

On-Hire Employee

**Safety and Induction
Handbook**



recruitment | performance | risk

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INTRODUCTION

Congratulations and welcome to the RPR Trades team. The following information is to assist you with your employment at RPR Trades and it will explain our values, expectations, and processes, together with your responsibilities as part of the team. We will discuss information about Health and Safety, Time Keeping, Absences, and the management of your Availability. We look forward to having you as part of the team and please do not hesitate to speak to a company representative immediately should you have any questions or concerns about your safety or your ability to complete an assignment successfully.

OUR COMPANY

RPR Trades, formerly Davidson Trades, is a privately-owned company comprising a team of Trades Specialists. The business was formed after a management buyout by its then Group Manager, Darren Da Costa, and several of his former colleagues. This ownership team has managed large National and International Resourcing companies at the most senior levels, with combined experience at all levels well exceeding 100 years in the industry.

You have now joined an exciting team whose objective is simple: to set the performance levels in Service, Safety and Quality for Industrial Workforce Solutions in Australasia, with an absolute focus on the things that really matter to Clients and Employees. We look forward to making your time with RPR Trades a positive experience and invite you to give us feedback on how we perform throughout your time on the team. Please find below our:

- ✓ Vision - which outlines our aspirations
- ✓ Values - which guide the way we behave
- ✓ Pillars – which our company has been built upon, guiding the way we operate

Your acceptance of work with RPR Trades indicates your acceptance to support these and to adhere to all RPR Trades or customer site policies and procedures as part of your employment.

RPR Trades Vision (our aspirations)

To be the pre-eminent provider of safety-focused, high performance industrial workforce solutions in Australasia.

This will be actioned through delivery of our key service offerings:

<i>Specialised</i>	Recruitment
<i>Optimised</i>	Performance
<i>Mitigated</i>	Risk

RPR Trades Values (the way we behave)

Do It, Mean It

We take great pride in honouring commitments, and in exceeding the expectations of anyone we might assist, always working with the utmost of urgency. We delight in helping others.

People People

Our business is entirely people-focused, and we relish the opportunity to nurture long-lasting relationships, built through trust, integrity, sincerity, humility, mutual respect and the highest degree of ethics.

Unity

We understand the importance of having both personal accountability and responsibility, as well as a collaborative and collegiate team approach, in order to achieve the best possible outcomes.

3 E's (Empower, Encourage, Engage)

We are committed to creating a blame-free culture where we help each other to be the best we can be. We take our jobs seriously but not ourselves; we enjoy our time working together and we love a laugh.

No Limits

We set audacious goals, for we know that simply by striving to achieve them, by pushing ourselves and being hungry to learn and improve, we will succeed. We back ourselves to achieve, for we are passionate and prepared to work harder than anyone else, in the knowledge that persistence, determination and wholehearted effort will win.

RPR Trades Pillars (the way we operate)

Safety

There is simply no higher priority than ensuring the safety and wellness of our employees.

Excellence

We approach every task, every conversation and every action with the utmost of professionalism, where speed, quality and high performance are our hallmarks.

Expertise

We maintain absolute focus on our core markets and skills, developing a deep understanding, empathy and knowledge, that is valued greatly by our clients and candidates.

Innovation

Entrepreneurial by nature, we are thirsty for knowledge and new ideas, constantly seeking better ways to deliver great solutions.

Efficiency

We understand the critical importance of optimal systems, structures and operating tools, in enabling our clients, our people and our business to succeed.

Your acceptance of work with RPR Trades indicates your acceptance to honour our Pillars and Values, and to adhere to all RPR Trades or customer site policies and procedures as part of your employment.

EXPECTATIONS & RESPONSIBILITY

The following will discuss our expectations and your responsibility while working for RPR Trades. As part of the RPR Trades team, it is always expected and your responsibility to work in a safe manner, and that you follow all RPR Trades and client's policies, procedures, and instructions. We will discuss safety more specifically shortly.

It is important to remember that you not only represent yourself but also RPR Trades while on the client site. The best compliment that you can get as an RPR Trades on-hire employee is a client stating that they want you back!

