



Level 1, 10 – 12 Hurtle Parade, MAWSON LAKES

**TERMS AND CONDITIONS
OF
EMPLOYMENT**

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INTRODUCTION

1.1 WELCOME to Workforce Hire.

We are a Labour Hire business supplying supplementary casual labour services to a variety of industry sectors. You are now an integral member of our team, working together to support the day to day operations of our clients. Your role is important to both our clients and us. Our reputation is built on the performance of our employees. We hope you enjoy your assignments, and are quick to become an efficient, happy and productive member of our team.

**MELISSA SHOTTON
MANAGING DIRECTOR**

1.2 EMPLOYMENT

Please remember to keep Workforce Hire informed of your availability for work, when you finish a placement or become available let them know so that you can be considered for future positions that arise.

This may be done between 9.00 am – 5.00 pm, Monday to Friday on (08) 8359 8784

Important note:

You will be placed with a host employer to undertake a particular role which will be negotiated on your behalf. It is critical that once you have been placed to undertake a particular role, should that role change, you must immediately stop work and notify Workforce Hire of the role change. **You must not undertake any work unless:**

- **it is sanctioned by workforce Hire**
- AND**
- **you are qualified/ticketed/experienced in the role**

1.3 OFFICE HOURS

Office hours are 9.00 am to 5.00 pm Monday to Friday.

Phone number (08) 8359 8784

Fax number (08) 8359 8794

Postal Address

Level 1, 10- 12 Hurtle Parade
MAWSON LAKES SA 5095

WAGE POLICIES

2.1 PAY DAY

All employees are paid weekly. Wages are deposited directly into your supplied bank account on Wednesday for access on Thursdays **FOR WORK COMPLETED THE PREVIOUS WEEK**. In the event of a public holiday falling on a Monday payment **MAY** be delayed.

2.2 PAY QUERIES

If you have any questions regarding your pay, please contact the office on (08) 8359 8784 during office hours.

2.3 TIME SHEETS

Timesheets are to be filled out Monday to Sunday and signed by yourself and the host employer representative (usually the supervisor to whom you are directly supervised by). They then must be faxed to the office before 11.00 am on the following Monday, to ensure payment of wages on Thursday.

Please note – Accurately recording time worked is **YOUR** responsibility. Time worked is the time actually spent on a job(s) performing assigned duties; payment of your wages is calculated from the information supplied on your signed Timesheet.

Workforce Hire does not pay for extended breaks or time spent on personal matters.

2.4 PERSONAL DATA CHANGES

It is **YOUR** responsibility to promptly notify Workforce Hire office of any changes in personal data such as:

- Mailing address,
- Telephone numbers,
- Individuals to be contacted in the event of an emergency.

You must ensure that your personal data is current and accurate at all times.

STANDARDS OF CONDUCT

3.1 EXAMPLES OF MISCONDUCT

The work rules and standards of conduct are important.

YOU are urged to become familiar with these rules and standards. The following are examples of some of the rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Refusal to comply with or breach of Safety Rules
- Reporting to work under the influence of alcohol or drugs
- Possession or consumption of alcohol or non-prescribed drugs in the work place

- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Breaching the no smoking policy
- Theft or misuse of client property
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Neglecting your work duties
- Disorderly or offensive conduct
- Sleeping on duty
- Unauthorized disclosure of confidential company information.
- Falsification of timekeeping records
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company owned or customer-owned property
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of Company policies, and
- Unsatisfactory performance or conduct

3.2 ATTENDANCE/PUNCTUALITY/MEDICAL CERTIFICATES

Workforce Hire expects that **YOU** will attend work on a regular basis, and be punctual. This means being on site, ready and fit to work, at the designated starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you incur a sick day whilst placed as a casual employee you will be required to:

- **Notify Workforce Hire prior to your designated start time, of your nonattendance at work.**
- **Attend a medical practitioner and obtain a medical certificate for the time you are not at work.**
- **Provide a copy of that medical certificate to Workforce Hire Pty Ltd within 24 hours.**

If you do not present a medical certificate to Workforce hire, you will be issued with a verbal final warning and should the behavior be repeated at any time in the future, your casual placement will be withdrawn from offer by Workforce Hire.

YOU are responsible for speaking directly with Workforce Hire about your absence. It is not acceptable to leave a message on voice mail, except in extreme emergencies. In the case of leaving a voicemail message, a follow-up call must be made later that day. Should undue tardiness become apparent, your work placement may be terminated.

3.3 MOBILE PHONES

All mobile phones are to be switched to silent during working hours and may only be used during permitted breaks. It is preferred that mobile phones are not to be carried on your person; they should be left in bags or not brought on site. The host employer's mobile policy is to be strictly adhered to.

