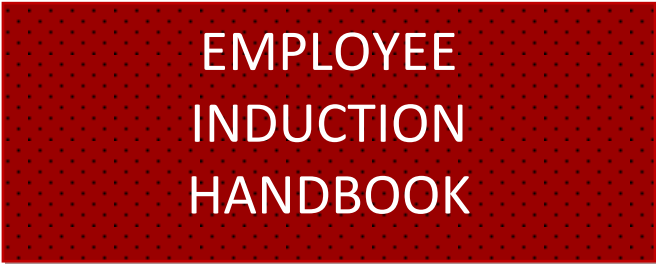


# Flexi Staff

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Industrial • Professional • Hospitality



EMPLOYEE  
INDUCTION  
HANDBOOK

Name: \_\_\_\_\_

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## CONTACT DETAILS

### Flexi Staff

- Ascot 9479 4781
- Malaga 9300 9933
- Rockingham 9592 7500
- Bunbury 9791 5032
- Hospitality 9334 1151
- Website [www.flexistaff.com.au](http://www.flexistaff.com.au)

Flexi Staff After-Hours (Perth) 9479 4781  
Hospitality After Hours 9334 1151  
Flexi Staff After-Hours (Bunbury) 9791 5032

Fair Work Australia 1300 799 675  
Fair Work Australia Website [www.fwa.gov.au](http://www.fwa.gov.au)  
Work Cover 1300 794 744

Ambulance/Fire 000

Police 131 444

Kinetic Health 1300 793 004

Swan Taxi (Perth) 13 13 30

South West Taxi (Bunbury) 9791 2422

# INTRODUCTION

## **Employee Induction Handbook**

Welcome to Flexi Staff Pty Ltd. As a labour hire company, we endeavour to find work for you that is challenging, satisfying and that best fits your career and lifestyle goals. If you choose to pursue a permanent role, we can also help find the right opportunity for you.

We are a Western Australian Labour Hire Company who delivers a personalised service tailored to the requirements of our clients and candidates. We specialise in Industrial, Hospitality and Professional industries throughout Perth Metropolitan and the South West areas.

The purpose of this handbook is to provide our Employees with important information regarding your employment with Flexi Staff and safety. You have been issued this handbook for your personal safety, so please take the time to read through the information contained in this guide. Please note that this handbook is only a guide for further information please contact Flexi staff or visit our website.

### **What it means to be a casual/labour hire employee?**

As a Flexi Staff casual/labour hire employee, the length of my assignments will depend upon my performance, level of competency and the requirements of the client. Work will be dependent upon assignments offered and my availability. The hourly rate will vary from each assignment depending upon the award, EBA and the client. The hourly rate includes casual loading in lieu of annual, sick and any other leave entitlements.

## INTRODUCTION (CONTINUED)

### When on assignment

On acceptance of assignments we expect that you:

- Perform work to a satisfactory level of competence and behave in an acceptable and appropriate manner
- Be punctual, reliable and wear the appropriate dress and Personal Protective Equipment
- Report to Flexi Staff any variation to the agreed hours of work, site location or change of duties
- If you are unable to attend a shift or running late, please notify Flexi Staff with reasonable notice prior to your shift commencing through our 24 hr accessible phone lines
- Immediately report any incident that occurs
- Host Employees should have an induction / orientation procedure that contains important information about site specific policies and procedures, i.e Emergency Response Procedure – Please read this info carefully
- Please ensure that your Host Supervisor signs our Flexi Staff pre start induction form

## INTRODUCTION (CONTINUED)

### Presentation for Work

At all times you are required to have clean and neat dress standards with the minimum requirements being:

#### Industrial

- Steel capped work boots
- Hi Vis shirt or polo shirt, no singlets
- Long trousers or neat work shorts (King Gee industrial style)
- Specific clients require you to wear long trousers and long sleeve collared shirt

#### Hospitality

- Fully enclosed black shoes (flat pumps are not acceptable)
- Tailored black pants
- Tailored long sleeve white shirt
- Minimal jewellery
- Long hair neatly tied up
- All facial hair must be clean and neatly presented

#### Professionals

- Business attire



## INTRODUCTION (CONTINUED)

### **Payroll**

On each assignment, you will be given a timesheet to record your hours worked. It is your responsibility to have your timesheet completed, signed and handed to your Supervisor at the end of each week or the last day of assignment. If you remove the timesheet from site, you are responsible for getting it to our office by 5pm on the Monday of the following week worked.

