the new work/task.
- Either party can terminate an assignment with one (1) hour notice.

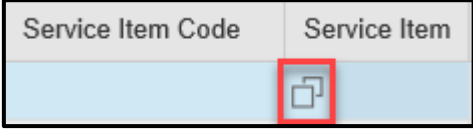
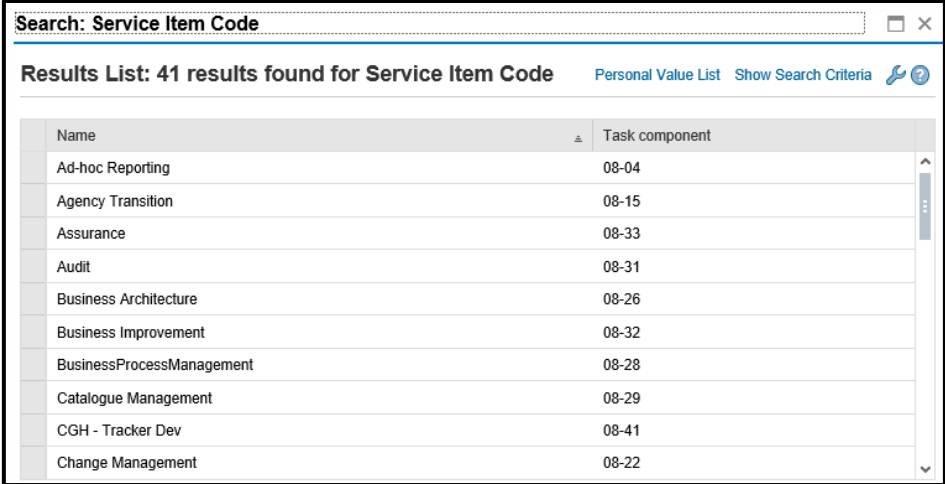
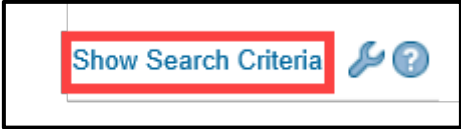
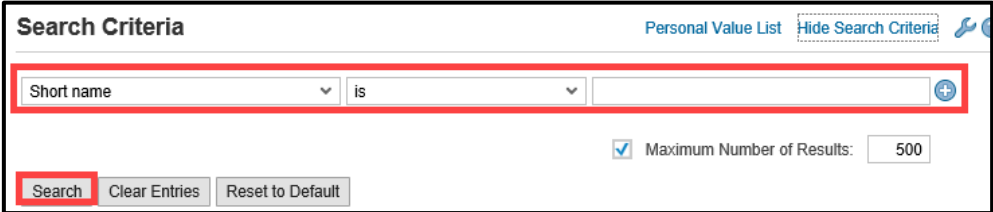
2. Cross Application Time Sheet

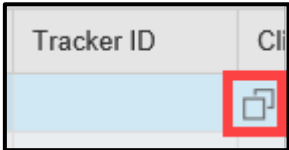
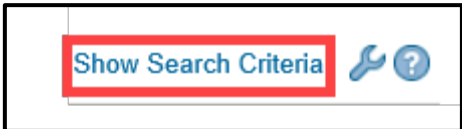
The below table describes the process of recording your time sheet in CATS.

The benefit of recording this information helps to track volume of tasks/activities that contribute to service delivery.

Step	Action
1	Log in to Essentials, Click Essentials on the taskbar. 
2	From the navigation menu, click CAT Timesheet. 

Step	Action
3	Your time sheet will display.  Use the date drop down menu to navigate to the correct dates.  Select the Category Code glyph.  The Service Category Code list will display, select the relevant Service Category Code.  Important Note: Business rules apply if you select Service Category Support step 4 and 7 will become mandatory.  This will populate into the Service Category Code and Service Category fields. 

Step	Action
4	Select the Service Item Code glyph.  The Service Item Code list will display.  Select the relevant Task Component or use the Search Criteria function.  Manually search via the Short name. 