3.4 PERSONAL BELONGINGS

Do not take to work any personal or valuable belongings that you cannot safeguard yourself. Workforce Hire and its host employer will not accept any responsibility for your personal belongings, including tools and equipment, during your work assignments.

3.5 ALCOHOL AND DRUGS

Workforce Hire is committed to providing a safe, healthy and productive workplace in accordance with legislative requirements. You have a responsibility at law to take reasonable care to protect their own health and safety and that of others in the workplace. Any worker placed with a host employer that is found to be affected by alcohol or drugs may have their placement immediately terminated.

If you become aware of another person being affected by alcohol or drugs should immediately report such details to their site supervisor. Some placements are likely to require a pre-employment medical and drug and alcohol test.

3.6 REMOTE LOCATIONS

Any person employed in a remote location that is found to be affected by drugs or alcohol in the workplace or guilty of workplace misconduct, may be directed to leave the remote work site and will be required to incur the costs of transportation back to their town/city of residence at their own expense.

Any person employed in a remote location for a rostered period of time, and who opts to leave that remote location, for any reason, prior to the conclusion of the allocated roster period, will be required to meet the costs of travel back to their town/city of residence.

3.7 SMOKING

All employees must observe the clients' smoking policies and only smoke in permitted areas, during break times.

3.8 CONFIDENTIALITY

You are to treat all client and company information and work methods that you become aware of as confidential. At no time are cameras and/or video equipment allowed on client sites.

3.9 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions if you who have a job-related problem, question or complaint you should first discuss it with their immediate supervisor. At this level you will usually reach the simplest, quickest, and most satisfactory solution. If you and supervisor do not solve the problem, contact Workforce Hire.



3.10 REPORTING HAZARDS, ACCIDENTS AND NEAR MISSES

Hazards must be reported by:

1. Following client procedures
2. Contacting Workforce Hire
3. Completing a Hazard Report Form, which you can get from Workforce Hire.

Injuries however slight must be reported immediately to your client supervisor and to Workforce Hire. If first aid is required, in the first instance you must report to the client's first aid officer. Should your injury require further medical attention you should attend the nearest health clinic AND IMMEDIATELY NOTIFY WORKFORCE HIRE

SAFETY RULES

General safety rules must be followed at all times at every work site.

You must also comply with any site specific safety rules and instructions as determined by the client. This includes but is not limited to the following safe work practices, wearing prescribed protective clothing and the correct use of safety equipment.

At all times you are to demonstrate your duty of care for the safety of yourself and others.

4.1 Safety and Protective Equipment

All safety equipment or personal protective clothing that is considered necessary by the host employer or yourself must be worn at all times.

4.2 Hearing Protection

You must wear prescribed hearing protection devices where this is a requirement of the workplace to which you are assigned.

4.3 Eye Protection

You must wear Safety Glasses where this is a requirement of the workplace to which you are assigned.

4.4 Safety Footwear

You must wear steel-capped work boots where this is a requirement of the workplace to which you are assigned.

4.5 Warning Signs

Warning and danger signs throughout the work place are to be observed. You must not obstruct, deface, remove or destroy any warning or danger signs. Obey designated walk areas – do not take short cuts.

4.6 Housekeeping

Ensure your work area is kept clean and tidy at all times. Remove any obstacles from your work area, in consultation with your client representative.

4.7 Fire Fighting Equipment

When working on client sites, you should familiarize yourself with the location of firefighting equipment. Tampering with fire fighting appliances is prohibited. Do not obstruct firefighting equipment or exit doors. Follow fire prevention procedures according to the client site. Dispose carefully of any oily rags or flammable or combustible materials

4.8 Emergency Procedures

You should familiarize yourself with emergency and evacuation procedures, taking note of emergency exits and fire doors in your work place. You must co-operate with emergency drills as instructed by the client.

4.9 Working Alone

If you are working alone and are concerned with your safety at any time, contact your client representative and Workforce Hire.

4.10 Confined Spaces

Do not enter a confined space unless you have a license and prior approval from the client supervisor. An "Entry Permit" may be required before entering such conditions.

4.11 Clothing

Work clothes must be in fair order and reasonably clean at all times.

Open jackets, loose clothing or jewelry must not be worn due to risk of being caught in moving parts of machinery. This includes longhair being tied back or confined by a hat, helmet or cap. Clothing must provide suitable cover to avoid exposure of skin to machinery, equipment, the sun or other elements.

4.12 Electrical Equipment

Do not use electrical equipment or leads where the lead or plug shows any sign of damage. All electrical equipment must be appropriately tested and tagged.

4.13 Tools and Equipment

Do not use tools or equipment unless you have been instructed, trained and authorized to do so. Always use the correct tool for the task and use it in a proper manner. All tools must be in good working order at all times. Any defective tools must be reported to the client representative.

