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ab RECRUITMENT & LABOUR HIRE, PTY, LTD. CASUAL EMPLOYEE INDUCTION HANDBOOK

Prior to going on site, all *ab Recruitment* employees are required to read and sign off, as being understood and accepted, the following safety information.

Please retain a copy of this document as part of your overall safety induction prior to going on site.

ab OFFICES

Footscray	03 9689 1400
Dandenong	03 9583 8833
Brisbane	07 3117 3724

ab Recruitment is an equal opportunity employer. We are committed to providing a work environment which is free from discrimination, bullying, and sexual harassment, and where all employees are treated with dignity, courtesy and respect. If you feel you are being treated unfairly, or discriminated against, please contact your *ab Recruitment* contact person immediately. Please always remember that while you are working on a host employer site, you are employed by *ab Recruitment* and we take our responsibility for your safety and well being seriously.

INTRODUCTION

ab Recruitment shall provide you with any general safety information you may require and we will also provide you with safety advice that is directly applicable to the type of work that you will be required to undertake.

We will also provide you with details of the job description and responsibilities, your start/finish times, hourly pay rates, and to whom and where to report to when you arrive on site.

Every Company we place you with, should provide you with a site induction specific to their site. Please ensure you familiarize yourself with their Amenities, Health & Safety and Emergency & Evacuation Procedures, as well as their Health and Safety and First Aid Officers.

During the Host employer site induction you will be advised on the process to record your hours, either by clocking on/off or filling out a timesheet (as this varies from site to site) as well as lunch/rest break times. If you have any concerns regarding Host Employer site inductions, please contact your *ab* Representative.

OH&S

Under the Work Health & Safety Act 2011

Employers are required to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Employees are required to take reasonable care of their own health and safety and the health and safety of anyone else who may be affected by their actions.

GENERAL SAFETY

An employee must:

- Be aware of your own safety and the safety of others.
- Obey all safety directions and signs.
- Report risks and/or hazards to your supervisor or the safety representative, and immediately report to *ab Recruitment*.
- Report injuries and incidents, including near misses, to your supervisor or the safety representative.
- Follow safe operating procedures and practices.
- Do not operate any plant or equipment without correct licences/permits. And you have demonstrated competence to your supervisor or trainer. (Documentation should be signed off by both trainer and trainee).
- Wear Personal Protective Equipment when required.
- Make yourself aware of emergency procedures. Be familiar with all exits and assembly points.
- Be aware of where first aid kits are kept.
- Make yourself familiar with the Health and Safety Policy and Procedures of the client company.
- To maintain the highest standards of safety and health, all people who carry out work for *ab Recruitment* must have zero blood alcohol content, be free from the influence of illicit drugs while at work, and have a negative reading for the presence of illicit drugs.

CONDUCT

The manner in which you conduct yourself on a client's premises is very important to our business, your continued employment and the safety of yourself and your workmates. Everyone is responsible for acting and ensuring others act in accordance with Work Health and Safety and Environmental Laws, regulations and policies at all times.

Treat each other with dignity and respect, be honest and fair and ensure your behaviour is beyond reproach. Use Company property responsibly and safely. Remember we are accountable for our actions and responsible for their consequences.

The following conduct will not be tolerated at work:

- Being under the influence of alcohol or drugs.
- Gambling, 'horseplay' or fighting.
- Theft of the company's, client's or co-worker's property or equipment.
- Destruction of the client's property or equipment.
- Entry into areas of the client's premises without permission.
- Bullying or discriminating behaviour towards another for any reason including race, gender, age etc.

HOUSEKEEPING

Good housekeeping will result in efficient work. Poor housekeeping will contribute to accidents.

The following housekeeping standards are required:

- Work areas are to be kept neat and tidy.
- Oils & greases spilled onto floors shall be immediately cleaned up to prevent slipping hazards.
- Tools shall be replaced in tool boxes or storage areas after use.
- PPE shall be maintained in good working order, and when not in use stored in a clean and hygienic manner.

INTERNET ACCESS

If you have internet access with any of our host employers, please check and adhere to their policy for internet use/access

MOBILE PHONES

Please check and adhere to the Company policy on use of mobile phones when on any work placement for *ab Recruitment*.

SMOKING

Most workplaces are smoke free. Always comply with the Company's smoking rules and designated smoking areas.

CHANGE OF DUTIES

If at any time during your placement by *ab Recruitment*, your host employer changes the duties you are expected to perform from those you were initially employed to do, you must contact *ab Recruitment* immediately.

ACCIDENT/INCIDENT REPORTING

All accident/incidents and near misses, no matter how minor, must be immediately reported to your supervisor.

All of our host employers will have an Accident/Incident register, and it is a legal requirement that this register be completed following accident/incident. The register entries must be an accurate record of the event and be signed off by the parties involved, including the Supervisor. It is essential to report any accident/incident to *ab Recruitment*.

REPORTING HAZARDS

Report any hazard to your supervisor and, if not corrected, telephone the *ab Recruitment* Account Manager or Consultant immediately and inform him/her of the hazard.

