

Gforce values its people and is committed to protecting the health and safety of all of its workers (employees, employees at host sites, contractors) and visitors. This policy is applicable to all sites and workers of G-Force Recruitment Ltd (ABN 15 006 145 222) and all associated companies, herein after referred to as "Gforce".

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

In accepting responsibility for implementing and maintaining this WHS policy and the WHS management system, Gforce commits to:

- The spirit and intent of our health and safety obligations under the Victorian OHS Act 2004 & Regulations 2017, relevant codes of practice and standards.
- Establishing clear targets and objectives, regularly monitoring and reviewing to ensure continual improvement indicated by improving risk management activities and reducing injury and illness.
- Implementing the Gforce WHS Management System across the business, using the policies, procedures, and standards necessary to support this policy, to provide adequate resources to assist managers achieve compliance and to promote and improve health and safety performance.
- Recognizing the importance of being well prepared for incidents and emergencies, to minimise further harm and strive to achieve reduced injuries, conducting investigations when required and ensuring injured workers are returned to work at the earliest possible opportunity.
- Ensuring our leaders;
  - Understand they are directly accountable for the health and safety of their team members, with clearly defined responsibilities.
  - Actively communicate about health and safety with their team members and encourage participation, consultation and cooperation of workers, contractors, visitors to assist in improving health and safety.
  - Assist in maintaining relevant policies, procedures, systems, information, training, and organizational structures to support and communicate effective health and safety practices throughout our business;
  - Regularly assess our work environment ensuring equipment and services are maintained.
  - Obtaining accurate information about the host employers, risks in the work environments, skills/ knowledge/ experience required for the work activity and the person going into that role – so that, our people can perform the work safely. Which we will verify by undertaking risk assessments of the work sites and monitor through regular visits to the host worksites.
  - Ensuring that inductions provides the individual with information on the WHS requirements associated with the task;
- Ensuring our workers:
  - Assume responsibility for their own safety and that of others, performing duties in accordance with relevant procedures and instructions.
  - Identify hazards and take steps to control and report them
  - Take part in health and safety training to improve health and safety knowledge, awareness and skills.
  - Respond efficiently and effectively to incidents, providing assistance to other employees and notifying the required Gforce personnel.

**Please review our WHS Management System for more information on specific  
Health & Safety Policies and Procedures.**

This signed statement of policy confirms our commitment to health and safety  
for all team members and is to be available at all Gforce offices.

Rob Birch

CEO



12 July 2017