Step	Action																						
5	Select the Tracker ID glyph.   Important Note: Business rules apply for all service categories except Support you can choose to enter Tracker ID or Client Agency but not both. The Tracker List will display. <table border="1"> <thead> <tr> <th>Description</th><th>Order</th></tr> </thead> <tbody> <tr> <td>1800RESPECT Funding Variation</td><td>20171935</td></tr> <tr> <td>3. Building Disability Sector Capacity a</td><td>20171955</td></tr> <tr> <td>A Better Life (Ord Valley)</td><td>20171197</td></tr> <tr> <td>Aboriginal Benefit Account Special Accou</td><td>20171871</td></tr> <tr> <td>Access to Priority Uses of Agvet Chemicals</td><td>20170987</td></tr> <tr> <td>Accessing Premium Markets - Cooperation</td><td>20171109</td></tr> <tr> <td>ACWP - Pests and Weeds Management - Cont</td><td>20171130</td></tr> <tr> <td>ADE - Case Management</td><td>20160543</td></tr> <tr> <td>ADE - NDIS Transition Consultations Roun</td><td>20171878</td></tr> <tr> <td>ADE Grant Extensions</td><td>20172042</td></tr> </tbody> </table> To expand a criteria search click on Show Search Criteria.  Manually search via the Description. 	Description	Order	1800RESPECT Funding Variation	20171935	3. Building Disability Sector Capacity a	20171955	A Better Life (Ord Valley)	20171197	Aboriginal Benefit Account Special Accou	20171871	Access to Priority Uses of Agvet Chemicals	20170987	Accessing Premium Markets - Cooperation	20171109	ACWP - Pests and Weeds Management - Cont	20171130	ADE - Case Management	20160543	ADE - NDIS Transition Consultations Roun	20171878	ADE Grant Extensions	20172042
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3. Travel Allowance

Karlka Recruiting Group will not pay any overtime, Public Holiday rates, charges, expenses or other fees unless otherwise advised with the approval of a Department of Social Services delegate (for overtime of travel).

No relocation costs will be paid, where you are required to travel in your role, the Department of Social Services will arrange for the travel component and Karlka Recruiting Group will pay the travel allowance rate.

The process to organise and process **travel allowances** is as follows:

1. The labour hire contractor's work area will complete a Non-Staff Travel request in Essentials.
2. Flights, accommodation and hire cars (if applicable) will be booked via Departmental travel card by the labour hire contractor's work area.
3. The labour hire contractor will complete the '**ready reckoner**'** spreadsheet provided by Karlka Recruiting Group to calculate the amount of travel allowance to be paid. This must be signed by a Department of Social Services delegate.
4. The labour hire contractor will send a copy of the signed 'ready reckoner'** spreadsheet to timesheets@karlkarecruiting.com.au
5. Karlka Recruiting Group will pay the amount of travel allowance specified by the 'ready reckoner'** directly to the labour hire contractor along with the normal payrun.

4. Working Hours and Overtime

Karlka Recruiting Group will not pay any overtime, Public Holiday rates, charges, expenses or other fees unless otherwise advised with the approval of a Department of Social Services delegate (for overtime of travel).

Hours of work and overtime:

For APS 1 - APS 6 equivalent level labour hire contractors, the regular ordinary hours of work are Monday to Friday 37.5 hours per week, up to a maximum of 10 hours per day between the bandwidth 7.00am to 7.00pm; unless otherwise agreed with the direct supervisor. Any hours in excess of 10 in a day or 40 in a week would attract overtime payment if agreed by the Department.

For EL 1 and EL 2 equivalent level labour hire contractors, the working week will be Monday to Friday, but there will be no set limit of standard hours of work. Overtime may be payable at a Department of Social Services delegate's discretion in exceptional circumstances, with their prior approval recorded in writing.

Overtime rates may be applicable under the following conditions:

- Monday to Friday - After 10 hours a day or 40 hours in a week: time and a half for the first three hours and double time thereafter
- On Saturday: time and a half for the first three hours and double time thereafter
- On Sunday: double time
- On a Public Holiday: double time and a half except in South Australia if the public holiday is a public holiday solely because it is a Sunday*

*Sundays are a public holiday in South Australia

To receive payment for overtime, pre-approval must be in writing by a Department of Social

Services delegate prior to the overtime proceeding. All labour hire contractors are required to break for at least 30 minutes after five hours of continuous work.

Where the labour hire contractor is required to work overtime, and they have received approval from a Department of Social Services delegate in writing, Karlka Recruiting Group will pay hours worked up to a maximum of 40 hours/week at single time via the RCTI system.

The process to organise and process **overtime payments** is as follows:

1. The labour hire contractor will complete the '**Overtime Payment Form**'***. This must be signed by a DSS delegate.
2. The labour hire contractor will send a copy of the signed '**Overtime Payment Form**'*** to timesheets@karlkarecruiting.com.au and a copy to businesssupporthub@dss.gov.au
3. Karlka Recruiting Group will pay the amount of overtime owing directly to the labour hire contractor.