Prior to each assignment you will receive a confirmation of assignment form outlining all of the assignment details, including the relevant timesheet process. It is important that you understand the timesheet process for your assignment and the deadline for submission by 10am each Monday. The various timesheet process options available are explained below in detail in the [Time Keeping](#) section.

RPR Trades completes site safety inspections and hazard assessments at every site, both prior to the first assignment at the site and periodically. It is important that you immediately contact us before commencing any new duties that a client assigns to you (Change of Role) or if you feel you are not suitably qualified or experienced to complete safely and or successfully prior to commencing the task or role to enable further safety evaluation.

As part of our safety commitment, we will be conducting ongoing monitoring and education which will include toolbox meetings, safety observations, and training which you will be expected to participate in.

You are expected to arrive prior to the commencement of your shift, have at all times the appropriate personal protective equipment and are Fit for Work. **If at any time you are unable to make your shift, do not have the appropriate PPE or feel that you are not fit for work, please contact your RPR Trades Consultant prior to commencement.**

Finally, RPR Trades provides a workplace free from Discrimination and Bullying. In support of this, it is essential that you read our policy regarding what is defined as Discrimination and Bullying, and that you report any concerns to your RPR Trades Representative immediately. Any report will be investigated and treated in a confidential manner.

SAFETY

Your safety and the safety of those you work with is paramount. As such, it is necessary to now focus specifically on some important safety aspects to help us achieve a safe workplace. At the completion of this booklet you will be asked to complete a short questionnaire to assess your awareness of safety.

Should you have an injury or accident during an assignment, you must advise RPR within twenty-four (24) hours of its occurrence.

Fitness for Work & Fatigue

Your ability to work safely, to make decisions and your situational awareness of risks and hazards can be greatly impaired by alcohol, drugs either prescription or non-prescription, legal or illegal, or by fatigue or stress. It is your responsibility to ensure that you do not arrive to an assignment adversely affected by any of these. If you feel that you are affected by any of these, you are required to notify your RPR representative prior to attending work who will advise you of the appropriate steps to take until you are able to achieve a fitness to return to work.

Fatigue can affect mental or physical capability and increases the risk of workplace incidents. Factors linked to causing fatigue include:

- Demanding work either mentally or physically
- Extended working hours
- Lack of quality sleep
- Environmental stresses such as Heat or Cold
- Personal issues such as illness, financial, family

Personnel Protective Equipment



Personal Protective Equipment (PPE) is one method of minimizing a risk associated with a hazard. Prior to each assignment, you will be explained the specific PPE requirements for the role you are about to undertake. All items specified must be taken to your assignment and worn as instructed. If you are issued with items that require replacement, please contact your RPR Trades Representative as soon as possible.



Safety equipment specific to the tasks that you are required to perform will be issued by the client representative. It is important to ensure you ask for instruction on the correct operation of such items should you be unfamiliar. Should the required equipment not be readily available, please immediately contact RPR Trades.

Check Point: Does this employee look ready to commence work today on a construction site?

Use of High Risk Equipment

High risk equipment requires specific skills and, in most cases, requires the operator to hold a licence of competency to operate. A High Risk Work (HRW) licence is required to operate or use equipment such as forklifts, cranes (including tower cranes, mobile cranes, vehicle loading cranes, bridge and gantry cranes), hoists (including personnel and materials hoists), concrete placing booms, elevated work platforms and pressure equipment (boilers, turbines and steam engines) as well as for dogging, rigging and erecting scaffolding.



Under no circumstances are you to operate any high-risk equipment unless appropriately qualified, licensed, experienced, and authorized to do so, and if you meet these requirements, that you complete the daily check lists and procedures. Should any item of the equipment require repair or not be operational, immediately cease operation and make safe notifying your supervisor of issues requiring attention.

Check Point: Can you think of the items you would check before operating a vehicle?



Remember: Tag faulty equipment!

Identifying Hazards and Risks

The most effective method of avoiding injury or incident is the ability to recognize a hazard or risk and implement the appropriate actions to mitigate. Recognition of hazards and risk mitigation can be conducted by Workplace assessments, Site inspections, Safety observations, and programs such as Step Back Five by Five.

