POL-033 – Workplace Health & Safety Policy

Purpose

Cornerstone Medical Recruitment (CMR) is committed to providing a safe workplace, so far as is reasonably practicable, and will always act in compliance with applicable Workplace Health and Safety (WHS) legislation and all relevant legislations. CMR is regulated by laws, regulations and codes of practice that cover workplace health and safety.

The purpose of this policy is to establish a framework that promotes and ensures a shared responsibility among all stakeholders within the workplace, for maintaining a safe and healthy environment. It aims to foster a culture where each stakeholder – Temporary Candidates (Locums), clients, visitors, and management – acknowledges their duty of care towards themselves and others, actively contributing to the prevention of accidents, injuries, and occupational hazards.

CMR are committed to creating a safety culture that extends beyond the once traditional physical injuries sustained from accidents in the workplace, to the physical and psychological health and wellbeing of all our Locums.

Scope

This policy applies to all Locums who represent CMR on placement to our clients.

Responsibilities:

CMR are responsible for:

➢ **Compliance and Due Diligence:** Complying with WHS legislation, regulations, and standards relevant to the healthcare industry. This includes conducting due diligence when assessing Clients and ensuring that the work sites they supply meet necessary workplace health and safety standards and regulations.

➢ **Competency Assessment:** Ensuring that Locums placed in various roles possess the necessary skills, qualifications, and training required for the inherent requirements of the role.

➢ **Information and Training:** Providing comprehensive information and adequate training to our Locums regarding general WHS risks and processes, the hazards of Locums' work, appropriate personal conduct, cultural awareness and any other relevant health and safety requirements before they commence work.

➢ **Risk Management and Assessment:** Collaborating with Clients to identify and assess potential workplace hazards and risks, ensuring that appropriate control measures are in place to mitigate these risks.

- ➢ **Monitoring and Support:** Regularly monitoring the work environment and providing ongoing support to Locums to ensure that they are working in safe conditions and addressing any workplace health and safety concerns promptly.

- ➢ **Incident Reporting and Investigations:** Establishing procedures for reporting incidents or near misses, conducting investigations, and taking corrective actions to prevent future occurrences.

- ➢ **Collaboration with Clients:** Collaborating closely with Clients to ensure that both parties understand their respective WHS responsibilities and work together to maintain a safe workplace.

- ➢ **Contractual Agreements:** Establishing clear contractual agreements with clients that outline the responsibilities of each party regarding WHS to ensure alignment and accountability.

- ➢ **Continuous Improvement:** Encouraging a culture of continuous improvement by regularly reviewing WHS practices, seeking feedback, and making necessary adjustments to improve safety measures.

Clients are responsible for:

- ➢ **Primary Duty Holder Responsibility:** Providing a safe work environment for all individuals present on the premises, including employees, Locums, patients, and visitors.

- ➢ **Information and Training:** Providing an initial workplace health and safety induction followed by adequate information, instruction, and training to all individuals working on-site, regarding site specific WHS protocols, culture, emergency procedures, and safe work practices.

- ➢ **WHS Policies and Procedures:** Implementing and enforcing WHS policies, procedures, and standards that comply with relevant legislation and regulations to ensure a safe workplace.

- ➢ **Risk Assessment and Mitigation:** Conducting thorough risk assessments of the premises, identifying potential hazards, and implementing measures and controls to eliminate or minimise risks to health and safety.

- ➢ **Site Monitoring and Inspections:** Regularly monitoring the site for compliance with health and safety standards, conducting inspections, and addressing any identified hazards promptly.

- ➢ **Incident Reporting and Investigation:** Establishing procedures for reporting incidents, investigating accidents or near misses, and implementing corrective actions to prevent reoccurrence.

- ➤ **Emergency Preparedness:** Developing and practicing emergency response plans, including evacuation procedures, first aid arrangements, and providing necessary resources for emergencies.

- ➤ **Contractual Agreements:** Including WHS obligations in contractual agreements with contractors to ensure alignment with site health and safety requirements demonstrated through validation of documents.

- ➤ **Continuous Improvement:** Encouraging a culture of continuous improvement by reviewing and updating health and safety measures, incorporating feedback, and adapting to changing circumstances or new risks, communicating all findings and actions accordingly.

Locums are responsible for:

- ➤ **Compliance with WHS policies:** Adhering to WHS policies, procedures, and guidelines set by both the Client and CMR. This includes following safety protocols, using provided safety equipment, and reporting hazards or incidents.

- ➤ **Training and Induction:** Actively participating in WHS induction programs provided by the Client and CMR to understand specific workplace hazards, emergency procedures, and safety protocols before commencing work.

- ➤ **Safe Work Practices:** Following safe work practices, using personal protective equipment (PPE) as instructed, and adhering to any site-specific safety instructions while performing tasks.

- ➤ **Reporting Hazards and Incidents:** Promptly reporting any hazards, near misses, injuries, or incidents to the relevant supervisor or authority as per the procedures outlined by the Client and CMR.

- ➤ **Health and Safety Awareness:** Being aware of your own health and safety and that of others by actively participating in maintaining a safe work environment, communicating any concerns, and contributing to the overall safety culture on-site.

- ➤ **Collaboration with Supervisors:** Cooperating with supervisors, managers, and health and safety officers at the client site to ensure compliance with WHS regulations and address any safety concerns or queries.

- ➤ **Health Checks and Fitness for Work:** Being transparent about your health status and fitness for work to ensure you can perform tasks safely, especially in roles that may involve physical demands or exposure to specific hazards (e.g. fatigue, heat exposure, alcohol, or other drugs). You may be directed to complete a medical assessment, where it is reasonably required, to determine your capacity to perform work safely and without risk to your health and safety

- ➢ **Consultation and Communication:** Engaging in open communication with both the Client and CMR regarding any health and safety matters, seeking clarification or guidance when needed.

- ➢ **Continuous Learning and Improvement:** Actively participating in ongoing training and skill development related to WHS, staying updated on safety procedures, and contributing to the identification and mitigation of workplace hazards.

Hazard notification

If you see a situation in the workplace where you believe that health and safety issues could arise or have already arisen, please notify both the Client and CMR immediately. Similarly, if you witness an individual breaching the terms of this policy, please notify the Client and CMR as soon as possible. CMR will then liaise with the Client and the health and safety issue will be investigated.

You can contact CMR by reaching out to your Recruitment Consultant directly, alternatively contact the People Team on 1300 267 300 (option 7) or via email safety@cmr.com.au.

CMR reserves the right to unilaterally introduce, vary, remove, or replace this policy at any time.