

# Workplace Health, Safety and Injury Management Policy

## Purpose

Blue Collar People is committed to providing a workplace where all employees, contractors, and visitors are protected from risks to their health and safety. As a labour hire provider, we recognise our responsibility to work closely with clients and stakeholders to maintain safety standards and effectively manage workplace injuries in accordance with Work Health and Safety Act 2020 (WA) and associated regulations.

## Scope

This policy applies to all permanent employees, temporary employees, contractors, and visitors, both at Blue Collar People premises and at client sites.

## Our Safety Commitment

### Blue Collar People is dedicated to:

- Implementing and maintaining effective safety management systems
- Providing appropriate safety training and instruction
- Ensuring adequate supervision when required
- Providing appropriate resources for safety management
- Supporting injured workers in their recovery and return to work

## Prevention and Risk Management

### Safety Systems

Blue Collar People will:

- Implement and maintain safe systems of work
- Regularly assess and control workplace risks
- Monitor and review safety performance
- Apply industry best practices in safety management
- Ensure compliance with legislative requirements

### Training and Information

The company ensures:

- Safety induction for all new workers
- Site specific safety inductions
- Regular safety updates and communications
- Access to safety procedures and documentation
- Information about specific workplace hazards

### Consultation

We maintain effective safety consultation through:

- Annual site safety visits & reports
- Clear channels for reporting safety concerns
- Active engagement with client workplaces
- Open dialogue about safety improvements

## Roles and Responsibilities

### Managing Director

- Provide necessary resources for safety initiatives
- Ensure compliance with safety legislation
- Maintain effective consultation processes
- Monitor overall safety performance
- Support injury prevention and management programs

### Employees

- Follow all safety procedures and instructions
- Use required protective equipment
- Report hazards and safety concerns promptly
- To immediately cease unsafe work and report to Blue Collar People
- Consider the safety of others in all actions

### Host Employers

- Maintain safe work environments
- Provide site-specific safety information
- Report safety concerns affecting our workers
- Cooperate in injury prevention and management

## Injury Management Process

### Immediate Response

#### If a workplace injury occurs:

1. Ensure immediate medical attention if required
2. Report the incident to your supervisor
3. Contact Blue Collar People: 9221 1911
4. Secure the incident area if necessary

### Our Commitment

#### Blue Collar People will:

- Respond promptly to all reported injuries
- Facilitate appropriate medical treatment
- Maintain regular communication throughout recovery
- Coordinate with insurers and medical providers
- Develop return to work plans when needed

## Workers' Compensation Process

### Important information about your claim:

- We will lodge your workers' compensation claim within 24 hours
- Weekly payments will commence after insurer approval of your claim
- Medical expenses are covered once your claim is accepted
- We'll assist with all WorkCover WA paperwork and processes
- We will support your claim journey

**Remember: Report all injuries immediately, no matter how minor they seem. Early reporting leads to better outcomes and faster claim processing.**

### **Drug and Alcohol statement:**

Workers must be fit for work and not affected by alcohol or drugs.

Workers must comply with host employer drug and alcohol policies and testing requirements

### **Communication and Support**

For all safety and injury management matters, contact:

- Site Supervisor
- Blue Collar People: 9221 1911
- After Hours Emergency Contact: Provided to employees & supervisors

### **Policy Review**

This policy will be reviewed annually and updated as needed to ensure continuous improvement in our safety and injury management performance.

Last Review Date: 30<sup>th</sup> November