****Ready Reckoner example form can be found on page 8**

*****Overtime payment example form can be found on page 9**

TRAVEL ALLOWANCE AUTHORITY

1. Complete this form, 2. proofread carefully, 3. seek delegate's approval, 4. Send it to Agency for payment

Employee details

Movement Req

100050

Cost Centre No.

1045

Name

Mr S Smith

Address

260 Pitt St, Sydney 2001

Phone No.

(w)

(m)

(h)

Reason for Travel

Audit visit to Wagga Wagga Sites

Will any meals be provided? (enter on Ready Reckoner)

No

Will accommodation be provided? (enter on Ready Reckoner)

Yes

How Many?

0

Breakfast

0

Lunch

0

Dinner

How many nights?

1

Actual Travel details

(Additional lines can be added if required)

Date	From	To	Departure time (hh:mm)	Arrival Time (hh:mm)	Flight No Use 24 hour clock for time	Mode	Class
14.06.18	Sydney	Wagga Wagga	8.00	9.00	VA2905		Economy
15.06.18	Wagga Wagga	Sydney	16.00	17.00	VA1244		Economy

Mode: A=Air, B=Bus, W=Water, CMV=Commonwealth Motor Vehicle, PMV=Private Motor vehicle

Private Motor Vehicle details (Proof of Car Registration, full comprehensive Insurance and your drivers licence must be supplied before your travel can be approved)

Make	Model	Reg No.	Distance	Licence No.	Insurance with
				Expiry Date:	Expiry Date:

Notional Travel details

(Additional lines can be added if required)

Date	From	To	Departure time (hh:mm)	Arrival Time (hh:mm)	Flight No Use 24 hour clock for time	Mode	Class

Mode: A=Air, B=Bus, W=Water, CMV=Commonwealth Motor Vehicle, PMV=Private Motor vehicle

Pick up location	Date	Time	Drop off location	Date	Time	Cost

Booking Ref:

Travel costs

Travel Allowance	Amount	Cost Centre	GL Code	Booked and Paid by
Accom - Commercial	107.00	1045	Domestic - 512112	Corporate Credit Card
Accom - Non Commercial	0.00	1045	Domestic - 512112	Cardholder name (if applicable)
Meals	127.25	1045	Domestic - 512114	
Incidentals	38.70	1045	Domestic - 512114	
Deductions	0.00			
Fares / MVA		1045	Domestic - 512142	
Taxi Fare Estimate				
Other				
Total Travel Cost	272.95			
TA to be paid	165.95			

Signature of Travelling Officer

Date

Printed Name of Delegate

Approval for variances (incl higher accomodation rate)

Signature of Delegate

Date

Signature of Delegate

Date



Australian Government

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Overtime Payment Form

This form must be used by labour hire contractors to request payment of overtime. Please send a copy of the signed form to your agency and cc businesssupporthub@dss.gov.au. Overtime must be approved in writing prior to being worked.

Name: _____

Agency: _____

Branch/Section: _____

Week ending: _____

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly total
Date								n/a
Overtime start time								n/a
Overtime finish time								n/a
Total overtime hours								

Reason for overtime:

Labour hire contractor signature: _____

Date: _____

DSS Delegate's comments:

(EL1 or above)

I confirm that this overtime was / was not pre-approved.

DSS Delegate signature: _____

Date: _____

5. Quality

Our Company has in place a quality management system based upon ISO 9001 Quality Management Systems (QMS) and other standards, as required, to meet client's needs and expectations. Labour hire employee's it is important to understand that your actions when working for our clients is critical, both for yourself and The Company, its associated entities and Karlka Recruiting Group

Maintaining client satisfaction by showing up on time, following reasonable instructions, gives client confidences in yourself and The Company, which eventually results in more work. It is also important to maintain a professional Workplace Conduct and Behaviour.

Maintaining these standards ensures ongoing work, which is beneficial to you and The Company.

6. Environment

The Company is committed to improving its environmental performance and achieving corporate sustainability. We will operate in compliance with relevant environmental legislation and strive to achieve best practices in all we do.

Some environmental aspects to be mindful of include:

- Oil
- Emissions
- Waste Disposal / Recycle

Each Client will have different requirements regarding the Environment and you'll be made aware of these during your site induction.

7. Safety Overview

The Company is your Employer regardless of whether you are directly employed or engaged as independent contractor.

In compliance with the **Workplace Health and Safety Act 2011** is legislation, **The Company** and your host employer both have a **Duty of Care** to ensure, so far as is reasonably practicable, the **health and safety of all its workers and that those workers are not put at risk**.