If you don't receive a timesheet or believe your timesheet has not been collected, it is your responsibility to contact Flexi Staff. Failure to do so will result in a delay in processing your pay for the week.

Please understand the importance of signed timesheets & that payment cannot be made without the client's signature.

Fraudulent completed timesheets or the collusion to commit fraudulent acts including those involving the recording of hours and allowances will result in instant dismissal of the person involved.

### **When do I get paid?**

- Pay day is Thursday (unless any of the days preceding is a public holiday in which case payment will be made on Friday)

Your pay cycle is Sunday through to Saturday for Industrial and Professionals and Monday through to Sunday for Hospitality

## INTRODUCTION (CONTINUED)

What are my minimum shift requirements?

- 4 Hours (Industrial and Professionals)
- 3 hours (Hospitality)

Method of Payment

- Wages are paid directly into your nominated bank account
- Changes in banking details after registration will only be accepted in writing
- No Pay advances will be issued

### **When to contact Flexi Staff**

After Registration

- Your availability weekly
- Changes to your personal details

On Assignment

- If you are unable to attend work
- Change of duties or new machinery is introduced
- If there is an incident
- On completion of your assignment

## DUTY OF CARE

**EMPLOYERS** – to provide and maintain a workplace, plant and systems of work so that, so far as practicable, employees are not exposed to hazards.

**EMPLOYEES** – to take reasonable care for their own safety and health, and to avoid harming the safety and health of any other person through any act or omission at work. Therefore all employees must comply with the employer's instructions, use Personal Protective Equipment and clothing and use provided equipment.

### **REMEMBER**

Always advise Flexi Staff of any proposed changes to duties prior to undertaking these duties in order to maintain safety of yourself and others. Flexi Staff will advise if the change of duties is appropriate

## OCCUPATIONAL SAFETY & HEALTH

**FLEXI STAFF PTY LTD** believes that the safety and health of its Employees, Contractors, Clients and Visitors is of primary importance in the successful conduct of its business activities. Flexi Staff recognises its legal and moral responsibility to ensure the provision of a safe working environment, safe systems of work and competent supervision for all employees and contractors. Flexi Staff is committed to conducting its operations in a manner that will not cause people to be harmed, nor place their health at risk.

## CODE OF CONDUCT

**FLEXI STAFF PTY LTD** This code sets the standard of professional behaviour expected of employees, contractors and stakeholders to promote and maintain confidence and trust in the performance of duties. The purpose of this code is to provide an ethical framework for decisions, actions and behaviours and outlines the principles of conduct expected.

All Employees/Contractors and Stakeholders are expected to perform their duties with efficiency, fairness, impartiality, integrity, honesty and compassion.

## GRIEVANCE RESOLUTION

**FLEXI STAFF PTY LTD** supports the right for their Employees to have to lodge an individual grievance with their Manager or with the Human Resources Department. Employees have the right to lodge a grievance if they feel a decision, behaviour or action that affects their employment is unfair or inappropriate.

Flexi Staff aims to provide all Employees with access to the process outlined below to enable a resolution of a personal grievance in the work place. Flexi Staff understands the impact on Employees who feel they have been unfairly treated. All grievances will be treated in a supportive, fair and impartial manner.

## EQUAL EMPLOYMENT OPPORTUNITY

**FLEXI STAFF PTY LTD** values its Employees and believes in conducting business ensuring fair, equitable and non-discriminatory employment and operational practices. Flexi Staff Pty Ltd is committed to ensuring a workplace free from bullying, discrimination, harassment and victimisation.

## EMAIL/INTERNET & SOCIAL MEDIA POLICY

**FLEXI STAFF PTY LTD** Employees, Contractors and/or Stakeholders (Users) that are allocated a computer or access to a computer on Flexi Staffs network are expected to adhere to this policy.

The Email and Internet system is the property of the company, any messages composed sent or received on the email or internet system are, and will remain, company property. The company reserves the right to review, audit, intercept, access and disclose all messages created, received or sent via the company's email system and electronic devices.

## PRIVACY POLICY

**FLEXI STAFF PTY LTD** is committed to protecting the privacy of the personal information that we collect from our candidates and employees to comply with the Privacy Act 1988 (Cth), including the National Privacy Principles.

We collect information from an individual when applying for employment by the individual completing our registration forms. The personal information collected may consist of company or educational affiliations, titles, contact information, financial account information and other information from which the individual may be identifiable.