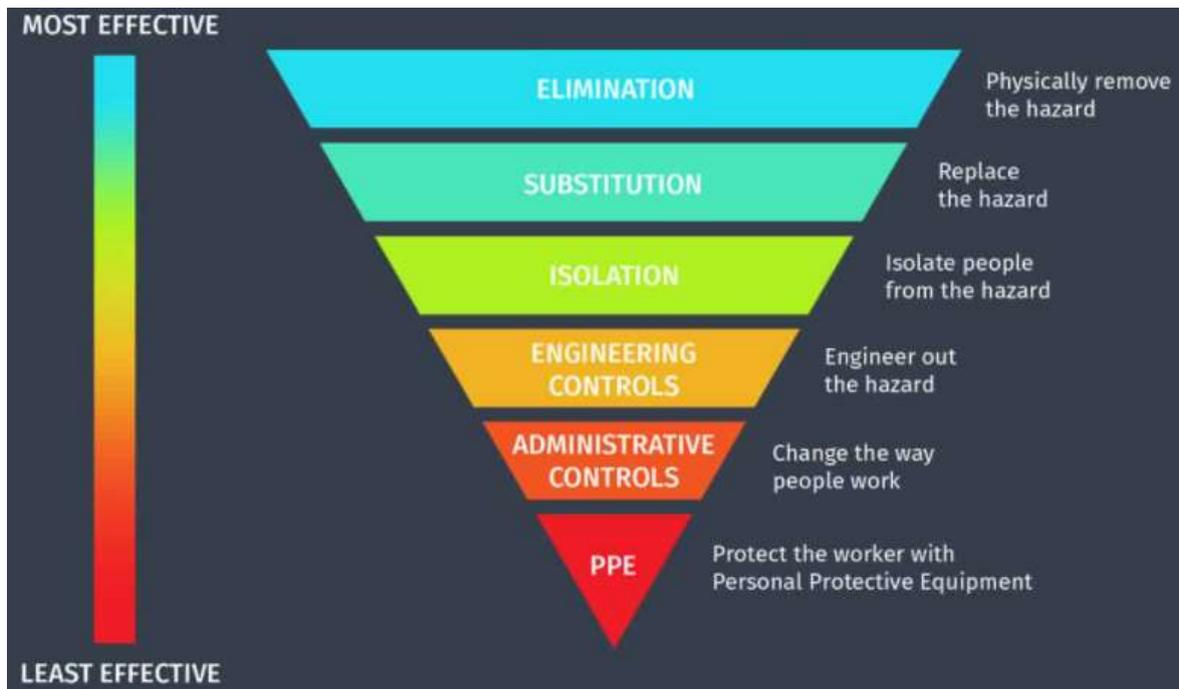
On worksites, safety signs signify hazards that have been identified and the appropriate steps to limit the risks. Signs can also identify exits, evacuation locations and Fire or First Aid facilities. Always make yourself aware of these facilities on your arrival to a new work site and follow the instructions of these signs.



Once a hazard and its associated risk has been identified, it is necessary to determine the most appropriate method to mitigate the risk of harm. Methods to control risk range from most effective to least effective and can be seen in the diagram below. These include Elimination, Substitution, Engineering Control, Administration Control and finally PPE.

Some examples of such risk mitigation are removing flammable chemicals from a work area prior to commencing hot work (Elimination) or using scaffolding rather than a ladder as a work platform (Substitution) or manufacturing guarding to protect the hands rather than relying on gloves (Engineering)

If you see a Hazard, STOP what you are doing, Notify your supervisor immediately and Await further instructions before proceeding.



Check Point: From the hierarchy of controls, what is the most effective method for mitigating risk?

Manual Handling

Manual handling injuries can occur almost anywhere in the workplace. A hazardous manual task is where you must lift, lower, push, pull, carry, hold or restrain something. A Hazardous Manual Task can include repetitive movement | high or sudden force | sustained or awkward postures | exposure to vibration | carrying a heavy load.

