Work Health and Safety Policy

1. Policy

Labourpower Recruitment Pty Ltd ("Labourpower") will, so far as is reasonably practicable, provide a safe work environment for the health, safety and welfare of our workers, visitors, and members of the public who may be affected by our work.

2. Purpose

The purpose of the policy is to:

- Outline Labourpower's commitment to providing all workers and visitors with a safe work environment
- Set out the responsibilities of officers, managers, supervisors, workers and contractors relating to Work Health and Safety
- Explain the procedure to follow if there is a suspected breach of this policy

3. Application

This policy applies to all Labourpower workers, including employees, casual workers on assignment at host employer (client) sites and contractors, and to visitors to Labourpower premises.

Labourpower places workers in New South Wales, Victoria, Queensland, South Australia and Western Australia. This policy applies in each of these states and must be read together with the work health and safety (WHS) or occupational health and safety (OHS) laws of the state where the work is carried out.

In this policy, "workers" has the same meaning as in the WHS/OHS laws of the relevant state. In Victoria, the Occupational Health and Safety Act 2004 (Vic) uses the terms "employer" and "employee", and those terms apply in that state.

Applicable legislation and regulators

State	Legislation	Regulator	Notify incidents
NSW	Work Health and Safety Act 2011 (NSW) and Regulation	SafeWork NSW safework.nsw.gov.au	13 10 50
VIC	Occupational Health and Safety Act 2004 (Vic) and Regulations	WorkSafe Victoria worksafe.vic.gov.au	13 23 60
QLD	Work Health and Safety Act 2011 (Qld) and Regulation	Workplace Health and Safety Queensland worksafe.qld.gov.au	1300 362 128
SA	Work Health and Safety Act 2012 (SA) and Regulations	SafeWork SA safework.sa.gov.au	1800 777 209
WA	Work Health and Safety Act 2020 (WA) and Regulations	WorkSafe WA worksafe.wa.gov.au	1300 307 877

Codes of practice approved under each state's laws, and relevant Australian Standards, are also followed. Where state requirements differ, Labourpower will apply the requirements of the state where the work is performed.

4. Our Commitments

To achieve our objective of a healthy and safe working environment, Labourpower will take reasonably practicable steps to:

- Comply with all applicable work health and safety laws, regulations, standards and codes of practice.
- Define health and safety responsibilities for officers, managers, workers and contractors.
- Identify, assess, eliminate or, where that is not reasonably practicable, minimise the risks of work activities, including psychosocial hazards.
- Develop and maintain safe systems of work, and a safe working environment.
- Ensure PPE is provided (by Labourpower or the host employer, as agreed), and enforce its use.
- Provide workers with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas).
- Consult with workers and health and safety representatives on health and safety matters.
- Provide information, training and supervision for workers.
- Hold individuals accountable for health and safety in their area of responsibility.
- Consult, cooperate and coordinate with host employers to identify and control risks that could cause incidents, injuries and illnesses.
- Consult with industry experts and third parties as required to meet this policy.
- Continually review policies and procedures to ensure compliance and operational

feasibility.

- Incorporate health and safety into the business planning cycle for the purpose of continually improving our management systems.
- Support injured workers' recovery at work in line with Labourpower's Return to Work Program.

5. Responsibilities of officers

Officers of Labourpower, including the Managing Director and directors, must exercise due diligence to ensure that Labourpower complies with its duties under the WHS/OHS laws of each state in which it operates.

6. Additional responsibilities of managers

It is the responsibility of managers to ensure that:

- All workers are aware of this policy, including through recruitment and induction for new team members;
- Workers receive appropriate induction, information, training and supervision, including site-specific induction at host employer sites;
- Host employer sites are assessed for health and safety risks before workers are placed, and are reviewed regularly;
- Workers use personal protective equipment (PPE) correctly and are trained in its use, and PPE is maintained and working properly;
- Hazards and incidents are responded to promptly, reported and investigated, and corrective actions are put in place;
- Workers are consulted on health and safety matters that affect them; and
- Any breaches of this policy are dealt with appropriately, including taking appropriate disciplinary action where a worker fails to comply with this policy.

