

Bell People OHS Overview

OVERVIEW: YOUR HEALTH & SAFETY

Work in an on-hire arrangement is one whereby Bell People engages you, 'on-hires' you to work for one of our clients (the Host) under the Host's general guidance and instruction.

Knowing who is responsible for your health and safety in on-hire work is especially important because of the increased number of people and organisations involved and the potential for increased confusion and uncertainty.

Working in an on-hire arrangement simply means that you are engaged by two primary business's:

1. Bell People (the Agency); and
2. The Host (Bell People's client)

Bell People and the Host are both responsible for your health and safety. This is known as a shared duty of care.

Neither Bell People or the Host can transfer their responsibility for your health and safety onto one another or anyone else. They must work together by consulting, cooperating and coordinating their health and safety activities to ensure your health and safety whilst on placement at the Host Organisation.

Bell People have processes in place to ensure you are placed in a work environment that is safe and without risk to health. For example: Bell People gathers information about the Host's work health and safety management system prior to you commencing work with the Host.

Bell People expects the Host Organisation has processes in place to ensure your health and safety is not at risk during your placement. For example: The Host should provide you with a site-specific health and safety induction and instruction on safe work practices.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

To ensure a safe environment that is without risk to health Bell People relies on commitment, consultation, coordination and co-operation. Everyone at Bell People needs to understand what their role is in making the workplace safer, and how they can fulfil their responsibilities and duties.

To ensure that all workers are aware of their OHS responsibilities, Bell People will ensure that these are communicated to each worker through induction, training and consultation.

<p>Bell People</p>	<p>Primary Duty of Care</p>	<ul style="list-style-type: none"> • Ensure the health and safety of workers while at work • Ensure the health and safety of others is not put at risk from work carried by Bell People • Provide and maintain: <ul style="list-style-type: none"> - healthy and safe work environment; - safe plant and structures; - safe systems of work. • Ensure: <ul style="list-style-type: none"> - safe use, handling and storage of plant, structures and substances; - adequate facilities (including facility access) for the welfare of workers at work; - information, training, instruction and supervision; - monitoring of workers health and the conditions of the workplace • Consultation, Cooperation & Coordination: <ul style="list-style-type: none"> - consult co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter.
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Director	Due Diligence	<p>As an ‘Officer’ under the OHS Act, the Director of Bell People must exercise ‘due diligence’ to ensure Bell People complies with the primary duty of care. To exercise due diligence the Directors will take reasonable steps to:</p> <ul style="list-style-type: none"> • acquire and keep up-to-date knowledge of work health and safety matters; and • gain an understanding of the nature Bell People’s operations and generally of the hazards and risks associated with those operations; and • ensure that Bell People has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the business; and • ensure that Bell People has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and • ensure that Bell People has, and implements, processes for complying with any duty or obligation of Bell People under the OHS Act; this includes: <ul style="list-style-type: none"> - reporting notifiable incidents; - consulting with workers; - ensuring the provision of training and instruction to workers about work health and safety; and; • verify the provision and use of the resources and processes in reference to eliminating or minimising risk and implementing processes for compliance to OHS duties.
All Workers	Reasonable Care	<ul style="list-style-type: none"> • Comply with OHS policies, procedures and programs implemented by Bell People • Work in a manner that is safe and does not create risks to themselves or others • Report and assist to rectify hazards • Report incidents resulting in an injury and/or near miss • Participate in consultative arrangements • Duty to not endanger others by their acts or omissions

OUR COMMITMENT TO WORK HEALTH AND SAFETY

Bell People is committed to ensuring our workers and visitors remain free from risk to their health and safety at work. We are committed to continual improvement of health and safety performance and the elimination of workplace injury and illness. As a provider of on-hire services, we understand the importance of working with all stakeholders to achieve our health and safety objectives.



To demonstrate our commitment to and standards on health and safety at work, Bell People have developed and maintain OHS related policies and procedures. The policies and procedures are accessible to all Bell People workers and can be accessed via our website at any time.

Bell People OHS Policies & Procedures	Last Review
OHS Policy	25 November 2019
Equal Employment Opportunity Policy	25 November 2019
Prevention & Response to Bullying & Violence Policy	25 November 2019
Fatigue Management Policy	25 November 2019
Alcohol & Other Drug Policy	25 November 2019
OHS Procedure	25 November 2019
Return to Work Policy	25 November 2019