EMPLOYMENT AGREEMENT, GENERAL INFORMATION & OCCUPATIONAL HEALTH AND SAFETY HANDBOOK
WELCOME TO WORKFORCE .................................................................3
GOLDEN RULES .................................................................4
1. OCCUPATIONAL HEALTH AND SAFETY POLICY ..........................5
2. INTRODUCTION .............................................................................6
3. DEFINITIONS ..............................................................................6
4. EMPLOYEE SAFETY RESPONSIBILITY ..........................................6
5. ACCIDENT AND INJURY REPORTING .......................................6
6. HAZARD REPORTING ..............................................................7
7. REHABILITATION .......................................................................7
8. EMERGENCY PROCEDURES ....................................................7
9. WORKPLACE AMENITIES .........................................................7
10. FIRST AID .................................................................................8
11. PERSONAL PROTECTIVE EQUIPMENT (PPE) .........................8
   11.1 HEARING PROTECTION .......................................................8
   11.2 EYE PROTECTION ..............................................................8
   11.3 FOOT PROTECTION ............................................................8
   11.4 OTHER SPECIFIC PROTECTION .........................................9
12. MANUAL HANDLING .............................................................9
   12.1 MANUAL HANDLING RISK CONTROL .............................9
   12.2 LIFTING TECHNIQUE .......................................................10
   12.3 REPETITIVE ACTIVITIES ..................................................10
   12.4 SIMPLE EXERCISES TO RELIEVE WORK STRAIN ..........10
13. SAFE WORK PRACTICES .......................................................11
   13.1 LICENSING & REGISTRATIONS .........................................11
   13.2 TRACTOR SAFETY ..........................................................11
   13.3 FORKLIFTS .......................................................................12
   13.4 TRAFFIC MANAGEMENT ................................................12
   13.5 MACHINERY & POWER TOOLS ......................................12
   13.6 HAND TOOLS ....................................................................12
   13.7 WORK PERMITS .............................................................13
   13.8 MACHINERY GUARDING ...............................................13
   13.9 VEHICLE SAFETY ..........................................................13
   13.10 CHEMICALS ...................................................................13
   13.11 ELECTRICAL SAFETY ..................................................14
   13.12 HOUSEKEEPING ..........................................................14
   13.13 WASTE MANAGEMENT .................................................14
   13.14 PERSONAL HYGIENE ...................................................14
   13.15 INDUSTRIAL GASES ......................................................15
14. OFFICE SAFETY .........................................................................15
   14.1 POSTURE ..........................................................................15
   14.2 VISUAL (COMPUTER SCREENS) ......................................16
15. UNACCEPTABLE BEHAVIOUR ................................................17
16. BULLYING ................................................................................17
17. OCCUPATIONAL VIOLENCE ..................................................17
18. DISCRIMINATION AND HARASSMENT ................................18
   18.1 HARASSMENT ....................................................................18
   18.2 SEXUAL HARASSMENT ..................................................18
   18.3 DISCRIMINATION ...........................................................18
19. RISK MANAGEMENT AND OCCUPATIONAL REHABILITATION PROGRAM POLICY ........18
   19.1 RISK MANAGEMENT ........................................................19
   19.2 OCCUPATIONAL REHABILITATION PROGRAM ...............19
   19.3 RETURN TO WORK COORDINATOR ................................19
   19.4 APPROVED OCCUPATIONAL REHABILITATION PROVIDER .19
   19.5 CONSULTATION .............................................................19
   19.6 COMMITMENT ...............................................................19
20. REFERENCES ............................................................................20
    INJURED AT WORK FORM ..................................................21
    EMPLOYEE AGREEMENT ..................................................22-28
    SUMMARY OF ASSIGNMENT CONDITIONS (SAC) ..............29
    PRIVACY ACT POLICY STATEMENT ..................................30-31
    FAIR WORK INFORMATION STATEMENT ............................32-33
    TIME SHEETS & CANDIDATE PAYMENTS .............................34
    HOW TO COMPLETE TIME SHEET ......................................35
    NOTICE TO ALL CANDIDATES ..........................................36
    STRETCHING .........................................................................37
Welcome to Workforce Extensions…

Workforce Extensions is a fast-growing privately owned company providing temporary and permanent staff to both small and large companies throughout Victoria & New South Wales. We expect our employees to perform to an adequate level to satisfy the requirements of our clients. The work you perform must be to a good standard. Your work environment should be safe.

We are an equal opportunity employer and we encourage our clients to be the same.

