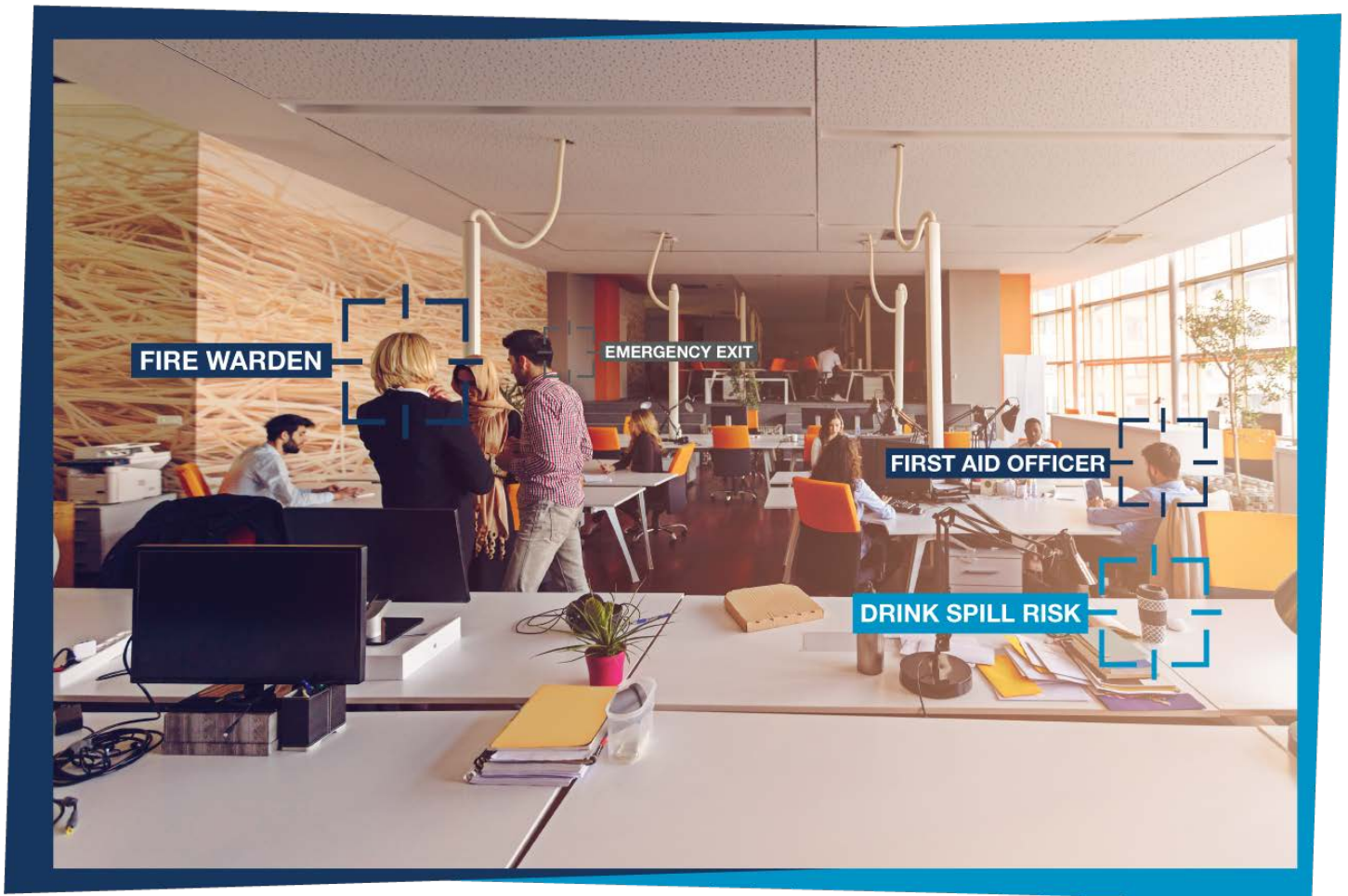


HEALTH & SAFETY GUIDE FOR TEMPORARY STAFF



DATED 6th July 2018

What this Health and Safety document is all about?

This Health and Safety Guide has been put together by Parker Bridge to provide all our temporary and contract employees with information around our Health and Safety policies and what to do if you find yourself in a situation where your health and safety is affected. As valued employees of Parker Bridge your health and safety is of great importance to us and we work hard to keep you safe at all times whilst you work under the Parker Bridge brand. Additionally, please be aware that whilst on assignment you are also bound by the Health and Safety procedures and policies of the employer you are working for.

At Parker Bridge we make it a priority to create an accessible environment and provide a forum that allows candidates to raise issues or concerns direct with Parker Bridge Consultants, without fear or repercussions.

