



CONTRACTOR AND TEMPORARY EMPLOYEE HEALTH AND SAFETY POLICY (POL010_BY_CT)

Health and safety is the shared responsibility of Beyond Recruitment's management, employees, temporary employees, contractors and clients and relates to work both on and off the client's premises, and while working from home or working remotely.



Beyond Services Limited (trading as Beyond Recruitment) is committed to:

- Ensuring continuous improvement and high standards of health and safety in the workplace for all contractors and temporary employees;
- Being guided by the relevant legislation or guidelines and recommendations introduced in response to a Major Disruptive Event (e.g. earthquake, pandemic, fire, contamination, vandalism, terrorism). Such guidelines and recommendations may be defined by various agencies or specially formed taskforces (e.g. Civil Defence, Ministry of Health, pandemic response taskforce, WorkSafe) responsible for guiding the necessary response and recovery from such a Major Disruptive Event;
- Developing management systems that ensure that effective health and safety procedures are in place and are operating correctly;
- Creating a healthy and safe environment for all contractors and temporary employees;
- Complying with all relevant legislation, regulations, codes of practice and safe operating procedures and ensuring all contractors and temporary employees are safe at work;
- Encouraging contractors and temporary employees to participate in identifying hazards and developing and maintaining appropriate safety procedures;
- Promoting health and safety in workplaces by providing contractors and temporary employees with information and training in health and safety and on all actual and potential hazards;
- Actively working to reduce, and where possible, prevent accidents and injuries that occur in the workplace;
- Ensuring accidents and incidents are accurately reported and recorded;
- Supporting the safe and timely return to work of any injured employees;
- Ensuring senior managers receive health and safety training;
- Ensuring senior managers are able to demonstrate a level of competence in health and safety management;
- Ensuring senior managers play a leading role in the management of health and safety.

Contractors and temporary employees are responsible for:

- Going about their working routine in a safe and healthy manner and ensuring that their actions or lack of action does not harm anyone, including themselves;
- Complying with directives from the New Zealand government or any relevant legislation introduced in response to a natural disaster or a pandemic (e.g. isolation requirement, vaccination pass or testing);
- If working from home or working remotely, ensuring that their workplace is safe;
- Attending all health and safety training and seminars as requested by Beyond Recruitment or clients;
- Once inducted by the client, understanding the emergency procedures of their Client's worksite and asking questions/clarifications if unsure on any requirements;
- Immediately contacting Beyond Recruitment's Health and Safety Officer if they have not been inducted or have any concerns in relation to Client's site or its health and safety practices;
- Identifying and promptly reporting hazards in the workplace to the appropriate Health and Safety Officer or an on-site supervisor;
- Following safety instructions on how to deal with any existing hazards;
- Using any ergonomic equipment provided and required in the work environment;
- Reporting accidents and incidents immediately to their direct supervisor and their Beyond Recruitment Consultant.

Elizabeth Vizirgianakis, Chief Executive – Beyond Recruitment

Please Turn Over...

Beyond Recruitment Health and Safety Induction Training

During this process you will have:

1. Answered specific health and safety questions relating to contracting/temporary roles for which you may be considered.
2. Viewed the Beyond Recruitment “Keeping Safe at Work” safety presentation on the Beyond Recruitment website and confirm back to us by email that you have viewed and understood.
<https://www.beyondrecruitment.co.nz/job-seekers/tools-and-resources/health-and-safety>
3. Received a copy of Beyond Recruitment’s Health and Safety Policy and Flexible Work Policy.

I have participated in the above Health and Safety Induction Training and confirm that I now have a clear understanding of the following:

1. **Beyond Recruitment Health and Safety Policy:** I understand that both Beyond Recruitment and I have specific responsibilities for managing safety in the workplace.
2. **Accident/Incident/Hazard Reporting:** I understand how to resolve occupational health and safety issues relating to:
 - a. Accidents (how to report incidents and work-related injuries, the work injury claims process and injury management/rehabilitation process)
 - b. Hazards (how to identify, report and instigate management of).
3. **Safe Operating Procedures:** I understand why there are safe operating procedures for some tasks that I may carry out and know that if I am unsure of how to perform a task or operate any machinery, I will inform my on-site supervisor or a Beyond Recruitment Consultant. I will not operate any machinery or commence tasks, until such time as a qualified person assesses me as competent.
4. **Site Safety/Emergency Procedures:** I understand the importance of adhering to the specific health and safety rules and instructions. I understand the importance of identifying emergency evacuation routes and safety instructions at each specific worksite.

Full Name: _____

Signature: _____

Date: _____