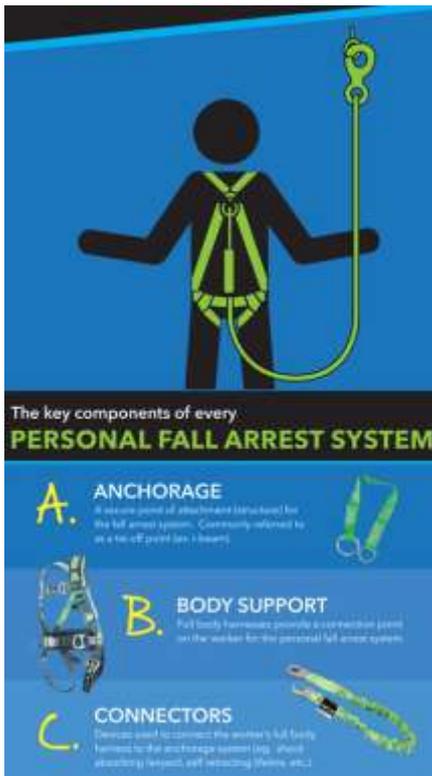


To prevent manual handling injuries in the workplace, RPR Trades will have done a Site Safety Assessment prior to any placement, this is to ensure any risk is well known and controls are in place.

Think before lifting/handling. If it's too heavy, don't lift it. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions from the route. Keep the load close to your body. Always remember, the further you carry a load, the greater the risk of injury.

Working At Heights

Working at height can be hazardous, risking injury due to falls or impact for those below. At no time should you work outside of a platform or walkway without fall arrest. Fall arrest systems must be fitted appropriately and as such require the operator to be appropriately qualified. You should not work at height without appropriate training, qualification, and authorization. A specific risk assessment is to be completed prior to commencing work to ensure risks are addressed.



Example of a fall arrest system



Confined Space

Confined space is an enclosed or partially enclosed space which:

- is at atmospheric pressure during occupancy;
- is not intended or designed primarily as a place of work;
- may have restricted means for entry and exit;
- and may:
 - have an atmosphere which contains potentially harmful levels of contaminant
 - not have a safe oxygen level; or
 - cause engulfment.

Confined spaces include but are not limited to the following examples: storage tanks, process vessels, silos; open-topped spaces such as pits; sewers, shafts, ducts, and similar structures.

You must not enter a confined space unless you have the appropriate competency and have authorisation from both the client Safety Representative and RPR Trades. Prior to commencing entry into a confined space, an appropriate risk assessment must be completed and adherence to all work methods, procedures and regulations is mandatory!

Check Point: What are the risks in entering any confined space?



Electrical Safety

The risk of electrocution is a hazard that can result in serious injury or death. Only use electrical equipment that is in good working order, has been inspected and has no sign of defects such as damaged cables or has become wet. The use of RCD protection helps reduce the risk of electrocution and ensures that equipment is isolated prior to commencing repairs. Where equipment has been found to be faulty, please place an “Out of Service” tag to ensure it is identified as faulty and notify your supervisor.



Check Point: Are you allowed to repair a faulty electrical circuit if you are not a licenced electrician?

Isolation

Machinery can start unexpectedly due to human, electrical and/or system failure. To avoid injury or entanglement, any machinery that you are required to work on must be adequately isolated using lock out procedures and devices such as locks and danger tags, and de-energized prior to commencing work. Never remove a danger tag or lock that someone else has in place.



Remember: Never remove one of these unless it is yours and it is safe to do so!

Change of Duties, Location & Requested to Perform High Risk Tasks

In the event that a client assigns you a new role, duty or work location that is different to that you performed previously, or requests you to perform High Risk tasks, you are required to immediate notify your RPR Trades consultant for approval prior to commencement, to ensure that an appropriate hazard and risk assessment has been completed to assist with your safety.

Some examples of such changes or High-Risk tasks are:

- Moved from workshop to underground mine, construction site, confined space, elevated work location.
- Assigned to a trades assistant role and asked to perform pressure welding duties, truck brake repairs unsupervised.

Examples of High-Risk tasks include Working at Height, Confined Space, Electrical Work, Underground Mining and Heavy Plant Operation.

Incident, Injuries or Near Misses

Your health and safety is our number one priority. To assist us with this, it is compulsory that you report all incidents, injuries, near misses or concerns to both your RPR Trades representative and the client supervisor within twenty-four (24) hours of its occurrence. In the event that you may require treatment off-site, you must not leave site unless you have notified your RPR Trades consultant. This will enable the appropriate response to assist you with your injury and will allow RPR Trades to immediately evaluate any further risks to yourself or other RPR Trades employees. As an employee, you will be required to assist us with providing information to help investigate the cause of any incident.