Dress Codes:

You should wear work boots or similar, where appropriate, and obtain wet weather gear if you are likely to be working outside. Neat and tidy clothing is required at all times. Ripped and non-laundered clothing is not acceptable. There is a difference between muddy and unwashed clothing.

Start Time:

You are to be ready to start at the designated starting time. Arriving on site at or past start time is not acceptable.

Absenteism:

We understand that occasionally you may need to take time off to attend to personal business. We will seek to accommodate your needs but ask that in return you give us reasonable notice of your wishes. Two days is a minimum. Please inform us up front when accepting a job if you are aware that you may not be able to complete the required number of days.

Leaving early during an assignment without first contacting us is not acceptable.

Sick Days / Short Notice Absenteism:

It is essential that you call us prior to start time if you are not able to attend work on any specified day. Please call at any time day or night. The earlier we know, the better chance we have of sending a replacement.

Payroll:

Our pay week runs are from Saturday to Friday. Therefore, work performed on any day up to Friday will be paid into your bank account on the following Thursday.

Time Sheets:

Time Sheets must be in our office by noon each Monday. To achieve this it is recommended that you drop it into our office on Friday evening. Otherwise you can fax it to us or post it on the Friday. Some clients record the information differently. If in doubt – ask. A separate Time Sheet must be used for each different client.

The following information must be completed on the Time Sheet for it to be valid:

- Client Name (Company);
- Client Signature;
- Hours Worked;
- Your Name;
- Your Signature;
- Total Hours (less meal breaks);

Time Sheets must be sent in each week. Holding Time Sheets (i.e. sending two or more together) will probably result in more tax being payable.

Pay Advice Slips:

Pay advice slips are mailed to you weekly. If you do not receive your pay advice slip by Friday, contact us immediately.

First Week Check:

- That your money is available in your bank account on Thursday.
- That your pay advice slip arrives in the mail by Friday and that your name and address details are correct.

Other Matters:

If at any time you have any questions or suggestions about your work or conditions and we can be of assistance, please let us know. We trust you enjoy your time working with us and our client.
10 GOLDEN RULES

We wish to remind you that you are employed by Workforce Extensions Mt Waverley NOT your host employer and as such your positions are of a temporary nature and are subject to change at short notice.

We require ALL staff to adhere to these basic rules.

1. If you are unavailable or ill you MUST notify Workforce Extensions Mt Waverley ASAP (preferably prior to your arranged start time) so that we can contact the client and arrange a replacement if necessary. Continual lateness or not calling in will result in Workforce not using your services again as it will be deemed a breach of your agreement with us.
2. Be respectful of others at all times.
3. Be punctual at all times.
4. Adhere to dress standards and safety standards.
5. Be aware of your OHS responsibilities.
6. If there are issues in the workplace call us immediately so that we may deal with them.
7. DO NOT expect your host employer to send in your timesheets unless specifically arranged with the host employer, timesheets are wholly and solely the responsibility of the Workforce Employee.
8. If there are issues with your pay contact us IMMEDIATELY so that we may deal with them in a timely manner.
9. The use of illegal substances or alcohol during work hours will result in the termination of your agreement with us.
10. Remember your work is of a temporary nature and a good impression will last longer than the assignment at hand.

Should you have any questions please do not hesitate to contact us on 9802 1533 we are more than happy to help you with your queries.

Regards

WORKFORCE EXTENSIONS MT WAVERLEY
1. OCCUPATIONAL HEALTH AND SAFETY POLICY

**Note:** Unless otherwise stated the term "employee/s" relates to direct and on-hired employees.

**Obligations**

Workforce Extensions recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, clients and visitors. This commitment extends to ensuring that the organisation’s operations do not place the local community at risk of injury, illness or property damage.

**Objectives**

Workforce Extensions will:

- Ensure employees are provided with a working environment that is safe and without risk to health;
- Implement and maintain safe systems of work;
- Consult with all employees on OHS matters;
- Take reasonable steps to ensure risk are controlled at the client's workplace;
- Monitor and review the effectiveness of measures to protect employees.
- Ensure compliance with legislative requirements and current industry standards;
- Provide employees with necessary information, instruction, training and supervision.

**Responsibilities**

Managers and Consultants are accountable for implementing this policy in their area of responsibility. This will be measured via their annual performance reviews. Managers and Consultants are responsible for:

- Gathering information to determine:
  - the safety at each client site;
  - the tasks to be undertaken by the employee at the client's workplace;
  - the qualifications and experience required by the employee to perform the work adequately and safety at the client's workplace;
- Evaluate, monitor and review the client's OHS systems and workplace to ensure the client is providing and maintaining to the employee a work environment that is safe and without risk to health;
- Determine adequacy of risk control measures and if required negotiate change.
- Consult with employees in the development, promotion and implementation of health and safety polices and procedures.
- Ensuring that on-hired employees receive training in the safe performance of their assigned tasks by the client.
- The provision of resources to meet the health and safety commitment.

