

Australasian Recruitment Company – Health and Safety Policy

General Policy for Health, Safety and Welfare in the Workplace

The Directors of Australasian Recruitment Company (the Company) understand and accept the responsibilities of the statutory requirements and regulations of the Health and Safety at Work act 1974 and other legislation pertaining to health and safety. In accordance with this, all practicable steps will be taken to ensure the health and safety of all persons in the workplace.

The Company will provide, manage and maintain a working environment that is safe and in which health risks are controlled; so far as reasonably practicable. However, all employees should be aware that it is also their legal and moral obligation to comply with all matters relating to health and safety in the workplace.

The Company believes that the health and safety of our employees, visitors and others in the workplace is of the upmost importance and as such take this issue very seriously. We will endeavour to provide as practicably as possible a safe working environment for our employees, visitors and others by:

- Providing safe systems of work
- Providing and maintaining safe office equipment
- Providing a safe place of work with safe access and egress
- Providing for safe use, handling, storage and transportation of all articles and substances used
- Providing a healthy and safe place of work
- Providing adequate and sufficient information, instruction, training, review and supervision

Health and safety within the workplace remains the responsibility of all employees, therefore all of whom have been empowered to take the necessary action required should they feel health and safety is at risk. The Company has worked together with its staff to develop and implement a Health and Safety policy that will comply with the current legal requirements. This will be monitored and updated as appropriate and in accordance with any legislative changes to the UK legislation.

It is the intention of Australasian Recruitment Company to educate its permanent employees in all areas of health and safety relating to the working environment. As such all members of staff will be given written arrangements, describing how they are required to comply with this policy statement. This will include details of what, by whom and how health and safety will be managed. We recognise that active employee consultation is essential in achieving our aim of a healthy and safe working environment, therefore regular consultation with permanent staff members will occur.

In the case of agency workers the Company will make the agency worker aware of any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Company shall inform the agency worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment. The agency worker will take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Client and make themselves aware of the Client's Fire Evacuation Plan.

To ensure on-going compliance with changes that occur within the organisations procedures and legislative changes the Company will undertake to review this policy on a regular basis. This review will take place a maximum of 12 months from the date shown below.



SIGNED: _____
For and on behalf of Australasian Recruitment Company

DATE: 24th February 2016