

# Gforce WH&S Policy

This document outlines Gforce's policy and responsibilities in relation to Work Health and Safety (WHS) and is applicable to all sites and workers of Gforce Employment Solutions.

**Gforce is committed to protecting the health and safety of all of its workers, whether they are directly employed by Gforce or are placed with host employers.**

All workers and managers have a responsibility to take all reasonable care for their own health and safety and consider the health and safety of other people that may be affected by their actions or inactions.

Gforce will take all reasonable and practical steps to improve work safety conditions and will strive to achieve a goal of continuous injury reduction.

## **Gforce Commits to:**

- Complying with all health and safety laws, regulations and standards for all its workers;
- Providing and maintaining all equipment required to perform work tasks safely;
- Implement risk management systems which identify, promote and improve health and safety performance;
- Ensuring all managers understand they are directly accountable for the health and safety of their workers and the consequences of noncompliance or complacency;
- Providing adequate resources to assist managers to achieve compliance;
- Obtaining accurate information from the host employer or temporary or industrial hire contractor as to the type of work and the knowledge, skills and experience required by the worker to be able to perform the work safely and competently for the specified job;
- Ensuring induction of new workers provides detailed information on the WHS requirements associated with the particular individual Job Assessment of worksites in order to verify the information provided by the host employer, and to assess the risks to health and safety associated with the specific job and work environment;
- Monitoring work sites with the aim of ensuring that the host employer provides and maintains a working environment that is safe and without risk to the health and safety of the workers;
- Maintaining relevant policies, procedures, systems, information, training, and organisational structures to support and communicate effective health and safety practices throughout our business;
- Establishing clear targets and objectives on an annual basis to improve health and safety in the workplace;
- Communicating WHS information to all workers via the most effective method;
- Encouraging active participation, consultation and cooperation of all workers, contractors, HSR's and visitors in promoting and developing measures to improve health and safety at work; and
- Actively responding to and investigating all incidents and ensure injured workers are returned to suitable work at the earliest possible opportunity.

**Gforce will implement and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored and regularly reviewed to ensure their integrity and effectiveness.**

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### **Responsibilities:**

Gforce, through this policy acknowledges our commitment to conducting our business responsibly and in a manner designed to protect workers, contractors, visitors and any other parties who may be affected. Responsibilities associated with this intent are detailed as follows...

#### **The company shall:**

- Comply with all appropriate WHS legislation
- Provide a work environment which is both healthy and safe for all
- Provide time and resources to enable the WHS Committee to function effectively
- Ensure an appropriate WHS management system is developed, communicated, maintained and monitored
- Ensure all workers are advised of, and understand their responsibility and accountability with regard to WHS
- Provide appropriate levels of specialist advice where necessary

#### **Managers shall:**

- Have the responsibility and authority to ensure that the company's WHS objectives are met
- Actively support measures to eliminate any conditions or acts which undermine the achievement of the company's WHS objectives
- Demonstrate commitment to the aims of the WHS management system through their actions
- Ensure WHS procedures are followed within their areas of control
- Ensure all workers are able to perform their duties safely

#### **Workers shall:**

- Comply with WHS legislation
- Assume responsibility for their own safety and that of others
- Identify hazards, acts or conditions that may not conform to WHS requirements, take steps to control them and report them as soon as is practical
- Perform their duties in accordance with all relevant procedures and instructions
- Use all tools and equipment correctly and wear personal protective equipment provided where appropriate

#### **Definitions**

WHS Work Health and Safety

HSR Health and Safety Representative

Worker Includes Employees, Contractors, Sub Contractors, Visitors, Volunteers

#### **Reference Documents**

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

**If you have any questions regarding Gforce's Work Health and Safety Policy, please speak to your Industry Consultant or Gforce's Work Health and Safety Manager on 1800 436 723.**

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