

## **Work, Health, and Safety Policy**

### **Introduction**

Tetris Labour Hire aims to provide a framework to fulfil its legal, moral, and ethical responsibility to provide a safe and healthy work environment, where reasonably practicable, for all workers, visitors, contractors, Host-Person Conducting Business or Undertaking (PCBU), and the public including hired workers i.e. casual workers.

Workplace health and safety is considered by Management to be an integral and vital part of a successful workplace and when adhered to, promotes a shared duty of care among all workers and host-PCBU's involved with Tetris Labour Hire.

### **Statement of Commitment**

Tetris Labour Hire are committed to upholding their current Work Health and Safety Management System (WHSMS) and remain compliant with the Work Health Safety Act 2011 that outlines the responsibilities expected to protect the health, safety, and welfare of all workers and others in relation to NSW workplaces. We will also remain in accordance with all other relevant Legislation, Codes of Practice and Australian Standards as far as possible.

### **Purpose**

This policy establishes an effective and communicative framework for implementing and managing Work Health Safety (WHS) responsibilities in accordance with the Work Health and Safety Act 2011.

### **Scope**

This policy applies to all Tetris Labour Hire workers.

### **Responsibilities**

The responsibility for managing health and safety rests with the Director, Work Health Safety Manager and Management Team employed by the PCBU (Tetris Labour Hire). All host-PCBU's, workers, and other employees of Tetris Labour Hire also have the responsibility of implementing and maintaining health and safety as they share a similar duty of care to themselves and workers around them.

## Definitions

Person Conducting Business or Undertaking (PCBU)	Under WHS Act 2011, an employer is known as a PCBU. An individual or company that has a primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by carrying out of work such as visitors.
Host – Person Conducting Business or Undertaking (PCBU)	An individual or company that works with a labour hire agency or group training organisation to jointly manage the health and safety of labour hire workers who carry out work within the workplace.
Work Health Safety Management System (WHSMS)	A set of policies, procedures and plans that systematically manages health and safety at work and can help to minimise the risk of injury and illness from workplace operations.
Policy	A set of principles and beliefs that are expressed to achieve a required objective.
Procedure	A written method that defines the steps involved for completing a task while minimising risk.
Legislation	The process or result of enrolling, enacting laws by a legislature, parliament or governing body.
Codes of Practice	Practical guides that assist in achieving the standards of health and safety required under the model WHS Act and Regulations.
Standards	Voluntary documents that set out specifications, procedures and guidelines that aim to ensure products, services and systems are safe, consistent, and reliable.
Consultation	Involves regular communication between the PCBU and workers in relation to all things health and safety related. Is a legal requirement and essential part of managing health and safety risks.
Hazard	Any situation or thing that can cause harm to a person.
Risk	The likelihood that a hazard will cause harm.
Workers	Under WHS Act 2011, an employee is known as a 'worker'
Workplace	Any place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.
Work Related Incident	An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.
Near Miss	An unexpected event that could have resulted in an injury or illness to workers, or damage to property or the environment.
Standard Operating Procedure (SOP)	A set of written instructions that describes the step-by-step process that must be taken to safely perform a routine activity.

## Policy

The Management team at Tetris Labour Hire are committed to the following Work, Health, and Safety Objectives, as far as reasonably practicable:

- Managing an effective and updated WHSMS that remains in accordance with the Australian Standards AS/NZS4804:2001 and International Standards ISO 45001:2018.
- Ensuring all host PCBU's meet the health and safety guidelines for our workers to be among in accordance with WHS Act 2001 and WHS Regulations 2017.
- Undertaking annual Site Safety Inspections of all host PCBU's to ensure all WHS Policies, Procedures, SOP's, Hazard, and Incident Reporting processes are in place and are being adhered to as stipulated by the state regulator.
- Upholding our duty to regularly communicate and consult with all host PCBU's and workers under Tetris Labour Hire regarding on all matters relating to health, safety, and wellbeing that may impact workers, contractors, and any other persons.
- Identify, eliminate, substitute, isolate, propose engineering, administrate, and/or provide suitable Personal Protective Equipment, where reasonably practicable, to reduce hazards that are identified in the workplace or host PCBU.
- Establish a Risk Management regime that is understood and implemented by Tetris Labour Hire and all host PCBU's in keeping with the International Standards ISO 31000:2018.
- Carrying out necessary Inductions, task specific training, training refresher courses and licences/tickets where necessary.
- Provide a suitable Injury Management and Return to Work Program, where reasonably practicable, to all workers under Tetris Labour Hire.

The workers under Tetris Labour Hire must adhere to and uphold the following Work, Health, and Safety Objectives, as far as reasonably practicable:

- Take reasonable care for their own health, safety and wellbeing and ensure that their actions do not adversely affect the health and safety of other persons.
- Adhere to all safe work practices, protocols, and instructions.
- Participate in regular safety training and consultation held by both Tetris Labour Hire and host PCBU's.
- Immediately report any work-related Injuries, Incidents and/or near misses to host PCBU management and Tetris Labour Hire representative.
- Identify and report any hazards or faults in equipment/machinery in the workplace.
- Utilise and wear all relevant personal protective equipment required in the workplace.
- Uphold regular communication with assigned Tetris Labour Hire representative in relation to attendance, illness, injuries/incidents, hazards and any WHS safety concerns.

## Consultation

Tetris Labour Hire aims to uphold its duty of care in undergoing regular consultation with all management, workers, and Host PCBU's in relation to any WHS issues. As a legal requirement, Tetris Labour Hire implements this vital part of safety through regular toolbox talks, meetings, training, performance reviews, client reviews, signage/posters, and surveys.

### Host Persons Conducting Business or Undertakings' Responsibilities

All host-PCBU's must be willing to act, comply and work cohesively with Tetris Labour Hire regarding all relevant aspects of work, health, and safety. Their responsibilities would coincide with the listed responsibilities mentioned above to ensure a safe and healthy workplace.

### Policy Reviews

Tetris Labour Hire has the right to amend all company policies and procedures as they see fit and aim to uphold the most current legislation to be compliant with the state regulator. Reviews of each policy occur on an annual basis or unless prompted otherwise.

### Breaches

The WHS Policy sets the standards expected of all workers and Host-PCBU's that are in business with Tetris Labour Hire. Workers who breach the outlined WHS Policy may undergo disciplinary action including (but is not limited to): counselling, warnings, or termination of employment. Host-PCBU's deemed in breach will be met with by a senior Tetris Labour Hire representative or management and if not rectified, may result in current candidates being immediately removed from the workplace.

### Related Legislation and Documentation

- Work Health Safety Act 2011
- Work Health Safety Regulations 2017
- Australian Standards AS/NZS4804:2001
- International Standards ISO 45001:2018
- International Standards ISO 31000:2018
- Code of Practice: How to Manage Work Health and Safety Risks 2019
- Code of Practice: Work Health and Safety Consultation, Cooperation, and coordination 2022



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Angelo Tseros  
Tetris Labour Hire  
Director

14/12/2023

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Date