## FITNESS FOR WORK

**FLEXI STAFF PTY LTD** is committed to the requirement that all Employees and Contractors present for work in a state (physical, mental and emotional) which enables them to perform their assigned tasks competently and in a manner which does not threaten the safety or health of themselves or others. A person's capacity to perform assigned tasks competently may be limited as a result of the consumption of alcohol, the effect of drugs (prescription, pharmaceutical or illicit), fatigue and stress.

## DRUG & ALCOHOL

**FLEXI STAFF PTY LTD** is committed to ensuring that none of their Employees or Contractors are permitted to work whilst under the influence of drugs or alcohol. Drug and alcohol abuse compromises the working environment and places everyone at risk.

## FATIGUE

**FLEXI STAFF PTY LTD** is committed to the health and safety of all Employees including reducing the exposure of individuals to fatigue. Flexi Staff recognises that fatigue may affect aspects of an individual's life including their home, work and social lives.

## INJURY MANAGEMENT

**FLEXI STAFF PTY LTD** is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury.

## IF YOU ARE INJURED

1. **Report the incident to your Supervisor and Flexi Staff immediately** (see page 1 for contact numbers)
2. If you require urgent medical attention go to the nearest hospital or call an ambulance (000)  
or  
If required, attend an appointment with a Health Provider, e.g. Kinetic (see page 1 for contact numbers)
3. Please note your employer is Flexi Staff Pty Ltd
4. The Medical Practitioner will issue you with a **First Medical Certificate** outlining your medical restrictions. It is **your responsibility** to provide this to Flexi Staff as soon as possible.
5. Should you wish to make a Workers Compensation claim you will be required to complete a Work Cover Workers Compensation Claim Form (obtained through Flexi Staff) before your claim can be lodged with the Insurer.
6. You must provide completed forms (Work Cover Form & First Medical) as soon as practically possible. Delays in providing these forms to Flexi Staff may lead to delays in claim processing and payment.

## RETURN TO WORK FOLLOWING INJURY

Flexi Staff are committed to facilitating the return to work of all of their staff members, when medically appropriate. Flexi Staff aim to achieve return to work by offering alternative (“light”) duties and restricted hours.

### As an Employee you are required to:

1. Make a reasonable effort to return to work (RTW) and work within the guidelines of the RTW Programme. Failure to do so could result in a reduction of benefits and/or a breach of the Worker Compensation and Injury Management Act 1981.
2. Report to Flexi Staff OSH Manager if you encounter any difficulties with the suitable duties you have been allocated.
3. Attend reviews with your Medical Practitioner prior to the expiry of your current certificate as it is illegal for a Medical Practitioner to backdate a medical certificate.

If you are able to work and refuse suitable employment or refuse to comply with the RTW plan, your benefits may be affected.



## EMERGENCY

### FIRE

#### ***If you discover smoke or fire you should:***

1. Raise the alarm and assist persons to evacuate to a safe area in the immediate vicinity, if it is safe to do so.
2. Notify the Chief Warden/Supervisor
3. If trained in the use of fire extinguishers, and if the fire or smoke is localised endeavour to extinguish the fire.

#### **DO NOT PLACE YOUR LIFE AT RISK**

4. Chief Warden to assess situation and commence evacuation if necessary.
5. If evacuation necessary, personnel are to move to assembly point.
6. Wait for Emergency Services.
7. Await approval from Emergency Services before re-entering the building.

### EVACUATION

#### ***Should an evacuation be required you should:***

1. Cease all work activities
2. Turn off equipment if safe to do so
3. Follow instructions of Supervisor
4. Assist any mobility impaired people
5. Assemble at evacuation point
6. Remain in evacuation point until you have received further instructions



## HAZARD MANAGEMENT

**A hazard is defined as:** A source of potential harm. In relation to a person, it means anything that may result in injury or illness to that person.

Hazard management involves a four step cyclical programme which includes:

1. **Hazard Identification**
2. **Risk Assessment**
3. **Risk Control**
4. **Review**

### HAZARD IDENTIFICATION

Identifying a hazard is the first step in improving workplace safety. It involves deciding, “Does doing this task represent a risk to the safety or health of myself or others?”

Three approaches can be used for hazard identification:

1. Direct observation or inspection of the task or work area;
2. Consulting with employees; and
3. Reviewing workplace incident records (if any).

