



INCIDENT REPORTING

During your onboarding with RPR Trades, it is a requirement to familiarise yourself with our **On-Hire Employee Induction Handbook** and your **RPR Trades On-Hire Employment Contract**. If you would like a copy of either of these please contact your local RPR Trades Consultant.

EXPECTATIONS & RESPONSIBILITY

As part of the RPR Trades team, it is your responsibility to work in a safe manner and follow all RPR Trades and Client policies, procedures, and instructions.

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



As part of our safety commitment, we will undertake specific initiatives that will include toolbox meetings, safety observations, training etc., which you will be expected to participate in.

You are expected to ensure that you arrive prior to the commencement of your shift, always have the appropriate safety and protective equipment and are Fit for Work. If at any time you are unable to attend your shift, do not have the appropriate PPE or feel that you are not Fit for Work, please contact your local RPR Trades Consultant as soon as possible **prior** to shift commencement.

SAFETY

You have no higher priority than ensuring your safety, and the safety of those who work around you.

INCIDENT REPORTING

Your health and safety is also 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 local RPR Trades Consultant and the client supervisor immediately**. In the event that you 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.

Your assistance with creating a safe and rewarding work environment is essential to our Goal of ZERO harm.

RPR Trades On-Hire Employment Contract – REMINDERS

Prior to commencing with RPR Trades, you agreed to:

- Advise RPR Trades of any injury or accident occurring during an assignment within twenty-four (24) hours of its occurrence.
- In the event of a work related injury or illness, actively participate in your rehabilitation and return to work programs.

Thank you for being a valued member of the RPR Trades team and please remember to ask yourself before commencing any work task - Is it safe?



TIMESHEET

Please ensure that you complete all requirements on your weekly timesheet, including if you have, or have not been in an incident in the last week.

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

POINTS TO REMEMBER

- Report ALL incidents and injuries to RPR Trades & Your Site Supervisor
- Only perform tasks requested of you by the Client that you are skilled and trained to perform
- If unsure, make the call to RPR Trades for clarification

CONTACTS

Phone: 1300 311 777 or call your local Consultant

Email: safety@rprtrades.com or e-mail your local Consultant