**Employees are to:**

- Report all identified hazards, near misses and injuries to your Consultant or to the appropriate client’s representative when at a client's site;
- Participate in skills development and training to actively improve competencies;
- Follow all health and safety policies and procedures.
- Follow safe work procedures as set down by Workforce or the client.

**Consultation**

Workforce Extensions is committed to consultation and co-operation between management, employees and the client. The organisation will consult with employees in any workplace change that may affect the health and safety.

Policy Authorised by ____________________________ Date__________________________

Atcorp Investments Pty Ltd trading as Workforce Extensions Mt Waverley
2. INTRODUCTION

This handbook is an introduction to the safe work practices you are to follow while at work to protect both yourself and others. Workforce is committed to ensuring that clients provide you with a safe and healthy workplace. Safety is everybody’s responsibility and you are expected to play your part in maintaining the health and safety standards at any workplace you go to.

We will ensure that the client instructs you in all general and specific safety matters relating to your job. If, at any time, you have any queries or concerns about the safety aspects of your work, discuss these with the person you report to at the client's premises or with your Consultant.

3. DEFINITIONS

Consultation: is a two-way exchange between employers and employees that involves:

- Sharing information about health and safety
- Giving employee a reasonable opportunity to express their views, and
- Taking those views into account.

Employee: a person employed under a contract of employment or contracts of training. Unless otherwise stated the term “employee/s” relates to direct and on-hired employees.

Hazard: a source or situation with a potential to cause injury, illness or disease.

Hazard identification: the process of recognising that a hazard exists and defining its characteristics.

HSR: Health and Safety Representative (employee elected to represent employees of a designated workgroup)

Near miss: potentially significant event that did not occur due to prevailing conditions, but could have resulted from a sequence of events that did occur.

Risk: the likelihood of an injury, illness or disease occurring

4. EMPLOYEE SAFETY RESPONSIBILITY

Your health and safety responsibilities while at work are:

- To work with care and consideration for your health and safety and the health and safety of others.
- To follow all safe working practices and procedures adopted by the client.
- To report to the client or to your Consultant any workplace hazards or any incidents or injuries that happen to you.
- To use protective equipment issued to you and to maintain it in good order.
- The consumption of alcohol or the use of illegal drugs whilst working is a dangerous practise and is not permitted.

5. ACCIDENT AND INJURY REPORTING

All accidents, incidents including “near misses” must be reported immediately, even if they do not result in injury or damage. In the event of an injury, you must obtain first aid treatment to ensure the injury does not worsen.

All accidents and incidents are to be investigated by both the client and Workforce Extensions. The aim is to find the reasons for the accident so that it does not happen again. You must co-operate with this investigation.

It is important that you report an incident immediately as some incidents require notification to the Authority.
6. HAZARD REPORTING

If you identify a hazard report it to the client. If it is within your authority to do so; implement a control to eliminate the risk of the hazard. It is the responsibility of the client to take necessary action to control the risk of the hazard.

7. REHABILITATION

If you suffer an injury while at work which will stop you from working and you wish to submit a claim for compensation, you must forward the appropriate claim form to your Consultant along with any authorised medical certificates and medical accounts. Your Consultant will forward the claim to the insurance company who will approve or reject the claim. Please remember that the insurance company has 28 days to make a decision, so you may not be advised as to whether your claim has been accepted for up to a month.

It is Company policy to take all reasonable steps to help with your rehabilitation if you suffer an injury at work. The primary focus of rehabilitation is to enable you to return to a normal life as soon as possible after your injury.

It is your responsibility to co-operate in a rehabilitation program when this is part of the recovery process. This program may involve alternate or modified duties with another client and will depend on your degree of injury. Your co-operation may also be required to assist in a rehabilitation program for a fellow employee who is recovering from an injury.

8. EMERGENCY PROCEDURES

Many clients will have emergency plans in place to ensure that potential life threatening events are handled with maximum efficiency in order to protect people’s lives. It is important that you are aware of your responsibilities in the event of an emergency.

