

Health & Safety Statement of Intent

This Health and Safety Statement of Intent, in accordance with the **Health and Safety at Work Act 2015 (HSWA)** outlines the policy of **EQUIP Recruitment** to the management of health and safety at work.

Management are committed to ensuring that health and safety will be integral to, and equal with any other business function. This value is shared throughout the company. This enables us to meet our objective of managing and conducting our work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of our workers and others who may be affected by our business activities.

In demonstrating management's duty of care, we will take all practical steps to provide a working environment that minimises incidents of risk or personal injury, ill health, or damage to property.

We take a whole of business approach to health and safety, including worker attitudes and workplace culture.

EQUIP Recruitment is committed to:

- Discussing work being carried out by other PCBU's and identifying which party has influence and control over, the work activity, control of the workplace and control over workers.
- Striving to reduce the number of work-related injuries due to incidents that occur during work activities.
- Regularly reviewing (at least annually) health and safety policy to ascertain compliance to relevant legislation, regulations, guidelines, codes of practice and safe operating procedures.
- Including and promoting health and safety practices throughout all areas of work and regularly monitoring and reviewing systems for continual improvement purposes.
- Insisting and encouraging worker participation in all matters relating to health and safety in the workplace.
- Motivating all those involved with our work to contribute to an improved health and safety performance.
- Maintaining a zero tolerance to Drugs and Alcohol during work hours and providing a system to identify and deal with potential safety issues due to drug and alcohol use.
- Ensuring that our PCBU agreement oversees the providing of well-maintained plant and equipment.
- Providing ongoing training at all levels to ensure all workers are able to work in a safe and professional manner at all times.

EQUIP Recruitment

- Actively encouraging the early reporting of any pain or discomfort.
- Insisting on accurate, time reporting and recording of all accidents, incidents and unsafe conditions which is escalated immediately to a Director of the business.
- Investigating reported accidents, incidents and unsafe conditions and taking corrective action.
- Supporting workers who have experienced work and non-work-related injuries in their safe and early return to work, seeking specialist advice where necessary.

Each worker is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Involvement in the workplace health and safety system.
- Adhering to correct procedures and equipment usage.
- Wearing protective clothing and equipment as and when required.
- Early reporting of any pain and discomfort.
- Ensuring all accidents and incidents are reported.
- Helping new workers, trainees and visitors to the workplace understand the correct safety procedures and why they exist.
- Avoid risks by informing your manager immediately of any health and safety hazards or safety concerns.
- Making sure no action or inaction causes harm to themselves and others.
- Participating in toolbox talks.
- Keeping the workplace tidy to minimise the risks of accidents.
- Following the Government COVID-19 guidance for employees, employers, and businesses around COVID-19 and the workplace.

Completed amendments and review dated: November 2022.



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