



engage

SAFETY INDUCTION



ENGAGE SAFETY GOAL & RESPONSIBILITIES



- Here at Engage our goal is Zero Harm to employees
- We promote safety on-site, in-office and over all through:
 - Site Safety Assessments prior to employee placements
 - Risk Assessment & Potential Hazard Identification on work tasks
 - Working with clients to increase safety awareness and reduce incidence of injury or harm on site
 - Regular contact with clients and employees on-site to address concerns
 - Provide PPE and site specific details to candidates
 - Integrated employee focused return to work & rehabilitation
- We Promote Safety with our Clients & Candidates
 - Ensure clients promote best practice Occupational Health & Safety systems
 - Ensure candidates are 'work-aware' and can commit to the Engage Safety System expectation



engage

WHAT ARE YOUR OBLIGATIONS?

- Engage Employees – It is your responsibility to:
 - Follow health and safety instructions provided by the employer & host client
 - Correctly use personal protective equipment and clothing as directed
 - Maintain the PPE in good working condition
 - Immediately report work related injuries, incidents & near misses to host client & employer
 - Report hazards & risks to host client & employer
 - Cooperate with employer & host client on Occupation Health & Safety Matters including:
 - Inductions
 - emergency exit details
 - job & site specific instructions, etc.



engage

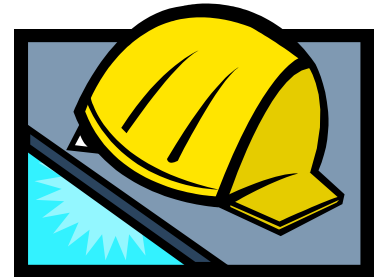
Last updated – 22.06.2017

WHAT ARE ENGAGE OBLIGATIONS?

- Our obligation to our employees are:
 - To provide employees with a safe and controlled workplace
 - Maintain consultation with clients about work related safety issues
 - Provide trained and responsible internal staff to monitor the safety of our client sites
 - Provide instruction, training and education to employees about roles, duties & tasks on-site
 - Assess work environments prior to placement of employees
 - Mitigate and manage on site hazards and risks through:
 - Site assessments
 - Assessment of PPE requirements
 - Provision of PPE where applicable
 - Monitoring work tasks and environments



SAFETY ESSENTIALS



- Always make safety your number one priority!
- Whether you are new to a job or have years of experience safety should be a priority in all workplaces
- If you are a new employee or move to a new job in a company, you are in a high risk category and need to familiarize yourself with Occupational Health & Safety Procedures



engage

Last updated – 22.06.2017

OCCUPATIONAL HEALTH & SAFETY COMMUNICATION & REPORTING

- All work related injuries & incidents are to be reported immediately to:
 - Supervisor
 - Engage representative
- Follow on-site reporting process for Hazard and Near-Miss identification
- Familiarise yourself with emergency evacuation & fire safety procedures



engage

Last updated – 22.06.2017

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Always ensure that you are wearing the correct PPE for the workplace, as instructed by Engage or your supervisor.
- Maintain PPE in good working condition to ensure effectiveness.
- As a general rule, if you have to shout to be heard, you should be wearing ear protection – ear muffs or earplugs.
- Ensure that if you are working outside that you apply Sun Screen Lotion and a broad brimmed hat.



FITNESS FOR WORK

- The possession, use or consumption of recreational drugs or alcohol in the workplace is prohibited
- If you believe you are unfit for work, you should declare your condition to Engage
- If you have an existing injury or condition that could be aggravated by certain types of work, ensure communication to your Engage consultant so that your health is not put at risk



engage

Last updated – 22.06.2017

HAZARD IDENTIFICATION & RISK MANAGEMENT

- A hazard is a situation with a potential to cause harm to the health and safety of people, to equipment or the environment
- Risk is the likelihood of particular harm associated with a hazard actually occurring
- Reporting of hazards is actively encouraged and supported by Engage
- If you are unable to fix the problem immediately, make the area safe by highlighting the hazard and inform your supervisor



engage

Last updated – 22.06.2017

HOUSEKEEPING



One of the major hazards at any workplace is poor housekeeping.