The client should discuss their emergency procedures with you and involve you in emergency evacuation drills when they are scheduled to occur. Some general guidelines are:

KEEP CALM, THINK CLEARLY AND ACT QUICKLY

- Protection of life is the first consideration in an emergency. Property protection is secondary.
- Learn the emergency telephone number if the client has one.
- Find out where you have to go in an evacuation of the premises.
- Find out who your Fire Warden is.
- Find out who you have to notify if an emergency occurs.
- If you are trained in the use of fire fighting equipment, make sure you know the location of it.

9. WORKPLACE AMENITIES

Amenities are facilities essential for the welfare or personal hygiene needs of employees. They prevent spread of germs and disease, prevent ill health from exposure to contamination and meet the basic human needs of employees.

Workplace amenities include toilets, shelter sheds, seating, dining rooms, change rooms, drinking water, personal storage and washing facilities.

The client must provide adequate facilities and they must be kept clean, secure and maintained in a good working order.

The facilities that the client needs to provide depends on the industry you are working in. If you have any concerns with the facilities at the clients workplace, report it to your consultant and supervisor.
10. FIRST AID

Qualified first aid people are available at most workplaces. In the event of an accident, make sure that the First Aider is notified as quickly as possible. It is important that you learn who your First Aiders are and where they can be contacted.

Report all injuries to your first aider immediately – DO NOT treat yourself. This is important to ensure that necessary treatment can be administered prior to you leaving the site.

Do not interfere with first aid boxes or supplies. However, get to know where the nearest first aid box is located for use in an emergency.

11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some jobs have a certain element of risk associated with them (e.g. working in areas of excessive noise or in areas where flying objects may occur). **A Hi Vis top must always be worn on a site.**

Where this is the case, personal protective equipment will be provided by the client, except for wet weather gear which is your responsibility. Wearing PPE reduces the risk of injury. It is your responsibility to wear this equipment when and where required. The client will explain the rules about protective equipment to you and should display PPE signage in areas where it must be worn. You will be required to observe and follow these rules.

11.1 HEARING PROTECTION

Hearing protection must be worn whenever the noise level exceeds the noise exposure standard and the client has implemented hearing protection as a control. You will be told if hearing protection is required. You must wear this protection at all times in designated areas to protect your hearing and to protect you from noise induced hearing loss. As an employee the client must provide you with periodic hearing tests and audiometric testing (if required).

11.2 EYE PROTECTION

Eye protection may be required for certain jobs or work areas. It is important that you wear this protection to prevent serious eye injuries. You will be told where eye protection is required and the type of protection to be worn. The client must display signage in areas where eye protection is to be worn.

11.3 FOOT PROTECTION

Steel Cap safety boots or shoes must be worn in designated areas to protect your feet from falling objects. If you are unable to wear your safety footwear for any reason, you must notify your Consultant. You are to provide a medical certificate specifying that you are unable to wear safety footwear.
11.4 OTHER SPECIFIC PROTECTION

Other types of protective equipment may be required, depending on the work you are doing. These may include spats, aprons, gloves (not to be worn near moving machinery), helmets, etc. You will be advised of any other protective equipment required and whether specific training is required in the use of this equipment.

For your added protection, gloves, loose clothing, neck ties, bulky rings, and dangling jewellery must not be worn when working with or near moving machinery. Long hair should be tied back or enclosed in a hair net.

12. MANUAL HANDLING

Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any object.

Hazardous manual handling refers to those activities that have:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration;
- Handling live persons or animals.

While not all manual handling tasks will cause injury, hazardous manual handling can lead to many serious musculo-skeletal disorders (MSDs), including:

- Muscle sprains and strains;
- Back injuries;
- Soft-tissue injuries to the wrists, arms, shoulders, neck or legs;
- Abdominal hernias;
- Chronic pain

12.1 MANUAL HANDLING RISK CONTROL

The client is required to implement effective measures to eliminate or reduce the risk of musculo-skeletal disorder. Eliminating the manual handling tasks that create risk is the most effective way of protecting your safety. Examples of elimination include implementing a “no lift” policy in health care, using pallet containers instead of manual lifting or outsourcing a task that you do manually to another company who has the equipment to do the task safely.

If elimination is not possible then the client is required to implement controls to reduce the risk of musculo-skeletal disorder, this may include:

- Alter the workplace, or the environmental conditions, where the manual handling task is carried out;
- Alter the systems of work used to carry out the manual handling task;
- Change the objects used in the manual handling task;
- Use mechanical aids.