**All employees**, including those on contract, are responsible for identifying and reporting hazards.

If you spot a hazard:

1. Report it to your Supervisor immediately
2. Complete a Hazard Report Form

## HAZARD MANAGEMENT (CONTINUED)

### RISK ASSESSMENT

Risk Assessment is the process of assessing tasks to determine the specific factors that may cause injury and rank the risk. Once the risk is assessed, control measures are assigned to reduce the risk.

Below is a condensed version of the Risk Matrix used at Flexi Staff when assessing hazards:

LIKELIHOOD=	CONSEQUENCE				
	Low (First Aid; No Medical Treatment)	Minor (Medical Treatment)	Moderate (Moderate Permanent Effects)	Major (Fatality)	Critical (Multi-Fatality)
<b>Almost certain</b> (occurs 1x/yr)	High (6)	High (7)	Extreme (8)	Extreme (9)	Extreme (10)
<b>Likely</b> (occurs 1x/1-10yrs)	Moderate (5)	High (6)	High (7)	Extreme (8)	Extreme (9)
<b>Possible</b> (occurs 1x/10-100yrs)	Low (4)	Moderate (5)	High (6)	Extreme (7)	Extreme (8)
<b>Unlikely</b> (occurs 1x/100-1000yrs)	Low (3)	Low (4)	Moderate (5)	High (6)	Extreme (7)
<b>Rare</b> (occurs 1x/1000-10000yrs)	Low (2)	Low (3)	Moderate (4)	High (5)	High (6)

### RISK CONTROL

The next step in hazard management is to “Fix the problem” – or, in other words, control the risk. Risk control is the process of eliminating or reducing the assessed risk factors associated with hazards that have been recognised. The hierarchy of controls is used when determining controls for a particular activity.

## HAZARD MANAGEMENT (CONTINUED)

The hierarchy of controls involves:

1. **Elimination** – removing the hazard completely
2. **Substitution** – using an alternative product with less risk
3. **Engineering** – modifying the task, modifying the workplace or using equipment
4. **Administration** – signs, rostering, training, licences, tickets or supervision
5. **Personal Protective Equipment** – acts as a barrier between you and the hazard to reduce injury risk

### ***REMEMBER***

If you don't have the correct Licence or Ticket,  
you are not permitted to operate the  
machinery or vehicle

## EQUIPMENT

Equipment is designed to minimise the amount of manual handling required to be undertaken, which therefore reduces the risk of injury.

### **REMEMBER**

1. **Always** use the equipment provided
2. **Always** follow your Supervisors instructions if advised on how to use a certain type of equipment for a task as per your assignment.
3. **Always** assess every manual task and seek out the equipment necessary to complete the task by asking the Supervisor if you are unable to locate the appropriate equipment

Some examples of equipment used in the workplace to minimise the risk of injury are:

- Back saver cranes
- Castors
- Drum lifters
- Forklift attachments
- Hand trucks
- Lift tables
- Load skates
- Pallet lifters
- Stair climbers
- Tailgate loaders
- Tool balancers
- Trolleys
- Utility cranes
- Vacuum lifters
- Wheels
- Work stand

## SIGNS

Safety signs are located throughout workplaces to assist in reminding people of the hazards associated in their workplace and controls that must be implemented to minimise the risk of injury.

Common signs include:

- Exit
- Fire Extinguisher
- Personal Protective Equipment
- No smoking
- Restricted areas
- Hazardous substances

Safety tags are also used throughout workplaces to notify of **DANGER** or if equipment is **OUT OF SERVICE**.

### **REMEMBER**

Always abide by the Safety Signs and Tags located in your workplace

## TRAINING

**Flexi Staff** is committed to the training of their staff to minimise the risk of injury. Flexi Staff's training programme includes an induction, skills register, onsite inductions and ongoing on-the-job training. Flexi Staff also provides regular correspondence regarding current safety issues.

The initial Induction includes information about generic and job specific hazards that you may encounter and a manual handling competency assessment. This booklet contains a summary of that induction so you can refer to this information as required or you can contact our office at any time if you are concerned.

The Skills Assessment conducted during your initial interview identifies your level of previous training. If you do not have the relevant licence, ticket or training card/s you will not be placed on those jobs.

**You should not perform any task that requires qualifications that you do not possess.**

Contact Flexi Staff immediately if you are asked to perform any task that you are not qualified to perform.

