



calibrate contracting



## **CONTRACTOR OH&S POLICY**

At Calibrate we are totally committed to the health and safety of all our contract staff.

As a contractor with Calibrate you are also expected to be proactive in the maintenance of a safe and fulfilling workplace.

To assist in the attainment of our shared goals of zero incidents the following policy has been put into place:-

### **What you need to do**

You must remain aware and be proactive by contributing to the requirements of the occupational health and safety management systems utilised by both the client and Calibrate.

You must ensure you protect not only your own but the health and safety of others within your workplace.

You should not embark on a new role before you have been inducted by the client in relation to their "site specific" OH&S systems and requirements.

It is your responsibility to report and OH&S incidents that either directly affect you or have the potential to affect you immediately. The report must be made to the responsible person at the workplace as well as to Calibrate.

Calibrate contacts will be, initially your contact consultant, should they be unavailable please ask for the General Manager Tony Horrocks. Both parties can be contacted on 02 9431 6500.

### **What we will do**

Calibrate will complete a workplace safety audit on your workplace. We will discuss with you and the client representative and ensure OH&S policies are in place and understood.

We will monitor your situation on a regular basis. Your timesheet will include OH&S and situational questions to act as a reminder to report any variations.

### **Incident Reporting**

All incidents or potential incidents must be recorded. In the first instance please contact your contact consultant or Calibrate's General Manager Tony Horrocks. They will assist you with the incident report and send you the documentation.

All incidents will be followed up to prevent reoccurrence. If you are in any doubt about reporting an incident please err on the side of safety and contact us.

## **Emergency**

Contractors must be aware of the site specific emergency procedures relevant to their location.

- Follow the local procedures and directions of appointed wardens
- Remain calm
- Move in a controlled fashion to the nearest exit
- If there is smoke or heat move to alternate exit
- Do not use lifts
- Assemble in the designated area
- Do not be a hero, leave that to trained professionals

## **General OH&S Tips**

- Be aware of and comply with the client OH&S policies and procedures
- Do not tolerate poor lighting
- Report any issues to do with posture i.e. poor seating, desk layout etc
- Do not place cords in aisles and report any dangerous practices
- Flammable liquids have no place in the office
- Report obstructed walkways
- Stay clear of doorways
- Do not stand on chairs or desks
- Always wear appropriate footwear
- Report all loose or damaged floor covering or general trip hazards
- Do not leave electrical equipment unattended
- Do not run on stairs
- Use the proper equipment for tasks
- All machines with moving parts should have guards in place
- Use proper lifting techniques and equipment provided
- Avoid wet floors
- Open doors slowly