

WORKPLACE HEALTH & SAFETY POLICY

Quality Personnel Service Group (“QPSG”) regards its people as its most valuable asset and places the highest priority on protecting them. We are committed to providing a workplace environment which protects the health, safety and welfare of all our employees, candidates, contractors, clients and visitors.

QPSG have a moral and legal responsibility to meeting this objective and our policy provides a reference whereby the Company Director commits the business to proactively managing these influences. We believe that all work-related injuries and illnesses can be prevented, our policy recognises that providing a safe workplace is not only the responsibility of the company but of all its employees.

With this policy QPSG is committed to:

Providing and maintaining, as far as reasonably practical, a workplace and work environment that is safe and without risk to health, by:

- Complying with all relevant work health and safety legislation.
- Identifying, assessing and controlling workplace safety and health risks.
- Providing information, instructions, training and supervision to employees and contractors as necessary to enable them to work in a safe manner.
- Working closely with our clients to gain their support and cooperation to providing and maintaining a workplace environment that is safe and without risk to our employees and contractors working at their site.
- Consulting with our workers and contractors on matters that may impact their health, safety and wellbeing and encouraging their ideas and feedback.
- Providing adequate resources available for the management of health and safety issues, including the utilisation of external OHS consultants to help drive continuous improvement the WHS management systems.

QPSG’s Management is responsible for:

- Safety information, education and training to all employees and contractors.
- Adequate supervision of employees to enable them to perform their work safely and without risk to their health.
- Responding immediately on receiving notification of a workplace related injury or illness to an employee or the occurrence of a dangerous or hazardous situation.
- Consulting with employees including client (host employer) OHS personnel regarding workplace health safety issues.
- Safe systems of work and the effective implementation of policies and procedures.
- Continued improvement of the WHS system and performance.

QPSG Employees and Contractors are responsible for:

- Following all relevant work health and safety policies, procedures and instructions.
- Performing all work duties in a manner that ensures their health and safety and that of other workers.
- Encouraging other workers to work in a safe and healthy manner.
- Not operating any plant, equipment or machinery without proper licence, training and authorisation.
- Immediately reporting all workplace hazards, incidents, unsafe work practices, near misses and injuries.
- Contributing to the continued improvements of health and safety processes and systems in the workplace.
- Working with QPSG client's (host employers) and its business partners to achieve the objectives outlined in this policy.

QPSG Clients (Host Employers) are responsible for:

- Providing site induction, supervision and a safe working environment for QPSG employees and contractors.
- Providing safe systems of work in accordance with workplace health safety legislation.

This Policy is an integral part of our total management plan and can only be achieved through consultation with and cooperation by all.

Signed:  _____

Name: William Tologata

Position: Managing Director, QPSG

Date: February 2018