It is a ***job requirement*** that you have the appropriate training and authority to carry it out. You must advise your Supervisor if you have not been trained or believe you are not competent to carry out any activity that you have been asked to perform.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

*You must* use all Personal Protective Equipment and machine guards available.

**Please ensure** that you have been given training on correct fit, use and maintenance of Personal Protective Equipment prior to use

**Signs** posted in conspicuous locations at the workplace are a useful reminder of the kind of Personal Protective Equipment that should be worn.

PPE includes such items as:

- Eye protection (goggles, glasses)
- Hearing protection (ear plugs, ear muffs)
- Respiratory protection (respirators, face masks, cartridge filters)
- Foot protection (safety capped footwear – for industrial)
- Non slip enclosed shoes for office & hospitality (Minimum)
- Head protection (hard hats)
- Body protection (aprons, safety harnesses, fluoro vests, fall arrest systems, machine guarding)
- Long sleeves & long pants (as required)

**Note:** PPE includes any substance used to protect health, for example, sun screen.



## **PERSONAL PROTECTIVE EQUIPMENT (PPE CONTINUED)**

### **WORKING AT HEIGHTS**

When working at heights you should at a minimum wear:

- Fall injury prevention system (i.e. Safety Harness, etc)
- Safety footwear

### **FALLING OBJECTS**

When there is a risk of falling objects at a minimum you should wear:

- Safety helmet
- Safety footwear
- Safety gloves
- Safety goggles or face shields

### **MOVING OBJECTS OR PARTS**

If there is a risk of being crushed, caught between, struck against or penetrated by objects you should use the following PPE, as appropriate:

- Safety gloves
- Safety footwear
- Safety goggles
- Safety helmets
- Reflective vests
- Seat belts
- Long and longs (long pants and long sleeve shirt)

## **PERSONAL PROTECTIVE EQUIPMENT (PPE CONTINUED)**

### **HAZARDOUS SUBSTANCES**

When using any hazardous substance you should consider using the following PPE, as appropriate:

- Face shields
- Safety goggles
- Impervious safety gloves
- Impervious safety footwear
- Respirators/Breathing apparatus
- Impervious hazardous chemical suit

### **BURNS, SCALDS, SPILLS OR SPLASHES**

If exposed to hazards and risks associated with heat you should consider using the following PPE, as appropriate:

- Face masks
- Fire protective clothing, including aprons
- Protective headwear
- Eye protectors/Protective eyewear
- Protective gloves
- Protective footwear
- Respiratory equipment

## PERSONAL PROTECTIVE EQUIPMENT (PPE CONTINUED)

### NOISE

When working in a noisy environment you should use the following PPE, as appropriate:

- Personal hearing protection (ear muffs/plugs)

### EXTREME TEMPERATURE

When working in extreme temperatures you should use the following PPE, as appropriate:

- **Heat** – respiratory equipment, fire protective clothing and gloves
- **Cold** – thermal clothing, safety footwear, headwear and gloves

### BIOLOGICAL HAZARDS

When working with biological hazards you should use the following PPE, as appropriate:

- Masks, shields or other protective head coverings
- Protective eyewear
- Protective gloves
- Protective footwear
- Protective clothing, including aprons

## PERSONAL PROTECTIVE EQUIPMENT (PPE CONTINUED)

### ELECTRICITY

When working with electricity you should use the following

- PPE, as appropriate
- Protective headwear
- Eye protectors
- Safety gloves
- Protective footwear
- Protective clothing

## MANUAL HANDLING

### PRINCIPLES OF LIFTING

#### **STEP ONE – Plan the lift**

Ensure you assess the size, weights and characteristics (i.e. sharp, smooth, cold, hot, etc) of the load prior to attempting to move the object.

#### **STEP TWO – Stand close to the load**

Position your feet apart, about as wide as the hips, with one foot forward, this will ensure that you maintain your balance during the lift.

#### **STEP THREE – Bend Knees, Back straight**

Lift with your leg muscles as these are stronger and better suited for the job than back muscles. Avoid bending or twisting whilst performing any manual handling activity.

#### **STEP FOUR – Get a Firm grip**

Use the base of your fingers and palms of your hands to get a good grip on the load, as this will reduce stress in the arms.

#### **STEP FIVE – Lift Smoothly**

Perform the lift in one fluent motion. Avoid turning your head to the side as this helps to lock the spine and reduces stress in the shoulder and back muscles.

