

Occupational Health & Safety Policy



sirius recruitment group ("srg") is committed to protecting the health and safety of all its employees, whether they are direct employees or they are placed with other employers.

srg has developed a health and safety management system that is integrated with our organisational activities. All employees and managers, visitors and contractors have a responsibility to:

- Work safely.
- Take all reasonable care for their own health and safety.
- Consider the health and safety of other people who may be affected by their actions.
- srg will take all reasonable and practical steps to ensure a safe work place and to achieve a goal of zero injuries.

srg is committed to:

- Complying with all health and safety laws, regulations and standards for all its employees.
- Providing and maintaining safe premises and safe plant.
- Implementing risk management systems which identify, promote and improve health and safety performance.
- Ensuring all managers remain directly accountable for the health and safety of their employees and provide adequate resources to assist managers in this cause.
- Obtaining accurate information from the host employer as to the type of work and the knowledge, skills and experience required by the worker to be able to perform the work safely and competently for the specified job.
- Inducting workers to provide details of the job, together with basic OH & S information that would apply in the type of work or industry.
- Assessing worksites in order to verify the information provided by the host employer and to assess the risks

to health and safety associated with the nominated work and work environment.

- Monitoring worksites with the aim of ensuring that the host employer provides and maintains a working environment that is safe and without risk to the health of all its workers.
- Maintaining relevant policies, procedures, systems, information, training, and organizational structures to support and communicate effective health and safety practices throughout the business.
- Establishing clear targets and objectives on an annual basis to improve health and safety in the workplace.
- Effectively disseminating OH & S information to all employees via forums and publications such as toolbox meetings and other communications.
- Encouraging active participation, consultation and cooperation of all employees, contractors and visitors in promoting and developing measures to improve health and safety at work.
- Actively responding to and investigating all incidents and ensuring injured employees are returned to suitable work at the earliest possible opportunity.

srg will implement and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored regularly to ensure their integrity and effectiveness.

A handwritten signature in black ink, appearing to be 'J. J. J.', written over a horizontal line.

DIRECTOR, **srg**

04.10.2011

Date