The law also states that a person at a workplace must:

- Take reasonable care for his/her own health and safety
- Take reasonable care that his/her actions do not adversely affect the safety of other people
- That you comply, so far as you are reasonably able, with any reasonable instruction given by a person on behalf of the business.

Therefore, **you are as much responsible for your own safety and that of your fellow workers at The Company* and your host employer.**

Ensure your own safety by:

- **Familiarise yourself** with the layout of the workplace, and keep to recognized

footpaths/marked pedestrian ways.

- **Follow all policies, procedures, work instructions and rules** as indicated by your host employer.
- **Report any hazard, incident or accident (*no matter how minor*)** to your supervisor and The Company immediately.
- **If you are injured, stop work**, report the incident. **Do not touch** the work area so an investigation can commence into the cause of the incident.
- Avoid situations which may lead to confrontation with fellow workers. Contact us if your safety concerns are not being effectively managed.
- Ask for help or further information when you need it. **ASK FOR HELP - never attempt a task for which you are untrained or unsure!**

8. Workplace Inductions

For **every assignment** you do for **The Company** you must be given a specific induction relating to your new workplace.

Your induction includes familiarisation with the workplace and the specific duties/assignment you will be employed to do.

These duties must be the same as the assignment duties discussed with your consultant. **If they are different** you must advise your **consultant before** starting work.

NOTE: If you **do not receive a workplace induction, from your host employer, on the day you commence any new assignment, you MUST report it to your consultant before starting work.**

9. Can I refuse to perform unsafe work?

If you are directed to undertake a work activity, you genuinely feel is unsafe, due to potential hazards that have not been addressed, talk with your Host Employer. Alternatively you can contact your Consultant who can discuss the matter with the Host Employer.

10. Emergency Management

Emergency situations e.g. fire or severe weather events can develop quickly and an immediate response may be life-saving. A bomb threat, flood or medical situation are also considered to be emergency and require emergency action.

Be prepared, know:

- a) Who are the Area Wardens – these are the people trained to tell you what to do and where to go in an emergency situation
- b) The location of firefighting equipment and first aid facilities
- c) The various emergency warning sounds and what they mean
- d) Where the emergency exits are for your location – these may be shown on a map – remembering you need to use the stairs (staying close to the rail so others e.g. Wardens, can easily pass by) – lifts are not to be used
- e) The location of the muster or assembly point, which is where you go once you exit the

workplace – this allows the Warden to account for you and you're not to leave until the "all clear" is given.

11. First Aid

First aid is the immediate treatment or care given to someone suffering an injury to help reduce the severity of the injury, protect the unconscious and promote recovery. In some instances this action could mean the difference between life and death.

Most Host Employers will have a qualified First Aid person and facilities appropriate to the hazards of the workplace.

As part of your site induction you should cover off:

- The location of the first aid kits;
- The names and locations of persons responsible for first aid;
- How to contact a first aid officer; and
- What to do if you require something from the first aid kit.

12. APS Values and the Code of Conduct

As a Karlka Recruiting Group employee through an APS host employer, you will follow the APS Values and the APS Code of Conduct.

APS VALUES

Impartial

The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

Committed to service

The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.

Accountable

The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.

Respectful

The APS respects all people, including their rights and their heritage.

Ethical

The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.
Last updated 2 May 2018 2

APS CODE OF CONDUCT

The Code of Conduct requires that an APS employee must:

- Behave honestly and with integrity in connection with APS employment;
- Act with care and diligence in connection with APS employment;

- When acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment;
 - When acting in connection with APS employment, comply with all applicable Australian laws;
 - Comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
 - Maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff;
 - Take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the employee in connection with the employee's APS employment
 - Use Commonwealth resources in a proper manner and for a proper purpose;
 - Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
 - Not improperly use inside information or the employee's duties, status, power or authority:
1. To gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
 2. To cause, or to seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
 - At all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS;
 - While on duty overseas, at all times behave in a way that upholds the good reputation of Australia; and
 - Comply with any other conduct requirement that is prescribed by the regulations*.

**Regulation 2.1 imposes a duty on an APS employee not to disclose certain information without authority (ie information communicated in confidence or where disclosure could be prejudicial to the effective working of government). APS employees should familiarise themselves with the full text of PS Regulation 2.1. The Code of Conduct is set out in section 13 of the Public Service Act 1999.*

13. Workplace Behaviour

The Company is committed to protecting our employees, potential employees, clients, contractors and other external parties by working to prevent and eliminate all forms of unacceptable workplace behaviour, which includes bullying, violence, sexual harassment, unlawful discrimination and victimisation. This type of behaviour and conduct is not acceptable.