To ensure your safety:

- Check your work area for hazards before starting work
- Clean as you go – if you make a mess, clean it up immediately
- Ask for assistance if you are unable to clean it yourself
- Loose objects and materials cause incidents – keep your area tidy
- Never block fire extinguishers, emergency exits or first aid stations

SLIPS, TRIPS & FALLS

- Slips, trips and fall are among the most common workplace accidents
- Slow down when travelling across greasy or wet surfaces
- Hold on to railings and get slippery surfaces cleaned up
- Wear non-slip footwear
- If using a ladder, place it on a firm, level surface and use both hands for climbing
- Tie the ladder to a secure object and don't stretch in order to reach something – climb down and move the ladder instead
- Falls are the second leading cause of accidental death at work – don't take unnecessary risks!



engage

Last updated – 22.06.2017



MANUAL HANDLING

- Manual handling is any activity requiring the use of force by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object
- 25% of all workplace injuries relate to manual handling
- You are the only person who can prevent a manual handling injury
- Avoid carrying large or heavy objects
- Limit twisting movements and over-reaching
- Seek assistance or use mechanical devices wherever possible
- Correct Lifting Technique:
 - Stand close to the load with feet apart so you have a balanced stable base for lifting
 - Do not bend your back. Bend at the knees and keep your back straight
 - Don't jerk the load – lift it smoothly
 - Use your legs to lift
 - Keep the load close to your body and when turning, use your feet rather than twisting the body.



engage

Last updated – 22.06.2017

HEAT STRESS



- Working in heat is a widespread hazard, particularly in Australia. Heat stress occurs when heat is being absorbed by the body faster than the body can cool down.

- **Signs of Heat Stress:**
 - Cramps
 - Rapid Pulse
 - Dizziness &/or nausea
 - Headache
 - Urine Colour

- **Short-term consequences of heat stress:**
 - Increase the discomfort of wearing protective equipment (and consequently discourage workers using such);
 - Increase harmful effects of other workplace hazards, such as chemical vapours, noise, etc;
 - Aggravate pre-existing illness or health conditions;
 - Increase the possibility of accidents (due to reduced concentration);

- **Avoiding Heat Stress:**
 - Drink plenty of fluids
 - Plan heavier work during the cooler parts of the day
 - Avoid excessive alcohol or caffeine
 - Rotate tasks
 - Encourage air circulation



engage

STRESS



- Stress can be dangerous as it can affect your ability to concentrate and your ability to deal effectively with an emergency at work
- If you think that stress could be affecting you, please let us know – good communication is the key to combating stress
- If you are feeling stressed at work, identify the problem, communicate the problem and remove yourself from the situation BEFORE things escalate.
- Make time for relaxation, exercise and play
- Stress can be managed – work out what is causing your stress and do something about it



engage

Last updated – 22.06.2017



FIRST AID FACILITIES & MEDICAL SERVICES

- Know the location of the nearest first aid kit
- Know the designated first aid officers and ensure that only trained personnel carry out first aid
- Report all first aid treatments to your supervisor and Engage
- If medical treatment is required, notify Engage and we will arrange for you to attend the doctor appointed by the company



engage

Last updated – 22.06.2017

REHABILITATION

- In the event of a work related injury or incident the following parties have a responsibility to participate in the rehabilitation and return to work program established:
 - You, the employee
 - Engage

- Failure to notify Engage or host employer of injury or incident may result in the delay of treatment, return to work ability and rehabilitation program progress

- Engage employees obligated to participate in Rehabilitation and Return to Work programs offered.



engage

Last updated – 22.06.2017



engage

REMEMBER!

**NO JOB IS SO IMPORTANT THAT IT CANNOT BE
COMPLETED SAFELY!**

TAKE THE TIME!

ENGAGE – THINK SAFETY!