If none of the above controls are practicable, the client may provide you with information, training or instruction in manual handling techniques to control the risk.
12.2 LIFTING TECHNIQUE

A good manual handling technique involves planning/preparing before lifting. The technique includes the following steps:

- Size up load / prepare
- Face the load
- Proper foot placement;
- Good grip;
- Load close to body;
- Back straight;
- Bend your knees;
- Do not twist – use feet to move.

Get help if the load is too heavy for you. Always help anyone who asks for your assistance to lift an object (if safe to do so). Use mechanical lifting equipment (e.g. trolleys, cranes, etc.) whenever possible.

The client should have a risk assessment for each manual handling task, which would include the physical environment and local work practices.

12.3 REPETITIVE ACTIVITIES

Many activities are repetitive in nature. This can result in muscle soreness, tiredness and general aches and pains. If your job involves doing the same thing continually, you need to take short breaks on a regular basis to “give the muscles a break”. During these breaks, you should do some of the following exercises to relax your overworked muscles.

If the work involves sitting for long periods, make sure your seat is adjusted properly and use a footrest to ease the strain on your legs.

12.4 SIMPLE EXERCISES TO RELIEVE WORK STRAIN

**Neck Stretch**
Drop your head to one side and hold for 10 seconds. Repeat to the other side. Drop your head to your chest and hold 10 seconds. Turn head slowly from side to side.

**Chin tucks**
Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Repeat several times.

**Upper and lower back stretch**
Interlace fingers and turn palms upwards above head; straighten arms then slowly lean slightly from side to side. Repeat movement several times.

**Back arching**
Stand up. Support your lower back with hands and gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.

**Pectoral stretch**
Raise both arms to shoulder height and bend elbows. Pull both elbows back slowly to bring shoulder blades towards each other.

**Shoulder Shrug and Roll**
Raise your shoulders toward your ears. Hold and release. Roll shoulders forward and repeat in the opposite direction.

See page 37 for further exercises.
Finger Fan  
Spread you fingers wide with palms down and hold 6 seconds. Make a tight fist and release.

Wrist and elbow stretch  
Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.

Wrist stretch  
Straighten your arm in front and bend your wrist forward, gently assist the stretch with your other hand. Hold for 10 seconds then stretch your wrist back and hold for 10 seconds. Repeat with other arm.

13. SAFE WORK PRACTICES

13.1 LICENSING & REGISTRATIONS

There are certain activities, equipment or substances in the workplace that can pose a risk to employees or the public. Employees and employers engaged in this work, or who use particular equipment or materials, are required to hold a licence. Having a licence demonstrates a capacity to work safely.

A licence is required if you will be performing high risk work (e.g. scaffolding and rigging, operating cranes and forklifts, and using boilers and other pressure equipment).

If you already hold a certificate of competency or ‘ticket’ you will need to transfer to the new licence for high risk work.

Before applying for a licence, you should contact the WorkSafe Advisory Service in consultation with your Workforce Extensions Consultant to find out which licence(s) you need to perform your work and what requirements you must meet to be eligible for a licence.

13.2 TRACTOR SAFETY

Tractors and associated equipment are one of the major causes of death and serious injury in the agricultural and horticultural industries. Many fatalities and serious injuries have occurred when:

- Tractors have back flipped or rolled over.
- When people have fallen off the tractor and been run over by the wheels.
- When people have been caught in poorly guarded power take-off shafts.
- When caught in other attachments.

You must not drive a tractor unless you have been adequately trained to do so!

Some safety precautions are:

- Be aware of the position of the tractor and any associated equipment when working adjacent to a tractor.
- Do not ride on a tractor unless there is a passenger seat.
- Never dismount while the tractor is moving.
- Keep long hair tied back or in a hair net when working near rotating shafts.
- Don’t stand in front of or behind a tractor.
- Wear the seat belt if one is fitted.
- Keep away from power take-off shafts and attachments.

If driving a tractor:

- Never drive a tractor unless you have been trained.
- Ensure the tractor is in good working order, particularly that the brakes and steering work correctly.
- Use extreme care when travelling down or across a hill – this is when most serious accidents occur.
- Don’t take passengers unless there is a separate passenger seat.
- Be careful of low branches as these can knock you out of the tractor.
- Never dismount while the tractor is moving.
13.3 FORKLIFTS

Forklifts must only be operated by trained people who have the applicable licence or Certificate of Competency. If you don't have the certificate, don't use the forklift!

Passengers are not permitted on forklifts, tractors and other mobile equipment unless there is a passenger seat. Don't ride on forklifts, tractors and other mobile equipment!

Use of forklifts for lifting people is an unsafe, prohibited work practice unless an approved safety cage is correctly used. Don't work from the tines of a forklift!