7. Responsibilities of workers

It is the responsibility of workers to:

- Take reasonable care for their own health and safety and that of others, cooperate with Labourpower and the host employer on health and safety issues, and follow the safety rules and procedures of the workplace.
- Identify practices and conditions that could injure workers, clients or members of the public.
- Report any hazard immediately to their supervisor or team leader. Workers must not attempt to fix or remove a hazard themselves unless it is part of their normal duties and

they are trained and authorised to do so.

- Wear and use PPE as instructed, and report any damaged or faulty PPE.
- Understand the requirements of this policy and seek further information if unclear.
- Comply with this policy and follow safety requirements, site procedures and systems.
- Maintain a clean and orderly work area.
- Report all injuries, near misses and safety incidents immediately, following the steps in the Reporting section of this policy.
- Actively participate in safety improvement activities.

8. Right to stop unsafe work

- Workers can stop, or refuse to carry out, work if they have a reasonable concern that the work would expose them or others to a serious risk to their health or safety.
- If you stop work, make sure the area is safe, then tell your supervisor or team leader and your Labourpower consultant straight away. You may be given other suitable work while the issue is fixed.
- No one will be punished, disadvantaged or treated badly for raising a safety concern, reporting a hazard, injury or incident, or stopping unsafe work. Any such treatment is a breach of this policy and may also be unlawful under WHS/OHS laws.

9. Reporting

Report every injury, incident, near miss or hazard straight away. Follow these steps in order:

- **Step 1 – Make it safe and get help.** If someone is hurt, get first aid. In an emergency, call 000. Do not disturb the scene of a serious incident unless you need to help someone or prevent further harm.
- **Step 2 – Tell your host supervisor or team leader immediately.** Follow the host site's reporting procedures.
- **Step 3 – Call your Labourpower consultant** as soon as possible, and during the same shift.
- **Step 4 – If you cannot reach your consultant, or the incident is serious,** call the National WHS Manager, **Barry Geaitani,** on **0434 079 495**.
- **Step 5 – Complete a Labourpower incident report** with your consultant, before the end of your shift where possible.

Notifiable incidents at host sites

A notifiable incident is a death, a serious injury or illness, or a dangerous incident, as defined in the WHS/OHS laws of the relevant state. For a notifiable incident at a host employer site:

- The host employer, as the business that manages or controls the workplace, is generally responsible for notifying the state regulator immediately and for preserving the incident site until an inspector arrives or directs otherwise.
- Labourpower's National WHS Manager will contact the host employer on the same day to confirm the regulator has been notified, and will record the notification reference number.
- If the host employer has not notified the regulator, or notification cannot be confirmed, Labourpower will notify the regulator directly without delay.
- Labourpower will notify the regulator directly for any notifiable incident at a Labourpower-controlled premises.
- Who notifies the regulator is confirmed with each host employer before workers are placed, and recorded in the site risk assessment.

Labourpower will cooperate fully with any regulator investigation and with the host employer's incident investigation.

10. Breaches of this policy

Any suspected breach of this policy should be reported to your Manager, the National WHS Manager or Human Resources. Labourpower will investigate reported breaches promptly and fairly. A breach of this policy may result in disciplinary action, up to and including termination of employment or assignment.

11. Injury management and return to work

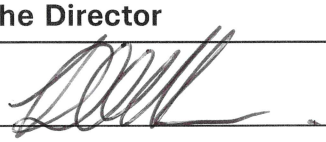
Workers who are injured at work may be eligible for workers' compensation. Labourpower will notify its workers' compensation insurer or agent of workplace injuries within the timeframe required in the relevant state (48 hours in NSW), and will manage claims and recovery at work in line with its Return to Work Program (or the equivalent in each state).

Labourpower is committed to supporting injured workers to recover and return to safe and suitable work. Injured workers are required to participate in their injury management plans and undertake suitable duties as set out in those plans.

12. Other relevant policies

- Return to Work Program
- Incident and Hazard Reporting Procedure
- Consultation, Coordination, Cooperation Procedure
- Emergency Preparedness and Response Procedure
- Hazardous Manual Tasks Procedure
- Bullying, Harassment and Sexual Harassment Policy

- Fit for Work Assessment Procedure
- Drug and Alcohol Policy and Procedure

Authorised by the Director			
Signature:		Date:	30/10/2026
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Next Review Date	30 October 2028		