

RECRUIT IT GROUP LTD GROUP LTD - HEALTH AND SAFETY POLICY/STATEMENT

Recruit IT Group Ltd is firmly committed to the provision of a safe and healthy workplace for workers and contractors in accordance with all legislation requirements including duties under the Health & Safety in Employment Act 1992, Health & Safety in Employment Amendment Act 2002 and subsequent regulations, Approved Codes of Practice, Standards and Best Practice guidelines. In meeting these duties the company seeks to:

- Ensure that the company’s workers work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on the company’s premises and work sites
- Encourage worker consultation and participation in healthy and safety matters, including external guidance from worker nominated representatives and union officials
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- Maintain a list of clients who are eligible to utilise the services provided by Recruit IT Group Ltd
- Maintain a client list that documents our communications, health and safety commitments and any required actions
- Ensure timely reporting of incidents (injury and non-injury), investigation and required corrective actions
- Share a commitment to ensure the safe and early return to work of injured workers
- Promote a system of continual improvement including annual reviews of procedures and policy
- We support an alcohol and drug free work environment

SCOPE

This policy applies to all workers who carry our work for Recruit IT Group Ltd.

PURPOSE

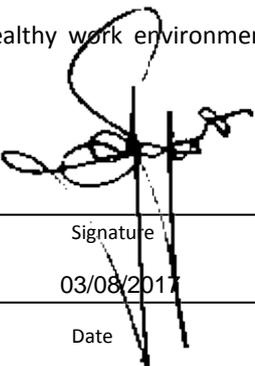
To set out Recruit IT Group Ltd commitment to having a safe and healthy work environment and to outline the responsibilities for pro-actively managing risks and preventing accidents.

 John Wyatt
 Name

 Recruit IT Group Ltd Director
 Title

 Ben Allen
 Name

 Recruit IT Group Ltd Director
 Title


 Signature

 03/08/2017
 Date


 Signature

 03/08/2017
 Date

Recruit IT Group Ltd Health and Safety Policy

INTRODUCTION

The Health and Safety at Work Act 2015 guides Recruit IT Group Ltd's commitment to ensuring a safe work environment for all. Under this legislation, health and safety is a shared responsibility and we expect every team member to take personal responsibility for promoting the health and safety of themselves and those involved in, or affected by, Recruit IT Group Ltd's activities.

Our Health and Safety policy confirms Recruit IT Group Ltd's commitment from the top down, *"to actively promote staff health and wellbeing and provide a safe environment in the pursuit of its business objectives"*.

You are legally bound through your employment relationship with Recruit IT Group Ltd to comply with this policy. Our expectations of you are outlined in this document and you are encouraged to speak with your manager if you have any questions.

Health and safety philosophy

We are committed to ensuring:

- No business objective will take priority over health and safety
- There is a proactive focus on staff wellbeing as the foundation of a strong *'health and safety first'* culture
- All risks are managed to avoid harm
- Everyone is aware of their health and safety responsibilities - to their fellow staff, contractors and clients
- All staff have the responsibility to stop any practice, person or project they believe is unsafe or cannot be continued in a safe manner

MANAGEMENT'S RESPONSIBILITIES

All managers in our workplace will proactively promote staff health and wellbeing. Recruit IT Group Ltd will provide a safe environment so we can pursue our business objectives in a safe and responsible manner.

To achieve this we will:

- Ensure managers understand their responsibilities for health and safety of the people working under their direction
- Ensure that there is appropriate support and resourcing for health and safety management and initiatives in the workplace
- Set targets for improvement and regularly review performance against these targets
- Consult and actively promote participation with employees and contractors to ensure they have the training, skills, knowledge and resources to maintain a healthy and safe workplace
- Ensure the design and implementation of our services safeguard our people and clients
- Monitor compliance with legislative requirements
- Maintain a client list that documents our communications, health and safety commitments and any required actions
- Maintain a list of clients who are eligible to utilise the services provided by Recruit IT Group Ltd
- Provide health and safety refreshers to all staff

GROUP RESPONSIBILITIES

It is Recruit IT Group Ltd's responsibility to:

- Minimise all situations which could cause personal injury or occupational illness
- Provide safe working conditions, plant and equipment
- Provide and maintain facilities for the welfare of employees while at work
- Educate our employees and contractors on their health and safety responsibilities, including to minimise hazards in the workplace
- Encourage all staff to actively participate in safe working practices and follow them at all times (on Recruit IT Group Ltd or client sites)
- Encourage all staff to have a responsibility to maintain their own safety, and the safety of others in the workplace
- Support the active involvement of employees in managing workplace health and safety
- Consult and cooperate with other businesses operating in the same workplace(s) to keep everyone safe and healthy
- Support a culture of continuous improvement in all areas of health and safety and will regularly review and evaluate its performance
- Report all workplace injuries and incidents and record accurately. This is a joint responsibility for managers and employees, with managers having overall responsibility for ensuring this occurs.
- Support an alcohol and drug free work environment
- Support the safe and early return to work of injured employees
- Review this policy on an annual basis.

YOUR RESPONSIBILITIES

Our employees and contractors are required to be responsible for health and safety in the workplace and have the following responsibilities:

Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions while working. This includes taking personal responsibility for health, safety and wellbeing during work related, out of hours occasions such as staff or client events. It also includes taking personal responsibility while undertaking work related activities out of the normal office environment such as while driving a car or working from home etc.

Make yourself aware of all health, safety and wellbeing related policies and ensure you follow these policies at all times. If you feel you have not been properly trained/inducted to complete the tasks and responsibilities of your role, discuss this with management.

You must report any potential risks, incidents and near misses to your manager so Recruit IT Group Ltd can investigate, and eliminate or minimise harm or risk of harm.

Be aware of the signs and symptoms relating to stress or fatigue (in yourself or workmates) which could have an impact on health and safety and report these to your manager as soon as possible.

Identify and report as soon as possible, any pain or discomfort that could be caused or worsened by work related activities.

Follow client health and safety policies and procedures including emergency evacuation procedures when on client sites.

Report to your manager or higher, any requests to complete tasks that may compromise the health, safety and wellbeing of yourself, your workmates or the public. While on a client site, if you are asked to complete a task that seems contrary to health and safety, you should report this immediately to your Manager.

If necessary, cooperate with Recruit IT Group Ltd in your return-to-work obligations.

Examples of how you can take reasonable care include:

- following all reasonable health and safety rules and instructions
- participating in health and safety discussions and refreshers
- exercising your right to refuse to do unsafe work after alerting management
- taking reasonable care that your actions (or inactions) do not cause harm, or risk of harm, to yourself or others
- not reporting for duty under the influence of alcohol or drugs that impair your performance or fitness for work
- not using equipment in an unsafe manner, i.e. do not remove or bypass guards or safety measures
- if you become aware of a dangerous situation stop work immediately, rectify the situation if you can do so safely, and report it to your manager
- report hazards to management
- reporting damaged tools or equipment to management, e.g. broken guards, frayed cords.
- replacing broken or worn PPE
- look out for other people and stop anyone working in an unsafe manner
- wearing all necessary personal protective equipment and clothing.

Failure to follow reasonable health and safety rules may be considered serious misconduct.