13.4 TRAFFIC MANAGEMENT

The interaction between traffic and pedestrians can create a significant risk of injury. There is an expectation that the client should be able to separate traffic from pedestrians, by establishing designated areas for traffic movement and ensuring pedestrians do not enter those areas.

You must be made aware if there is operation of forklifts at the client's workplace. The usage of forklifts in the workplace increases the risk of serious injury or death as this is often the outcome when an forklift incident occurs.

In compliance with OHS legislation, the client must carry out hazard identification on all powered mobile plant over which the operator has control. Where risk of powered mobile plant striking pedestrians or colliding with other powered mobile plant is identified, the client must implement control measures to eliminate the risk, or if not practicable, reduce it as far as practicable.

13.5 MACHINERY & POWER TOOLS

The range of machinery you may come across on the job is extensive and may include augurs, conveyors, spraying equipment, mixing equipment, balers, packing machines and an extensive array of tractor attachments. Each has its own inherent hazards. Some safety aspects are:

- Do not use this equipment unless you have been trained and are aware of the hazards.
- Keep away from mobile machinery – if you have to work near this machinery, make sure the operator knows where you are.
- Do not remove any guards – they are there to protect you.
- Wear close fitting clothing when working near rotating equipment.
- If you have long hair, wear a hair net when working near rotating equipment.
- Do not try to repair broken equipment.
- Do not clean the moving parts of a machine whilst the machine is operating.

13.6 HAND TOOLS

Hand tools present a range of hazards in the workplace. Injuries that can be sustained as a result of hand tool use include:

- Cuts and abrasions
- Eye injuries
- Punctures and bruises
- Broken bones

To minimise your risk of injury with hand tools:

- Choose the right tool for the job (avoid using homemade tools);
- Wear appropriate PPE;
- Inspect tool for any hazards prior to use;
- Report any problems or hazards with the tool to your supervisor;
- Follow any safe operating procedures that may have been provided to you by the client;
- Use lighter tools that can be held comfortably for longer periods;
- Remove any jewellery and avoid loose fitting clothes if they present a risk;
- Store tools properly so that they do not present a hazard.
13.7 WORK PERMITS

There are some tasks that when undertaken in certain environments can be very hazardous. As the legislation requires the employer to provide and maintain a system of work, the client should have in place a work permit system for any task that requires hot work or confined space entry.

A work permit indicates that a competent and experienced person has identified the hazards, assessed the task, inspected the work area and implemented adequate controls to eliminate and/or minimise potential risks to health and safety. The permit also needs to be authorised by a management representative prior to any work commencing. Once the work is completed, sign off is required by the person who has performed the task and the management representative.

13.8 MACHINERY GUARDING

Machine guards are required to protect you from the hazards of the machine. Some important points to note are:

- A machine must only be operated with the guards in place and operating correctly.
- Guards must only be removed by authorised people after the machine has been “locked out”.
- Guards must be refitted prior to starting the machine.
- Report any faulty guards to your Supervisor.

13.9 VEHICLE SAFETY

Drive carefully at all times including to and from work. Obey all road rules and regulations including workplace speed limits. Do not speed!

Park your vehicle safely and in a designated parking spot. If you must park the vehicle elsewhere, ensure the vehicle will not present a hazard to other vehicles or to people.

While walking, be aware of vehicles being driven in the work area. Keep to designated walkways.

Refuelling Petrol Vehicles

- By law you must switch off your engine before and during refuelling;
- Take care when operating the fuel cap on your petro vehicle. Static discharge from some type of clothing can ignite petrol vapours from you vehicle tank;
- Dropping a mobile phone or switching it on or off can cause sparks, which may ignite petrol vapours;
- Using mobile phones while refuelling can cause a lapse in concentration;
- By law, you and your passengers are required to extinguish your cigarettes, cigars or pipes prior to entering the service station.

Autogas

- If you detect an LPG leak, press an emergency stop button and advise staff immediately;
- Before connecting to your car, always check that the vehicle fill point and nozzle connections are clean and in good condition.
- Take care when connecting the nozzle to your car to ensure it is not cross threaded.
- Avoid direct contact with LPG which can cause cold burns.

13.10 CHEMICALS

Many chemicals are used in the workplace. These can range from relatively harmless chemicals such as some fertilizers through to highly toxic pesticides and herbicides.

You are not to handle chemicals without the express permission of your Consultant as part of the contract with the client. If you are asked to handle chemicals, please contact your Consultant.