Return to Work

If you are injured while at work, it is essential that we get you back to work as soon as possible, as this has been identified as a significant factor in assisting recovery, and is also a regulatory requirement of all employers. As such, we will require your assistance with return to work plans and your participation with our associated return to work programs.



DISCRIMINATION, HARASSMENT & BULLYING

Everyone wants to work in a workplace which is free from Discrimination, Harassment and Bullying. To achieve this, it is essential that everyone is aware of what is acceptable behavior, and refrains from creating a workplace which is not harmonious.

RPR Trades has developed an EEO and Diversity Policy to assist in achieving a workplace which is free from Discrimination, Harassment and Bullying, and as an RPR Trades On-Hire Employee you are required to familiarize yourself with this policy. As part of the team, you are required to act in a professional manner at all times and treat all those that you are in contact with in a fair and respectful manner. Here are some examples of what unacceptable behavior is:

- Unreasonable Behaviour by a person or group towards other individuals or groups.
- Behaviour that creates a risk to health and safety.

Examples of Unreasonable Behaviour may include victimising, humiliating, intimidating, or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances.

Others include threatening people differently due to Gender, Relationship status, Age, Sexual preference, Race, Religion.

Harassment can include behaviour that occurs between an employer or co-worker that is unsolicited and that a normal person would consider offensive in nature and is; offensive, intimidating, humiliating or threatening.

If you feel that you are the subject of Discrimination, Harassment or Bullying please notify your RPR Trades consultant immediately.

Should you have any concerns, please contact RPR Trades on 1300 311 777

RPR Trades policies, including the RPR Trades EEO and Diversity Policy, can be viewed on our website at <https://rprtrades.com/>



TIME KEEPING

To enable the processing of your pay each week, it is essential that you understand the weekly timesheet process relevant to your assignment, which is included in your confirmation of assignment. The different timesheet process options are described further below. To ensure timely payment of your wages, your completed and approved timesheet must be received by no later than 10am Monday of each week (for the preceding week). If you do not submit a Client Approved timesheet prior to this time, RPR Trades cannot guarantee that you will be paid on time.

Online Timesheet

RPR Trades uses online timesheets where applicable for clients (host employers) in every state. It is your responsibility to ensure that you accurately capture the hours you have worked, including lunch breaks, and that the client representative has approved the time sheet.

If you are instructed by your Consultant that your host employer (assignment) requires On-Line timesheets, you will be emailed your login details and information on how to complete these. Online timesheets need to be submitted by 10am Monday Mornings, to ensure you are paid accurately and on time.

Example of an Online Timesheet:

Week Ending: Sunday 29th of October

Mon Oct 23 2017	23/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Tue Oct 24 2017	24/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Wed Oct 25 2017	25/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Thu Oct 26 2017	26/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Fri Oct 27 2017	27/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Sat Oct 28 2017	28/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Sun Oct 29 2017	29/10/2017		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>
Day 8	Start date		Start Time <input type="text"/>	Finish Time <input type="text"/>	Breaks HH:MM <input type="text"/>	- <input type="text"/>	Working <input type="checkbox"/>

: Save Changes

Paper Timesheet

It is your responsibility to ensure that you accurately capture the hours you have worked, including lunch breaks, and that the client representative has signed the time sheet. Below is an example of a correctly completed time sheet.