If you are finishing a shift and another person is starting a shift, inform that person of any hazard or potential hazards.

If you observe another employee using an unsafe method of performing a job, bring it to his/her attention, or to your supervisor's attention.

MACHINERY & MOBILE EQUIPMENT

- Only operate machinery or mobile equipment that you have been trained/licensed to operate.
- Report any defects with machinery or mobile equipment to your supervisor.
- Do not remove or tamper with machinery guarding or tags.

WORKING OUTDOORS

Please ensure you wear appropriate clothing when working outdoors.

Use of appropriate sun protective PPE in line with SunSmart guidelines including:

- Sun protective work clothing
- Sun protective hat
- Sunglasses
- Sunscreen

TRAFFIC MANAGEMENT

Safety vests and protective footwear are required to be worn at all times when on any worksite we assign you to. You will be advised if additional PPE is required for the site you will be working at.

Do not operate forklifts, trucks or other vehicles unless you hold the appropriate licence and are instructed to do so by your supervisor.

When operating any vehicle on site, always follow Company traffic management plan and road rules.

Only park in designated parking areas.

GENERAL INFORMATION

ABSENCE DUE TO SICKNESS

If you are not well or you are unable to attend work, you (or a friend or spouse) must notify *ab Recruitment* before your commencement time:

AB RECRUITMENT CONTACT DETAILS

Contact Persons: Gary or Rheannon

Phone numbers: H 03 9689 1400 M 0438 801 715

Failure to notify our office of your absence due to sickness may affect your future employment opportunities with *ab Recruitment*. As a casual employee you are paid a casual loading which replaces annual leave, public holidays and sick leave.

HOURS OF WORK & PUNCTUALITY

Your hours of work will be explained to you in detail and it is your responsibility to be ready to work at or before the specified time. Poor timekeeping will result in termination of your casual employment and will also affect your future employment opportunities with *ab Recruitment*.

OVERTIME

When overtime is worked you will be paid in accordance with the appropriate industry Award or site EBA.

CONDITIONS OF EMPLOYMENT

Your conditions of employment is Casual and is based on the appropriate Industry Award or site EBA.

TIMESHEETS & PAYMENT OF WAGES

You will be paid weekly. Pays will be available in your bank accounts on Wednesdays. Where you have provided us with your email address, your payslips and payment summary will be emailed to you, or if you prefer, they will be posted. Please ensure you update your address and telephone number should either of those change while employed by *ab Recruitment*.

Please ensure that you have provided *ab Recruitment* with your current bank account details and that you have completed a Tax File Number Declaration form and a Superannuation form (both with your tax file number). Failure to supply a Tax File Number Declaration form will result in your wages being taxed at 48.5%. If you do not provide us with a designated superannuation fund, your superannuation will be paid into Kinetic Superannuation.

OH&S CHECKLIST

Please answer the following questions:

1 Under Work Health and Safety Legislation, which of the following people are classified as a worker?

- An employee, contractor or subcontractor
- A student gaining work experience
- A Volunteer
- All of the above

2 Under the Work Health and Safety Legislation, who is responsible for Occupational Health & Safety?

- Only the Employer
- Only the Employee
- Employers and Employees

3 Which of the following is NOT the responsibility of the worker?

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health & safety of others
- Provide safe plant/equipment & substances
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to comply with this Act

4 In the event of an emergency evacuation should you;

- Go Home
- Follow procedures and assemble in designated area

5 Should you operate machinery without having prior supervision or full training?

- Yes
- No

SAFETY INDUCTION ACCEPTANCE FORM

This is to certify that I have completed the *ab Recruitment* Safety Induction. The Safety Induction involved a review of and an understanding of the *ab Recruitment* Companies' Safety Policy, standards and procedures, which I will comply with as a condition of my continued employment.

EMPLOYMENT STATUS

I understand I am under no obligation to accept any assignment offered by *ab Recruitment*. Following a six month assignment with *ab Recruitment*, there may be opportunities for permanency. If such opportunities are not available I may apply for other suitable positions within the *AB Group* or continue my existing relationship on a casual basis.

Continue assignment Yes No: _____

Signed _____ (Applicant) Date _____

I understand that I must contact *ab Recruitment* Companies immediately to report any workplace risks or hazards I observe or am aware of, or if my Host Employer changes the duties I am expected to perform from those I was initially employed to do.

JOB DESCRIPTION

ab Recruitment will only place you in roles that match your qualifications, skills and experience.

Details of role you applied for are:

_____	_____
_____	_____
_____	_____

Specific information regarding hours of work, site details etc will be provided if/when you are offered a specific position.

I will discuss with my immediate Supervisor anything that I do not understand.

I have been informed by *ab Recruitment* that my employment is on a casual basis and does not entitle me to the following:

- Annual Leave
- Sick Leave
- Public Holidays

APPLICANT

Last Name _____ Given Name _____

Signed _____ (Applicant) Date _____

INDUCTING OFFICER

Name _____

Signed _____ (Consultant) Date _____

NOTE: This page is to be completed by the Inductor and this form is to be retained in the employee's personnel file.