Bullying is repeated and unreasonable behaviour directed towards another or group that creates a risk to health and safety such as causing physical and psychological distress.

Repeated and unreasonable behaviour is persistent in nature, can involve a range of behaviours over time. Behaviours like aggressive, intimidating conduct, ongoing accusations, innuendo, sarcasm, unreasonable criticism, verbal and physical threats or abuse, shouting, belittling or humiliating comments and actions could be considered bullying.

Work-related violence is where a person is abused, threatened or assaulted in circumstances

relating to their work.

Sexual harassment is any form of unwelcome sexual attention that might offend, humiliate or intimidate the other person. It can include unwelcome verbal and physical behaviour and be experienced by any gender.

Unlike other forms of behaviour, sexual harassment does not have to be repeated or continuous and it does not matter the intent. All that is required is that the person felt offended, humiliated or intimidated and that a reasonable person would have expected that reaction given the conduct.

Behaviour such as sexual teasing, jokes, remarks, or questions; sexual looks, gestures, innuendoes or stories as well as pictures, calendars, cartoons, or other materials with sexually explicit or graphic content can be considered as sexual harassment.

Unlawful discrimination is where an individual or a group are treated less favourably than others because of a characteristic or background. It can be direct or indirect

If you feel you have been the subject of this sort of behaviour, please report it to your Host Employer and your Consultant. You have the right not to be victimised because you have made a complaint.

The Company **will not tolerate** this type of inappropriate behaviour by you. If it is found you have instigated or been involved in this type of behaviour you may be dismissed from your assignment and any future assignments with us will be in jeopardy.

14. Fit for Work (Alcohol & other Drugs)

The Company is committed to achieving a workplace free from persons affected by alcohol and/or other drugs. You have a legal obligation to present yourself fit for work, that is, free from alcohol and illicit drugs with an appropriate level of rest between shifts.

You must comply, in the first instance, to the policy, associated procedures and related testing methods of the Client Employer, however as a minimum you will comply with **The Company** and Other Drugs Policy and procedure.

Our policy states we expect our people to not:

- Possess, solicit, sell, distribute or consume illicit or non-prescribed drugs and alcohol on its or its Client Employees premises or sites
- Work under the influence of illicit, prescribed or non-prescribed drugs or alcohol to a level where it could result in damage or risk of injury to any person, including the user, or where it contradicts any statutory requirement.
- Consume alcohol or be under the influence while driving a Company vehicle

Within the procedure it says you must:

- Not attend work at or on behalf of the Company if you are affected by alcohol or other drugs;
- Advise your immediate manager, before commencing work, if you are taking prescription or over-the-counter drugs that may affect your:
- Ability to perform your duties including operate machinery,
- Safety or the safety of others.
- Not be under the influence of alcohol and/or drugs if you are operating machinery, handling hazardous chemicals or undertaking hazardous activities;
- Adhere to the relevant state legal requirements concerning the use of drugs or alcohol if driving in the course of your employment.

You may be required to undergo medical evaluation including alcohol and drug testing prior to engagement with us. In addition you may be required to participate in Client Employer testing regime.

If you are found to be in breach (a non-negative result) of the Client Employers policy/procedure, including refusal to submit to testing, any action taken will be in consultation with the Client Employer and in accordance with their policy and associated procedures.

Outcomes resulting from this breach could include dismissal or ban from site with your ongoing employment with The Company also in jeopardy.

Alcohol/Drug Counselling and Assistance:

If you believe the use of alcohol or other drugs has or is becoming a problem and you need support or counselling, please contact your Consultant. We can provide details of an appropriate agency or you can contact Lifeline on 13 11 14.

Remember you are in charge of your decisions!

15. Fatigue

At times we have all felt tired or drowsy particularly after prolonged mental or physical effort. Fatigue however is the mental or physical exhaustion that stops a person from being able to function normally and **seriously affects your ability to work safely**.

It is important to recognise the signs of fatigue:

- Desire to sleep
- Lack of concentration
- Impaired recollection of timing and events
- Irritability
- Poor judgement
- Reduced capacity for communicating with others
- Reduced hand-eye coordination
- Reduced visual perception
- Reduced vigilance
- Reduced capacity to judge risk
- Slower reaction times

16. Work Environment

Your assignment may take you into a variety of work environments, that is inside or outside or high or low activity or temperatures.

