

Bell People OHS Procedure

1. INDUCTION & TRAINING

Bell People has a commitment to carry out our duty of care to you as our worker and therefore we will ensure that you are provided with the required induction and training prior to any placement that will support the worker in doing their job safely. Prior to the commencement of your first assignment with Bell People, you will be required to complete the WorkPro online induction modules. Your recruitment consultant will provide you with your log on details.

Bell People also requires that your host organisation also provides you with an induction to their work health and safety systems of work. This may be delivered by a host representative or by Bell People on behalf of the host organisation.

2. CONSULTATION & ISSUE RESOLUTION

Bell People has a commitment to carry out our duty of care to you as our worker and therefore we will ensure that you are consulted regarding health and safety matters.

Where a health and safety issue arises, our process requires you to report the issue to both your host contact and Bell People consultant. If the issue has the potential to cause a serious threat to health and safety then you may be instructed by either your host contact or Bell People recruitment consultant to cease work activity. If at any time you feel your health and safety is in immediate danger remove yourself from the situation/work activity if safe to do so and report to your host and Bell People recruitment consultant as soon as possible.

Where the health and safety issue does not present an immediate risk to health and safety, our process requires you to report the issue to your host contact and Bell People consultant. An incident management form will be completed by Bell People to ensure resolution of the matter.

Where the issue remains unresolved, you may liaise with a host senior manager, and Bell People manager branch manager. A third party representative may be required to assist with the resolution process or to provide guidance.

3. REMOTE & ISOLATED WORK

We recognise that meaning of 'workplace' as a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

We also recognise that 'remote or isolated work', in relation to a worker, means work that is isolated from the assistance of other persons because of location, time or the nature of the work. We understand that remote or isolated work is not just in the 'outback', our workers may be isolated

even when working in the city. The location, time and nature of the work helps determine remote or isolated circumstances.

- Isolated work may involve work activities undertaken in an isolated area, on or off site, either during or outside normal working hours.
- Remote work may involve work activities undertaken at a location removed from an office environment where there are few people and where communications and travel are difficult. This may include land or sea activities within Australia or overseas.

We will ensure that our workers working remotely or in isolation are provided with safe systems of work to ensure their health and safety.

It is our policy that the hazard identification and risk assessment process in consultation with workers will occur prior to remote or isolated work undertaken. It is expected that issues relevant to the unique working environment are identified and action taken to limit the risk of an incident occurring.

There are various means for risk controlling the risks associated with remote or isolated work. The adequate controls applicable to your placement will be dependent on the context and conditions, but may include for example:

- relocating the work
- provide vehicles, equipment, tools and communication equipment suitable for use in the terrain
- two worker teams
- ensuring workers are physically and mentally fit to perform the work
- appropriate training is provided about working in remote or isolated environments
- avoiding riskier times of the day (i.e. excessive heat, cold, storms and when the circadian rhythm wants the body to sleep)
- ensure adequate facilities for workers including toilets, drinking water, eating facilities, personal storage
- providing accommodation
- communication plans, e.g. have a check in process whereby workers are required to contact 'home base' at a nominated time
- have an emergency response plan when workers fail to report in at allotted times

4. INCIDENT REPORTING

Bell People has a procedure that must be followed in the event that you are involved in an incident. The process when followed will ensure the relevant people are notified and you receive the first aid and/or medical treatment required.



If you are involved in an OHS incident appropriate first aid/medical treatment must be sought if required.

1. Report the incident to the client representative immediately.
2. Report the incident to Bell People recruitment consultant immediately.
3. Follow the client's incident management procedure.
4. Recruitment Consultant will assist you in the completion of the incident management report form.

Notifiable Incident (resulting in or potential to result in serious injury)

1. Client representative contacts Bell People consultant immediately.
2. Client representative contacts relevant state Authority immediately.
3. Bell People Recruitment manager contacts relevant state Authority immediately.

5. EMERGENCY RESPONSE & FIRST AID

You will be provided with emergency response and first aid information relevant to your assignment via the host induction process and the communication plan provided to you by Bell People.

You shall remain informed and updated of the site emergency and first aid procedures and any changes that may occur, such as appointment of new Wardens, first aid representatives, building alterations etc. This includes:

- Name and location of the designated area/floor warden and first aid officers;
- Emergency exits and first aid equipment throughout the site/building;
- Emergency assembly areas; and
- Importance of following warden instructions to enable quick and safe evacuation.

6. DRUGS AND ALCOHOL

The use of drugs or alcohol jeopardises a safe work environment.

The Company recognises its responsibility under OHS law to provide a safe work environment for all employees, contractors and visitors regarding the prohibition of drugs and alcohol.

Non-compliance with this policy and any associated procedure by employees, contractors or visitors, may place the person in non-compliance with the Company's duty of care provisions for the workplace and such non-compliance may result in disciplinary action up to and including dismissal.



The Company recognises alcohol and other drug dependencies as treatable conditions, and encourages those persons who may be subject to such dependency to seek assistance from appropriate organisations or support groups.

Employees, contractors and visitors must not be adversely affected by drugs or alcohol at work or while at work functions, and must at all times be fit to perform their work safely. Employees found to be in breach of this policy will be subject to disciplinary procedures.

Alcohol may be consumed at some Company events. Where this is the case, the Company encourages responsible alcohol consumption but you should at no time be drunk or behave in a manner which is inappropriate. Unacceptable behaviour at work functions will not be tolerated and if this occurs you may be subject to disciplinary action.

Employees who are taking any prescribed medication or drugs which may affect their ability to perform their work must notify their manager as soon as possible. You may be required to produce a medical certificate stating that you are fit for work or specifying any restrictions.

The host organisation may conduct random drug and/or alcohol testing across all levels of employees.

You must submit yourself for drug and/or alcohol testing as soon as reasonably practicable after it has been requested of you. If you are believed to be under the influence of drugs or alcohol at work, you will be required to cease work immediately and sent home. Any resulting time off will be taken either as personal leave or unpaid leave.

7. FITNESS FOR WORK

If you arrive for work and, in the host organisation's opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others. The host organisation in consultation with Bell People may send you away for the remainder of the day with or without pay and, dependent on the circumstances; you may be liable to disciplinary action.