#### **STEP SIX – Keep load close to the body**

Keeping your elbows tucked into your sides reduces stress on your shoulders

#### **STEP SEVEN – Use your Body Weight**

Always use your body weight to supplement or take the place of muscular effort. Don't twist the body, use your feet



## MANUAL HANDLING (CONTINUED)

### PRINCIPLES OF PREVENTING MANUAL TASK INJURY

Implement the following basic principles to prevent a manual task injury from occurring:

#### ***STEP ONE - Plan the lift***

Make sure that the load is within your physical capabilities and below the lifting rating allowed, that your work area is free of hazards and that the size of the object is suitable for a manual lift.

#### ***STEP TWO - Use equipment where possible***

Where possible use mechanical aids to do the lifting (overhead crane, trolleys, jacks, forklift etc) or if the load is above the lifting rating allowed, ask for assistance. Discuss with your Supervisor if you are not sure on the best method to complete the task.

#### ***STEP THREE - Minimise bending and twisting***

Keeping the body straight and in line will avoid hyper extensions and reduce the risks of sprains and strains from the body bending and twisting whilst carrying a weight or a load.

#### ***STEP FOUR - Make sure equipment is in good working order***

Check the equipment prior to use to ensure that it is able to perform the task you require. If you are unsure on how to use the equipment, discuss with your Supervisor.

#### ***STEP FIVE - Keep the workplace clean***

A tidy and clean work area free from hazards that could lead to slips trips and falls is a safe work area.

#### ***STEP SIX - Apply manual handling principles***

Good lifting techniques, reduce bending and twisting the body, move with your feet. Push a load rather than pull.

## MANUAL HANDLING (CONTINUED)

### ***STEP SEVEN - Maintain a good posture***

Keep the body straight, good sitting position.

Ensure your feet are well grounded and weight is spread evenly to both feet. Reduce bending and twisting.

## SLIPS, TRIPS & FALLS

The risk of slips, trips and falls will be reduced by:

- Staying aware of surroundings
- Cleaning up spills immediately
- Wearing the correct safety footwear
- Keeping all pedestrian areas free of tripping hazards
- Edges of walkways, stairs, etc are clearly visible to pedestrians
- Complying with trenching regulations – i.e. barricades surround excavations or trenches
- Complying with scaffolding regulations – i.e. erecting scaffolding where a person may fall 2m or more from a working platform or erecting a safety harness/safety lanyard where a person may be injured from a fall and it is not practicable to provide guardrails, midrails or edge protection and a level platform
- Using hand and foot holds when accessing vehicles or machinery
- Correctly using well maintained ladders, particularly with respect to surface anchoring
- Ensuring clear paths and good visibility when performing manual tasks



## ELECTRICAL HAZARD

Electric Shock can be caused by:

- Failure to isolate electricity correctly
- Damaged/exposed electrical leads
- Faulty electrical equipment

## CHEMICAL HAZARD

The Standard for Hazardous Substances Control requires employers to possess Material Safety Data Sheets (MSDS) for all chemicals. MSDS covers all the appropriate details relating to those hazardous substances which are being used.

MSDS cover the following matters in relation to individual hazardous substances:

- The determination and classification of a Hazardous Substance
- Control of Hazardous Substances
- Storage, placarding and handling of Hazardous Substances
- Emergency notes
- Additional statutory requirements and site specifics
- Product Index and additions



## EXTREME TEMPERATURES

### HOT CONDITIONS

If you are working in hot conditions:

1. Hydrate every 30 minutes or as required
2. Ensure that you wear sunscreen, hats and long sleeve shirts
3. Report to your Supervisor and Flexi Staff immediately if you are suffering from heat illness

### COLD CONDITIONS

If you are working in cold conditions:

1. Always wear your protective clothing
2. Report to your Supervisor and Flexi Staff immediately if you are suffering from cold stress

## WORKING AT HEIGHTS



### **REMEMBER**

When working at heights, a Working at Heights Permit is required and a Fall Prevention System must be used

## VEHICLES / FORKLIFTS / EARTHMOVING EQUIPMENT

- **Do not operate** any vehicle which you do not have a current licence to drive or been competency assessed in the case of Earthmoving equipment
- **Do not operate** any vehicle that was not in your original Job Description-even if you are Licensed to operate
- **Always** wear seatbelts when driving any vehicle, including Forklifts
- **Notify Flexi Staff of any potential changes in job descriptions.**

## DUST

Your risk of exposure to dust will be reduced by:

- Using **safe machinery and tools**
- Following **Safe Work Procedures**
- Using a properly fitted respirator or breathing protection as required by the risk assessment or MSDS

## TAKE 5

The Take 5 procedure is a simple form of hazard identification and risk assessment, where the individual has the opportunity to review the workplace, system of work and work environment immediately prior to starting the task

A Take 5 is designed to:

- Assess the risks before beginning a task.
- Manage risk through hazard identification and control.
- Think about the task based on environmental conditions at the moment.
- Recognise when a Job Hazard Analysis is required.