4.14 Machinery and Plant

Inspect all machinery before using it to ensure safety guards are in place and safety lockouts and limit switches are functioning.

Any machinery that is not in safe working condition, or has a danger tag attached, must not be used at any time. Report the matter to your client representative and Workforce Hire.

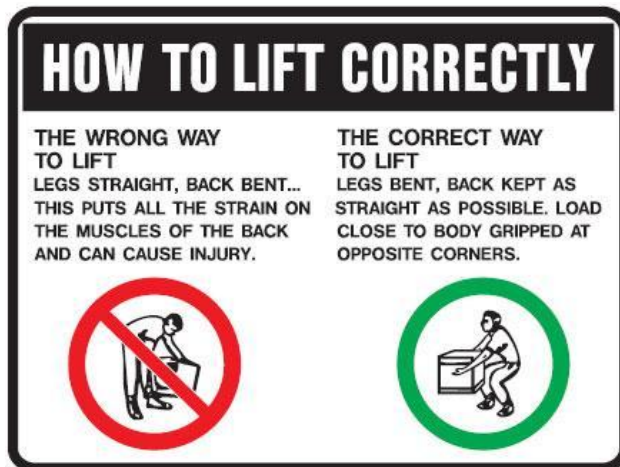
Cleaning and repairs to machinery must only be carried out while the power source is locked or tagged out and or isolated as per site practice.

Unauthorized repairs of any kind to machinery or equipment are strictly forbidden.

4.15 Manual Handling

Use manual handling aids where possible. Recommended procedures to reduce likelihood of manual handling injury include:

- Do not overload yourself
- Have a good footing and balance
- Stand as close to the load as possible
- Get a firm and secure grip using the palms of your hands
- Bend at the knees, keeping your back in a straight plane
- Use your strong leg muscles to raise the load, keeping it close to your body.
- When turning, turn the whole body including your feet – not at the waist.



EMPLOYMENT

5.1 EQUAL EMPLOYMENT OPPORTUNITY

Workforce Hire is committed to a principle of Equal Employment Opportunity; all employees are selected and trained on their merit in relation to the needs of the job. Selection will be made without regard to personal characteristics such as sex, marital status, pregnancy, parental status, age, race, religion, impairment or political belief. Workforce Hire aims to provide an environment free from harassment, discrimination, victimization and vilification. Please report any grievance you may have to Workforce Hire.

5.2 REHABILITATION POLICY

In the event of an employee suffering from a work related injury or illness, we will take all reasonable steps to rehabilitate the person to their fullest physical, mental, social, vocational and economic usefulness of which they are capable.

5.3 OCCUPATIONAL HEALTH AND SAFETY POLICY

Workforce Hire is a labour hire company providing contract, temporary, and labour hire to the Australian industry.

Workforce Hire is committed to managing the work health and safety of all persons in the workplace. A planned and systematic approach to the management of work health and safety will be adopted and resources provided for successful implementation. Activities will be regularly monitored and reviewed for effectiveness and areas identified for improvement will be reflected in updated policies and procedures.

Appropriately identified objectives and targets relating to workplace safety have been integrated into the WFH Business Plan. The measurable objectives and targets relating to WHS are nested in the quality, safety and training elements of the Business Plan.

Management is responsible to:

- Identify workplace hazards, assess associated risks, implement and review control measures using appropriate internal and external expertise as required.
- Ensure legislative compliance with the Work Health and Safety Act ,2012 and the Work Health and Safety Regulations, 2012, approved codes of practice and Australian Standards.
- Provide relevant information, instruction, training and supervision to employees, contractors, visitors and clients, as appropriate.
- Ensure procedures and in place to minimize the impact of an work related incidents.
- Ensure that the agreed procedures for regular discussion between Workforce hire and its employees are followed.

Employees are responsible to:

- Obey any reasonable instruction aimed at protecting their work health and safety.
- Use any equipment provided to protect their health, safety and welfare and the environment.
- Carry out their roles and responsibilities as required in relevant health and safety policies and procedures.
- Immediately report and environmental, health and safety incidents or hazards in the workplace to Workforce Hire management.
- Ensure they are not affected by alcohol or any drug that may endanger their own or any other person's health and safety.

Workforce Hire will ensure appropriate resources are allocated to administer this policy. The effectiveness of this policy depends greatly on the support of all our employees and workers.

5.4 TICKETS/LICENCES/QUALIFICATIONS

You are advised that you must not undertake any work that you are not qualified/trained or inducted to undertake. Any workplace requirement that seeks to change your work role to a function you are not skilled to undertake is to be reported to Workforce Hire immediately. You must NOT undertake this changed role at any time or under any circumstances.

If you are required to undertake re-training or acquire a new skill, ticket, licence or qualification for any work role it will be at **your** expense.

Workforce Hire may reimburse you for any financial outlay at Workforce Hire discretion.