

ABN 36 082 395 195

SUPERVISORS INFORMATION SHEET

1. **MINIMUM PERIOD OF HIRE**

Shall be four (4) hours and thereafter-in units of one (1) hour, with the exception of overtime, which is worked as requested by the hirer or client.

2. **TERMINATION OF HIRE**

One (1) ordinary hours notice is required to be given by the hirer or client. If this notice is not given, one (1) hours hire time will be charged.

3. **TIMESHEETS**

All timesheets are to be signed by the hirers authorized representative, at the end of the duration of hire or weekly if the hire period is longer. It will be necessary to have a signed timesheet for the working hours of each person, signed by a person of authority in your company as our invoices will be based on the hours shown on these sheets. **Each timesheet is to be faxed to the main office of Labour Options, each Monday no later than 10am.** If an error appears on a timesheet which has been presented by a representative from the client or hirer an adjustment will be made the following week unless the worker has left the job and the monies can not be retrieved.

4. **SUPERVISION**

From the time the worker arrives at the hirer's premises, they are deemed to be under the control of the hirer, and as such Labour Options cannot be held responsible for the quantity or quality of work carried out by the worker.

5. **CHANGE OF DUTIES**

The client shall advise the management of Labour Options prior to work taking place any changes of tasks or duties especially where the risk will be significantly increased.

6. **GUARANTEE**

Labour Options will remove without charge any worker whose work proves to be unsatisfactory, provide the hirer notifies Labour Options within the first four (4) hours of the commencement of hire of that worker.

7. **FIRST AID**

All clients of Labour Options will have adequate first aid resources in line with current legislative requirements

8. **IN CASE OF AN ACCIDENT**

In the event of an accident the client will be responsible for completing a work accident report form if an accident involving a contractor from Labour Options occurs. Labour Options must be contacted immediately and be given free reign to do whatever investigations it sees fit to conduct.

9. **EMPLOYEE TRAINING REQUIREMENTS**

Where employees are to work on machinery or equipment, the client will need to ensure they are properly trained to use such machinery or equipment. Until they are so trained, we will instruct employees not to use the machine or equipment in any way.

10. **CLIENT INSPECTIONS**

Labour Options Management will visit the proposed worksite, or our labour hire employees, to assess whether the work environment is safe generally, and also safe for the particular type of work the employees are hired to do.

In the event we consider the workplace is not safe, or we are not completely certain if it is safe, we will require from you to undertake our Occupational Health & Safety Hazard checklist, to develop with you the appropriate risk control measures. In all cases, we retain the discretion not to supply labour.

11. **MANUAL HANDLING**

Management should read and be familiar with the Occupational Health & Safety Regulation 2001, which adopts the national standard for manual handling and National Code of Practice for Manual Handling. It is essential that they are aware of their responsibilities in implementing the national standard.

Implementation of the National Standard for Manual Handling is a legislative requirement. The Occupational Health and Safety Regulation took effect in 2001. The code of practice for manual handling provides practical advice to employers and employees in meeting the requirements of the manual handling regulation. It provides information about the identification, assessment and control of risks.

12. **NOISE LEGISLATION**

All factories are required by law to carry out a noise hazard assessment survey, conducted in accordance with the regulations set out in the Australian Standard 1269.0, 1269.1, 1269.2, 1269.3, & 1269.4 Hearing Conservation. A reassessment survey is required if changes to the worksite have been made i.e., installation of new equipment or change to the floor plan.

The employer should comply with the specific noise regulations which exist under the NSW WHS Regulation 2011 Part 4.1. These regulations require the employer to assess the noise level at the worksite and to reduce noise exposure if the legal limit is exceeded. No person will be exposed to an excess of eight (8) hours noise level of 85dB or peak more than 140Db(c).

Audiometric testing for employees exposed to noise will also be required.

13. **HAZARDS**

Labour Options must be advised by the client of measurable hazards and if so, copies of an environmental monitoring report is required before any work is to take place. The client or hirer is to advise Labour Options of all hazardous substances, particularly those requiring health surveillance and provide copies of registers and MSDS. The organisation requires health and safety risks to be reduced using a process of hazard identification, risk assessment and development of risk control measures. Labour Options requires that any risk control measures are determined in accordance with the appropriate codes of practice and the hierarchy of control.

14. **ENTRY PERMITS INTO A CONFINED SPACE**

No employee is to work on or in a confined space before the management of Labour Options has been notified and the appropriate forms and permits have been forwarded to their office and an o.k. is given by Labour Options.

All work carried out in or on a confined space shall be in accordance with:

AS.2865 Working in Confined Spaces 2001

All documentation in clauses 14 through to 17 will be supplied to Labour Options as requested, and fall in line with the NSW Occupational Health & Safety Act 2000 and associated legislation and the Workers Compensation Act 1987 and the Workplace Injury Management and Workers Compensation Act 1998.

I have read and fully understand the conditions herein and agree to abide by all conditions set out in this document which will apply to all Casual Labour Hire Staff engaged through Labour Options.