It is important you are aware of your work environment and the associated hazards. Inside work environment hazards may include working with biological hazards, ergonomics and poor lighting. If you work outside the weather can impact upon your work environment. For example working outside on a bright sunny day, when unprotected, you can become sunburnt within 15 minutes of exposure - sunburn can cause permanent and/or irreversible skin damage, which may later become cancerous. Whereas working in wet weather can enhance your body's risk to muscle and soft tissue injury because of the increased chance of a slip, trip or fall due to slippery surfaces. Working in extreme temperatures such as cold storage means your body can lose heat resulting in the potential of hypothermia.

17. Ergonomics

In the workplace ergonomics can be considered to be the science of designing the job to fit the worker. It is beneficial as it optimises human wellbeing and system performance by taking into account the physical, cognitive, organisational and social factors. It is concerned with the posture, forces acting on the body and environmental considerations like temperature, light and vibration.

Each assignment you perform will have ergonomic considerations. For example an office worker it need to think about the desk and chair setup. For someone working in construction it could be the position, location and type of jackhammer.

Poorly set-up computer workstations or poor work practices can create a situation where you can be at risk of long-term work related injury and disabilities.

The provision of comfortable and adjustable equipment, which enables the operator to adjust heights and distances to individual needs, is vital in ensuring the risk of injury is reduced.

Main Points

Chair	The height of the operator's chair should be adjusted so that the elbows are approximately the same height as the home keys.
Footrest	If there is an adjustable footrest it should be adjusted so that the knees are slightly higher than the hips.
Desk	If the desk is adjustable it should be set so that the elbows are at the same level as the home keys.
Floor	Feet should be flat on the floor or supported by a footrest.
Chair Adjustments	Adjust the height of the lumbar support to rest in the natural contour of the lower back, just above the hips.
Screen	The screen should be positioned so that the top portion is approximately the same height as the operator's eyes. The viewing distances should be about 400-550mm.
Document Holder	Document holders are useful in reducing forward stooping to view paperwork flat on a desk. They should be adjusted so that the document is in front of the operator and at the same visual distance.
Mouse	Use the mouse as close to the side of the keyboard as possible. Use a mouse pad to assist ease of control. Position the mouse at the height of the elbow or slightly below.
Posture	Good operator posture should be comfortable and supported by properly adjusted furniture: - Shoulders should be relaxed, not hunched. - Head should be upright. Avoid excessive forward or backward bending of the neck. - Spine should be supported by the chair backrest. - Wrist should be straight and in line with the forearm. - Feet supported and adequate leg room under the desk. - Avoid leaning forward.

18. Risk Management

A risk is the chance (or likelihood) that a hazard will cause harm to person, property or the environment. Risk management is a process to ensure those activities are not likely to harm.

A risk assessment considers what could happen (and consequences) if someone is exposed to a hazard and the likelihood of it happening.



19. Take 5

Safety is a state of mind.

Take 5 is a quick and simple way to think about the job you're about to do, the potential hazards and associated control measures to eliminate or reduce the identified hazards.

It is as easy as:

- 1) **STOP** – think about the potential dangers associated with the job.
- 2) **Look** – identify any hazards.
- 3) **Assess** – the risk. Consider any possible threat of damage or injury.
- 4) **Manage** – controls. Implement suitable control measures to reduce risk. Ensure other persons on site who are affected by the same matter are informed about the hazard.
- 5) **Safely** – complete the task.



20. Housekeeping

Good housekeeping can be critical to preventing hazards, injuries or accidents and is easy to implement. Some fundamentals of good housekeeping are:

- Maintain a clean and tidy work area
- Don't run leads across walkways or traffic areas
- Pick up rubbish and place in appropriate bin e.g. paper for recycling
- Ensure emergency exits are not blocked
- If using power boards, don't overload
- Keep regularly used materials at waist level
- Be mindful when walking around blind corners especially when carrying a load

Good housekeeping also can prevent slips, trips and falls.

21. Safety Signs and Tags

The main types of signs you will encounter are:

- **Warning** – warns of hazards or hazardous conditions which are not likely to be life threatening.
- **Prohibited** – indicate specific behaviour or actions are not permitted.
- **Emergency** – indicate the location of or directions to emergency related facilities.