EMERGENCIES AND HAZARDS

We are bound by the Health and Safety at Work Act 2015 to take all practicable steps to maintain a safe working environment for all our employees and that includes our highly valued temporary and contract staff.

- **Eliminate** any potential hazards.
- **Isolate** hazards that are identified.
- **Minimise** any the chance of an employee being hurt by reducing the risk.

What is a hazard and how can we easily identify it?

In the workplace a hazard is identified as anything that is unsafe or unhealthy. Where practical you will be given an induction on procedures when you arrive on an assignment. If there is anything you are unsure of, you must ask your supervisor or manager. As an employee, if you identify a situation that you feel is either unsafe or unhealthy, you must not hesitate to report this directly to:

- Your on-site **Manager/Supervisor**
- Your **Parker Bridge Consultant** (and/or a Parker Bridge representative in the event you cannot contact your Consultant)

Insufficient lighting | Extremes in temperature (too hot or too cold) | Badly designed, broken or insufficient equipment | Noise that prevents you from performing your work | Strong or potentially dangerous fumes (smells) | Emotional stress | Trip hazards like electric cords or boxes in corridors or items that have the potential to fall on you...

Think about the ‘what if’

The most effective way to remove hazards is to look at your work area and identify what could happen.

- Open your eyes and take a good look at your environment.
- Remember any past experiences you have had – does anything leap out at you?
- Get to know your colleagues and ask them.

What to do **BEFORE** there is an emergency

- Make sure you are familiar with the evacuation and emergency instructions of the workplace you are currently on assignment at.

What to do **IN** an emergency

In the event there is an emergency you must contact emergency services by phoning **111**. You must not disturb the scene of an accident until it has been cleared by a Health and Safety inspector unless there is risk to property or people. If you find yourself in a situation where you need immediate assistance from a Health and Safety Inspector or require the scene to be cleared, you can call **0800 030 040**.

If you are reporting a **non-urgent** (or non-emergency) you must report it directly to your on-site manager/supervisor and your Parker Bridge Consultant.

Drugs and Alcohol

It is important that you are not under the effects of alcohol, illegal substances or abusing prescription medication during your assignments. It could result in your dismissal.

Make sure you know your responsibilities

As a temporary/contract worker you need to take responsibility for making sure you always work in a healthy and safe manner by observing and practicing safe working methods. The easiest way to ensure you do this is to:

- Be absolutely confident that if you have something to report it will be taken seriously.
- Make sure you have read and understood this document.
- Have an understanding of the Health and Safety policy for your current workplace.
- Avoid unnecessary risk and follow Health and Safety protocols.
- Report relevant incidents/accidents to your client manager/supervisor and your Parker Bridge Consultant immediately. If you fail to report an accident or incident within 24 hours it can affect ACC claims.
- Health and Safety is important – if you fail to follow the relevant procedures/policies it can result in dismissal.

Reports and Forms

We are required to document all accidents, incidents and near misses that happen within the workplace so we can manage potential hazards before they become a problem. If you are affected by an incident, accident or hazard please report it immediately and fill out the Parker Bridge Accident/Incident form on the next page and return to your Consultant as soon as possible.

ACCIDENT/INCIDENT FORM

What happened? Provide a description of the accident/incident and who caused it – Sketch what happened on the back of the form if applicable.			
Date it happened?		Where did it happen?	
Details of the injured person			
Name:			
Address:			
Date of birth:		Mobile Number:	
Type of injury: Describe the injury and any additional comments.			
Any damaged property or material?			
Nature of the damage?			
How serious was it? Minor? Serious? Very Serious		Is it likely to happen again? Very likely? Likely? Not Likely?	

Name: _____ Signature: _____ Date: ___/___/___

Parker Bridge Auckland

P: 09 377 3727 F: 09 303 1496 E: info@parkerbridge.nz, Level 19, Huawei Centre, PO Box 7217, Auckland, 1010

Parker Bridge Wellington

P: 04 472 4380 F: 04 472 4379 E: wgtm@parkerbridge.nz, Level 3, Dell EMC House, 5 Willeston Street, PO Box 10828, Wellington, 6143

For office use only

Prevention Please detail what action/s has been taken or will be taken to prevent this from happening again.

Action	Tick	By whom	Date

Treatment and investigation of the accident Please detail treatment was provided and any investigation undertaken in relation to this incident.

Type of treatment undertaken			
First aid applied by (if applicable)			
Hospital/Doctor			
Accident investigated by:		Date:	
WorkSafe advised: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reference Number:	Date:	
Company reference/Register No.			

For Parker Bridge: _____ Signature: _____ Date: ___/___/___

For Client (if applicable): _____ Signature: _____ Date: ___/___/___