Example of Paper Timesheet below:

RPR Trades Timesheet

RPR trades

Please email completed, **signed timesheet** to timesheets@rprtrades.com or fax to **07 3009 0590** by **10 am Monday**

CLIENT / COMPANY NAME							PO#	PAYROLL USE ONLY				
Date	Day	Start Time (HH:MM)	Finish Time (HH:MM)	Break Taken (HH:MM)	Daily Hours (w/o unpaid breaks)	Site Location	Absences		Other	Normal Time	T %	OT
							Travel	Meal				
MON	:	:	:	:	:							
TUE	:	:	:	:	:							
WED	:	:	:	:	:							
THU	:	:	:	:	:							
FRI	:	:	:	:	:							
SAT	:	:	:	:	:							
SUN	:	:	:	:	:							
TOTAL HOURS						:	:	:	:	:	:	:

Is this assignment continuing? Yes No

Has any aspect of your role, location, reporting, or hours changed since your last timesheet? Yes No

Have you been involved in an incident in the last week? If yes, please provide details below? Yes No

<p>EMPLOYEE SIGNATURE: I hereby certify that the above information is true and correct.</p>	<p>Comments <input type="checkbox"/> Safety or performance Feedback: RPR Star Nomination/s:</p>
<p>CLIENT NAME: CLIENT SIGNATURE: I hereby certify that the employee has worked the hours as set out above to our satisfaction and I hereby agree to the terms and conditions as previously supplied.</p>	

Other Timesheet Processes

Some clients will have their own clock card system in operation, whereby they submit a report of your hours on your behalf. Where this is the case, always remember to clock on and off, and it is also good practice to keep your own record of hours worked via a paper timesheet to ensure that the hours match. There is no need to seek approval for this paper timesheet, nor to submit to RPR, this is for your records only.

Payment of Wages

RPR Trades processes pays weekly. To ensure that you receive your wages in a timely manner, prior to commencing your first assignment you must provide RPR Trades:

- with your taxation and bank account details and notify RPR Trades if those arrangements change at any time.
- with your preferred Superannuation fund details, failing to do so in 30 days will result in RPR Trades defaulting to a third-party Superannuation fund on your behalf.



WHAT TO DO

In the event of the following, please immediately notify your RPR Trades consultant:

- You are unable to attend work
- Client notification of assignment completion
- Pay Issues
- Client contacts you directly for work
- Client changes your duties or work location
- Safety concerns
- Workplace concerns such as Harassment or Bullying
- Your licence expires (Applicable to your employment duties)



CORONAVIRUS (COVID-19)

If you think you may be at risk for **Coronavirus (COVID-19)**, take our brief **questionnaire** to find out your risk and what to do next.

CORONA VIRUS (COVID-19) QUESTIONNAIRE

1. **Have you recently returned from overseas travel in the last 14 days?**
If yes - Required to Self-Isolate for 14 days from date of arrival into Australia
2. **Have you been in contact with a person confirmed sick with COVID-19?**
If yes - Required to Self-Isolate for 14 days from date of arrival into Australia
3. **Do you have any of the following symptoms “Having travelled overseas” in last 14 days: Fever, cough, runny nose, shortness of breath & other symptoms.**
If yes – Call GP to arrange appointment & Required to Self-Isolate for at least 14 days pending examination.
4. **Do you have any of the following symptoms “Without having travelled”: Fever, cough, runny nose, shortness of breath and other symptoms.**
If yes - Call GP to arrange appointment and discuss symptoms.

SOCIAL DISTANCING

To protect yourself, your family and the community from getting COVID-19 you must maintain good hygiene and practice social distancing (also called physical distancing).

Correct -> Do

- Stay home if you are sick
- If you have any [COVID-19 symptoms](#), no matter how mild, get tested
- Stay 1.5 metres away from other people—think two big steps
- Wash your hands often, using soap and water or hand sanitiser
- Sneeze or cough into your arm or a tissue. Then put the tissue in the bin
- Wear a [face mask](#) when you are not able to keep 1.5 metres away from other people or whenever [mandatory face masks](#) are required.

Incorrect -> Do not

- Go near people if you are coughing or sneezing
- Touch your mouth, nose and eyes
- Shake hands
- Hug or kiss people.

MORE INFORMATION AND SUPPORT

1. Free Australian Coronavirus (COVID-19) [Symptom Checker](#)
2. Call the National Coronavirus Health Information line on 1800 020 080.



COVID-19 Symptom Checker

Find out if you need to get tested or seek medical help.

FINALLY

Welcome again to the RPR Trades team. Your assistance with creating a safe and rewarding work environment is essential to our Goal of ZERO harm and being the pre-eminent provider of Industrial Workforce Solutions in Australia. Thank you for joining our team and please remember to ask yourself before commencing any work task!