- **Danger** – provide warnings of hazards or hazardous condition, likely to be life threatening.
- **Mandatory** – these specify an instruction must be followed.
- **Fire** – advises of the location of firefighting equipment or alarms



Another mechanism that is used to protect and advise people of hazards and possible risks are safety tags. Commonly used tags within the workplace are **Danger** or **Out of Service** tags, which provide information about the situation.

DANGER Tag – red white & black

Out of Service Tag – yellow & black

Back

Front

Back

Front



Danger - indicates the item, equipment or plant is not to be used or operated.

If you come across one of these tags ensure the following:

- Do not turn or switch on the item, equipment or plant
- Under no circumstances remove these tags or in any way tamper with them

Your Host Employer will have procedures about who can remove these tags.

Out of Service – indicates an item, equipment or plant has been removed from service because of a condition or fault which makes the use of the item, equipment or plant unsafe.

Only the person originally attaching the Out of Service tag or a 'Competent Person' is permitted to remove an Out of Service tag e.g. an electrician would be deemed a 'Competent Person'.

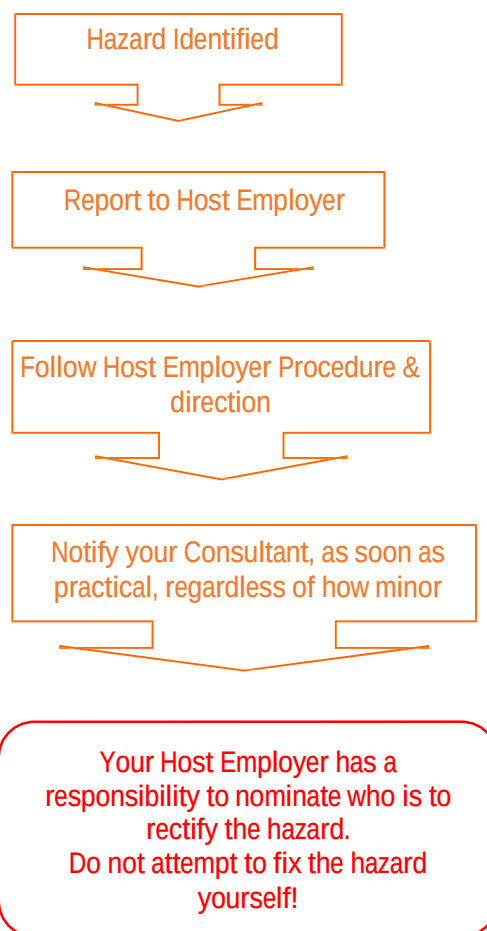
22. Reporting a Hazard

A hazard is something that has the potential to cause harm (including damage and death) to people, property or the environment.

As an on-hire Employee you will not always be familiar with workplace hazards due to changing Host Employers.

The following are some common examples of workplace hazards:

- Work practices that involve constant lifting, bending or twisting of the body
- Poor ergonomic design and practices resulting in muscle strain
- Inappropriate behaviour such as bullying resulting in psychological illness or physical assault
- Objects or liquids left on the ground resulting in trips, slips or falls
- Moving equipment parts, without guards or protection, that could crush body parts
- Vehicle or forklift traffic which could collide with people
- Exposure to hazardous substances such as chemicals



It can be present in many forms with the effects of the hazard not always being immediate or obvious – some hazards can develop over time.

A hazard has the potential to result in an accident or injury if undue care is not taken.

Your actions depend on what procedure the Host Employer has in place, however, your first action should be to isolate yourself and others from any immediate hazard and report it to your Host Employer.

You are to follow the instructions of the Host Employer or other appropriate person, unless you believe this will expose you to risk.

23. Hazardous Substances

A hazardous substance is a one which has the potential to harm the health of a person – they may be solid, liquid or gases in nature.

These types of substances are to be kept in appropriate storage (as per manufactures instruction) and have a material safety data sheet (MSDS) or safety data sheet (SDS) to tell you how to handle the exposure, stored in close proximity.

24. Reporting an Incident

An incident is an event or an instance of something happening or occurring that:

- Results in an accident causing an injury whether minor e.g. cut or major e.g. hospitalisation
- Did not result in injury, illness or damage however had the potential to cause a serious incident* (known as a 'near miss')
- An un-controlled hazard, fall or collapse that poses an unacceptable risk to people, property or the environment

* is required, under legislation, to be reported.

If any of the above occur then you must report it to your Host Employer and Consultant. In addition you may be required to complete an Incident Report form or provide a witness statement, depending on your Host Employers procedures.

Your Consultant will advise what you need to do.

25. Reporting an Injury or Illness

While we never want this to happen, the reality is injuries and illnesses can occur.