Chemicals can affect your health by entering your body through breathing (e.g. dusts or pesticide sprays), through skin absorption (e.g. some solvents such as kerosene or petrol) or through ingestion (e.g. by eating or drinking the chemical).
If you are using chemicals, you must follow these safety precautions:

- Identify the chemical you are using – refer to the label;
- Obtain and refer to the Material Safety Data Sheet (MSDS);
- Obtain a copy of the safe operating procedure from the client;
- Use the recommended personal protective equipment, including respiratory protection – refer to the MSDS;
- Never put left over chemicals in cordial or soft drink bottles.
- Dispose of excess chemicals safely – seek advice from your Supervisor and refer to MSDS.
- Make sure all containers are correctly labelled.
- WASH YOUR HANDS THOROUGHLY AFTER USING ANY CHEMICAL AND BEFORE EATING, DRINKING OR SMOKING.

13.11 ELECTRICAL SAFETY

UNDER NO CIRCUMSTANCES ARE YOU TO ATTEMPT TO MAKE ELECTRICAL REPAIRS

Only qualified electricians can work on electrical equipment and installations. If you find an electrical fault, you must report it to the client.

Only non-conductive fire extinguishers (e.g. dry chemicals, carbon dioxide) should be used around electrical fires.

13.12 HOUSEKEEPING

Good housekeeping is fundamental to good safety. Trips, slips and falls can result from poor housekeeping. It is everybody’s responsibility to ensure that their work areas are kept clean and tidy.

All materials, equipment and tools not in use must be safely stored. All rubbish and waste must be placed in the bins provided. All aisles and access to fire extinguishers must be kept clear.

Liquid spills must be cleaned up immediately with absorbent material. DO NOT wash the spill into a drain.

Remember that cleaning up after a job is part of doing that job the right way.

13.13 WASTE MANAGEMENT

Clients will inform you of the requirements of waste management during the induction. Some guidelines are:

- Check signage to see if the item can be recycled and if it has a particular waste container.
- Segregate all waste into correct containers:
  - General
  - Recyclables
- Flatten cardboard and place paper in the area provided.
- Recycle drink cans, glass, plastic bottles and milk cartons.
- Refer to MSDS for guidelines on disposal of chemicals, also seek advice from your Supervisor.

13.14 PERSONAL HYGIENE

Personal cleanliness is important in helping to prevent illness and the spread of infection. Wash your hands before eating, immediately after using any chemicals and before and after going to the toilet.
13.15 INDUSTRIAL GASES

Cylinders of compressed gas are often used at workplaces. These may include oxygen, acetylene, LP gas and pesticides. If you are required to use cylinders, it is essential that you know the safe handling procedures. Some general guidelines are:

- Check that you are using the correct gas.
- Check hoses and couplings are suitable and in good order.
- Work with gases only in well ventilated areas.
- Always keep cylinders upright.
- Secure cylinders in racks or with chains.
- Always wear the correct protective clothing for the job.
- Treat oxygen with care - **DO NOT USE AS A SUBSTITUTE FOR COMRESSED AIR.**
- Store empty cylinders separate from full cylinders.

14. OFFICE SAFETY

It is just as important to observe good safety and housekeeping in offices as it is in other workplaces. Some general guidelines for office safety are:

- Keep walkways and aisles clear.
- Don’t open more than one filing cabinet drawer at a time.
- Don’t have power cables stretched across aisles - if necessary; cover them with duct/masking tape.
- Don’t use double adaptors or overload a power point.
- Don’t use a chair to reach high places - use a step ladder.
- Watch for worn carpet or slippery surfaces, especially on steps and stairs.
- Think about how you sit - adjust your chair if necessary.
- Don’t forget to stretch and move about from time to time.
- Wear appropriate clothing and footwear.

It is important to be aware of your office/workstation situation and to understand that workplaces can be adjusted to ensure that you are as comfortable as possible. You should also monitor any symptoms of fatigue and take action. The early signs and symptoms of occupational overuse are localised fatigue and discomfort relieved overnight and during the weekends. It is more efficient to take periodic stretch breaks than to keep on working even when fatigued. Report any problems with your equipment of furniture immediately. The following points are designed to assist you:

14.1 POSTURE

Check your posture before commencing work and adjust your furniture to enable you to maintain a good posture while working on your keyboard or at your desk. Start by adjusting your seat height until your feet are flat on the floor, and the floor therefore supports the weight of your legs. This allows your forearms to be about horizontal while using the keyboard. It is recommended that the lumbar curve of the backrest should fit approximately into the lumbar hollow of your back. This helps to maintain some curvature in the lower back. The weight of the upper body is then taken through the spine, and a minimum of back muscle effort is required (the upright posture is recommended for typing).

