

Business name	Stirling Recruitment
Workplace/site address	940 Great South Road, Penrose

**This Health and Safety Policy has been written to show that the management of Stirling Recruitment is committed to fulfilling its health and safety duties, so far as is reasonably practicable, by providing and maintaining a Safe and Healthy working environment for all Workers, Visitors, and Contractors/sub-contractors at this Workplace/site, and when working at, or visiting, a client's workplace/site.**

The management of **Stirling Recruitment** is committed to meeting all of its duties, under the Health and Safety at Work Act 2015 (HSWA), the Health and Safety at Work Act Regulations 2016, and all relevant Codes of Practice, Guidelines, and Standards.

The management of **Stirling Recruitment** is committed to operating and maintaining a compliant, up to date, Occupational Health and Safety (OHS) Management System.

The management of **Stirling Recruitment** is committed to continuous improvement, pursuing best practice in occupational health and safety, and providing the required information, training, and supervision needed to achieve this.

The management of **Stirling Recruitment** is committed to regular consultation on Health and Safety matters with all stakeholders including, Workers and their representatives, Health and Safety Representatives, Supervisors, H&S Officers, H&S committees, Contractors/sub-contractors, Suppliers, Clients, and Independent experts.

#### **The management of Stirling Recruitment will:**

- **Allocate adequate resources** to fulfil the aims of this Health and Safety Policy.
- **Annually appoint and train a Health and Safety Officer/Manager** to manage and oversee the Occupational Health and Safety Management System.
- **Establish measurable Health and Safety objectives** to ensure continued improvement of the Occupational Health and Safety Management System aimed at the elimination of work-related injury and illness.
- **Review annually** (or after a notifiable injury, illness or incident) the Occupational Health and Safety Management System.
- **Systematically identify, control, monitor and review** all existing, and new Hazards/Risks at all Workplaces/sites.
- Ensuring, so far as is reasonably practicable, all Hazards and Risks are either **Eliminated** or **Minimised**.
- Regularly manage and review the **Hazard/Risk Control Measures**.
- Ensure that all **Plant and Equipment** is regularly maintained, safe to use, and properly 'guarded'.
- Create **Safe Operating Procedures** for all high risk all Plant and Equipment.
- Complete a **Job Safety Analysis** for all high risk Tasks Performed.
- Manage and control all **Hazardous Substances** at all Workplaces/sites.
- Create and maintain a **Reference Library** of all applicable Standards, Codes of Practice, and Guidelines.
- Provide and maintain **First Aid Equipment**, and trained **First Aiders**.
- Provide, maintain and ensure the use of **Personal Protective Equipment (PPE)**, where appropriate.
- Develop and implement **Emergency** and **Evacuation** procedures for all Workplaces/sites.
- Control, manage and induct all **Visitors** and **Contractors/sub-contractors** at all Workplaces/sites.
- Ensure that all Contractors and sub-contractors are actively managing Health and Safety for themselves and their employees/sub-contractors.
- Actively encourage the early reporting of any **pain or discomfort**.
- Encourage accurate and timely reporting and recording of all **injuries, illnesses, incidents, and near misses**.
- **Report** all Notifiable injuries, illnesses and incidents to **WorkSafe New Zealand** as soon as practicable by phone, and in writing within 48-hours.
- **Investigate** all reported injuries, illnesses, incidents and near misses to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- Provide **treatment and rehabilitation plans** that ensure a safe, early and durable return to work.
- **Monitor** and manage the worker's health, their exposure to Workplace Hazards, drug and alcohol use, and fatigue.

- Encourage **worker participation** and consultation in all Health and Safety matters.
- Enable workers to elect **Health and Safety representatives**.
- Establish a **Health and Safety Committee** that includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health and Safety policies, systems and practices.
- Ensure that all workers are **adequately trained**, and **supervised**.
- Ensure that all **Workers, Visitors and Contractors/subcontractors** are made aware of the Hazards/Risks in their Work area(s), and are adequately trained so they can carry out their duties in a safe manner.
- Ensure that every manager, supervisor or foreperson is aware of their duties for the Health and Safety of all workers working under their direction.
- Encourage **management participation** and consultation in all Health and Safety matters.
- **Annually review** the Health and Safety objectives, and managers' performance.
- Promote a system of **continuous improvement**, including annual reviews of policies and procedures.

All Workers, Visitors and Contractors/subcontractors using this Workplace/site as a place of work or visiting on business, are expected to share in Stirling Recruitment commitment to Workplace Health and Safety.

**All Workers, Visitors and Contractors/subcontractors will:**

- Take '**reasonable care**' for their own health and safety.
- Take '**reasonable care**' that their acts or omissions do not adversely affect the health and safety of other persons.
- Follow and obey all **Safe work procedures**, rules and any instruction given in relating to Health and Safety.
- Ensure that all **Plant and Equipment** is maintained, safe to use, and properly 'guarded' before using it.
- Wear and use **Personal Protective Equipment (PPE)** and Safety equipment.
- Follow and obey all **Emergency** and **Evacuation** procedures, and instructions.
- Report any **pain or discomfort** as soon as possible.
- Report all **injuries, illnesses, incidents, and near misses** and **Hazards/Risks** to the designated person(s).
- Take an active role in the company's **treatment and rehabilitation plan**, for their 'early and durable return to work'.
- Be actively involved in all **Health and Safety matters**.
- Keep the Work Area tidy and clean, to minimise the risk of any **trips, slips and falls**.

This Health and Safety Policy will be reviewed on an annual basis, or sooner if required, to take in to account any changes to legislation and/or changes to Stirling Recruitment.

**As an Officer of Stirling Recruitment, I agree to fulfil my duties to this Health and Safety Policy, as stated above, to the best of my ability:**

Name	Signature	Date
Stewart Robertson		12-04-2016
Paula Hill		13/04/2016