All injuries are to be reported and the injured persons receive the appropriate medical attention.

Why do I need to report hazards, incidents, injury or illness?

Reporting allows:

- employees, like yourself, and others not to be put at risk
- the Host Employer and us (ARG) to rectify the situation so there is no longer a risk
- an investigation to establish contributing factors; learning why
- early intervention to eliminate or control the hazard
- appropriate corrective actions to be put in place to eliminate the hazard or stop any reoccurrence

26. Manual Handling

A very common hazard is manual tasks. These are activities which require the use of force (or effort) to lift, push, pull, carry, hold or otherwise move or restrain something.

It can include repetitive activity and sustained muscle exertion to restrain or support a load. It can occur from forceful exertion in a bent or twisted position such as placing heavy boxes from trolley to shelf.

You see manual handling is more than lifting and can affect more than just your back!

When you need to move something check:

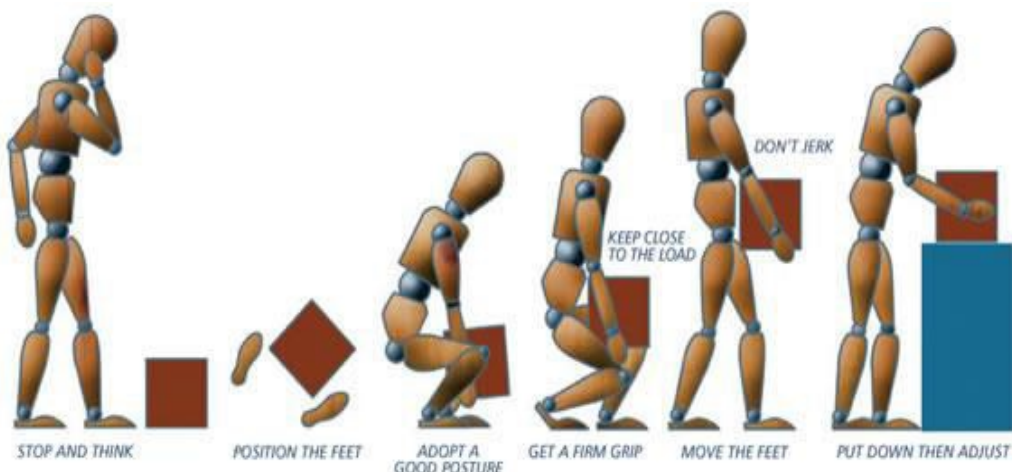
- The way is clear
- For anything that could damage your hands e.g. Splinters, nails, jagged edges
- You can see where you are going - **don't** carry a load you can't see over
- The size of the load – is it too big, too heavy or an awkward shape?

If the load is too big, heavy or awkward, get help or use a mechanical aid e.g. trolley-jack, raised platforms, forklift etc.

To minimise the risk of injury, perform the following:

1. Plan the lift - if the load is too heavy, get help.
2. Position yourself over the load
3. If possible, place your feet apart as shown.
4. Bend your knees – **not your back**
5. Have a secure grip - hold the load firmly with both hands.
6. Raise your head and pull your chin in to keep your back straight.
7. Lift the load to your waist slowly by straightening your legs, keeping your elbows close to your body and head straight.

To put the load down, bend your knees and keep your back straight.



27. Electrical Hazards

Electricity kills quickly and indiscriminately, if mishandled.

Electrical hazards can lead to burns, electrocution or even fire.

Some good practical tips are:

Appliances:

- Switch off and unplug appliances that are used less often
- Only use the appliance for its intended purpose
- Use the appliance in a safe and stable position
- Check that portable electrical equipment you use at work holds a current test sticker
- Do not place items on an electrical appliance that could cause it to overheat or obstruct cooling air supplies.

Leads and plugs:

- Position leads, extension leads and plugs carefully, to avoid tripping hazards and you can reach the socket to switch off quickly, if something goes wrong
- If you use a multi-socket extension lead do not overload it
- One extension lead is enough! Never add a further extension lead. Use an extension lead of appropriate length, but always fully uncoil a wind-up extension lead before use

Testing and tagging means the item has been inspected and tested by a competent person, recorded on a register and faulty equipment removed for repair or disposal.

Tested equipment will have a tag, detailing the company that did the testing together with the test and retest date.

Where you have a concern about the validity of the testing and tagging of an electrical tool or piece of equipment, electrical cords, power boards or power sockets, report the matter to your Host Employer for rectification.

Only a competent person is to repair damaged electrical items!