When completing a take 5:

- 1. Think through the task**  
Consider information, procedure, tools/equipment, permits, task setup, etc
- 2. Spot the hazard**  
Look – close, wide, above and below
- 3. Assess the risk**  
Is it likely to happen and what are the consequences?
- 4. Make the changes**  
Implement controls to reduce hazard
- 5. Do the task safely**



## TAKE 5 (CONTINUED)

### TAKE 5 PROCESS

#### 1. REVIEW THE TASK – Understand the task

**Get the right** – Information; Procedures; Tools/Equipment; Permits

**Think about** – the people/systems affected; Safe access/exists; nearby equipment;

#### 2. CONSIDER THE HAZARDS – Look Close, Wide, Above and Below

**Will hazards arise due to:**

Electrical	Pressure	People factors	Sharpness
Vehicles	Weather	Environment	Vibration
Machinery	Noise	Methods	Radiation
Tools/Equipment	Chemicals	Materials	Height/Depth
Access	Dust	Hot/cold objects	Bacteria

**Will I harm myself/others if it:**

Falls/ Slips	Doesn't fit	Ignites/Explodes	Shifts
Drops	Is too big/ small/heavy	Is incorrectly labelled	Breaks
Is the wrong one			Sticks/Jams

**Will I harm the environment/heritage if it:**

Leaks/Discharges	Creates Dust/Heat	Disturbs land Creates Waste	Impacts heritage
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**What if I am:**

Stuck by	Inhale	Slip/Trip	Get burnt
Get caught on/in	Need help	Wrong/Confused	Too slow

**What if they:**

Don't understand	Let go	Make an Error	Need Help
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#### 3. ASSESS THE RISK

Likelihood ↓	Consequence (Severity) →				
	Low	Minor	Moderate	Major	Critical
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

#### 4. MAKE THE CHANGES

Remove Hazard	Wear PPE	Put systems in place	Ensure correct
Isolate Hazard		(permits, safe work	behaviour
Barricade Hazard		procedures)	

#### 5. DO THE TASK SAFELY

## TAKE 5 (CONTINUED)



### TAKE 5 FORM

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

LOCATION \_\_\_\_\_ TASK \_\_\_\_\_

	Y	N		
<b>REVIEW THE TASK</b>				
Do I understand the scope of work thoroughly?				
Have I read and understood any procedures or work instructions for this task(JHA/SOP/etc)?				
Have I thought the job through step by step?				
Are the tools and equipment in good order?				
Do I have the Correct PPE?				
Have I completed the necessary training/competencies/licences/tickets/etc to complete this task?				
Have I identified the hazards associated with this task (see over)? Hazards: _____				
<b>CONSIDER THE HAZARDS</b>				
Do I need any Work Permits or further Hazard Control Assistance?				
Could I come in direct contact with reagents, electricity, compressed air, flammable gas, liquid nitrogen, moving machinery, effluent or asbestos?				
Could my task harm other people not involved in this task?				
<b>ASSESS THE RISK</b> (see risk matrix)				
What is the risk level (E or H → liaise with Flexi Staff and Client)	E	H	M	L
<b>RESPOND</b>				
Have I established all necessary controls?				
Am I safe to complete this task?				
<b>DO THE TASK SAFELY</b>				
<b>SEE YOUR SUPERVISOR</b>				

## ACKNOWLEDGEMENTS

I, the undersigned, acknowledge the receipt of this Employee Induction Handbook. I understand that I am required to read and comply with the information contained within this booklet. If there is any part that I do not understand, I will enquire with a Flexi Staff Representative as to the full meaning or interpretation.

I will also use all Personal Protective Equipment (PPE) allocated by Flexi Staff or my Supervisor. I am aware that if I require more PPE, I am to contact Flexi Staff immediately so that additional equipment can be provided.

FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

FLEXI STAFF  
REPRESENTATIVE  
SIGNATURE: \_\_\_\_\_

# Flexi Staff

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