Avoid musculoskeletal problems, (e.g. stiff neck or shoulders, sore arms or wrists, back pain and sore legs). Problems occur by repetitive motions, and awkward body positions, as this puts undue stress on muscles, tendons and nerves. Pressure under the thighs when sitting or concentrated pressure under the forearms when keying can reduce blood flow and also cause premature tiredness.

Adopting a range of comfortable postures maintains energy and efficiency. Avoid the same posture for long periods, by ensuring that you take appropriate ‘pause breaks’ (stretch/rest), when a lot of repetitive motion is necessary. Also, by arranging your work area you should ensure that all materials, equipment and controls can be easily reached without stretching or twisting. A document holder is highly recommended when keying from a hard copy, because it minimises neck flexion. It should be placed as close to the monitor as possible or be directly in front of you and the monitor to one side. The aim is to minimise twisting your neck.
When using the telephone, avoid cradling the handpiece between your ear and shoulder which can lead to neck stiffness. Always hold the handpiece in your hand or else use a head set.

**Ensure good posture by:**

- relaxing shoulders
- have elbows level with the home row of keys and to the side of your body
- keep wrists straight
- make sure you have ample leg room
- keep a balanced upright head position
- make sure the backrest is supporting your spine
- avoid pressure at the front edge of the seat
- keep your feet firmly supported

_Easy Office Stretches ..... Take a few minutes to relax tight muscles, by using the stretches from Section 11.8_

_See page 37 for further exercises_

**S-t-r-e-t-c-h and check!**

Stretching exercises help to relax muscles which have been working and move those which have been in a fixed position. If possible, stand up to do your stretches.

- Do a few of these exercises a few times every day
- Make sure you relax and perform them gently
- Hold the stretch or repeat as indicated
- Do not over-stretch
- Stop if you feel discomfort when performing an action
- Remember to do each side

**14.2 VISUAL (COMPUTER SCREENS)**

Avoid visual fatigue, e.g. sore eyes, blurred vision and headaches by checking your computer screen. A good starting point is to have the screen on a slightly downward gaze, i.e. 10-15 degrees below the horizontal. The screen should be about 600 mm from the eyes (a comfortable distance), then the top of the screen would be just below eye level. A simple way to set it would be to get the top of the monitor at eye level. Have the screen reasonably high as this gives the most scope for tilting it down in order to minimise any reflections on the screen, usually from bright light through windows or overhead lights. To avoid window reflections, the windows need to be screened or the computer repositioned. “Anti-glare” screens can also be used.

The best position for a monitor in an office or workstation is adjacent to windows. If the window is behind the screen the eyes adjust to the bright light from the window making it harder to read the less bright display on the screen.

In order to minimise the effects of both reflections and glare, it is useful have a display of high brightness. A positive image, with black letters on a white background, is best. The positive display is also well matched to hard copy of black print on white paper, minimising the needs for the eyes to adjust when shifting attention one to the other.

_Easy Office Stretches ..... Take a few minutes to relieve eye strain_

1.  _Blink your eyes often and take a break by alternating tasks when necessary._
2.  _Now and then, focus on an object at least 6 metres away._
3.  _Close your eyes and breathe deeply for 30-60 seconds._
15. UNACCEPTABLE BEHAVIOUR

The following behaviour is unacceptable and in the interests of you, your fellow employees and Workforce will not be tolerated:

- Horseplay and practical jokes.
- Bullying.
- Fighting or instigating a fight.
- Assaulting, threatening or interfering with other employees.
- Abuse, damage or destruction of property.
- Interfering with, or removing without permission, the property of the Company, the client or any person.
- Interfering with, bypassing or rendering inoperative, controls designed to provide protection or safety of yourself or another person.
- Failing to adhere to safe operating procedures.
- Being under the influence of drugs or alcohol while on Company or client property, or bringing or consuming drugs or alcohol on Company or client property.
- Driving a Company vehicle while under the influence of drugs or alcohol.
- Smoking in a non-smoking area.

16. BULLYING

Bullying is repeated, unreasonable behaviour directed to an employee or group of employees that creates a risk to health and safety. Bullying has been linked to situations of role conflict and uncertainty.

The client should make sure you understand your role and have the appropriate skills to your job. During your client induction you should be made aware of the clients bullying policies and procedures.

If you feel you are experiencing bullying at work there are a number of actions you can take:

- If you can, tell the person who is behaving inappropriately that you are offended and want it to stop.
- Get advice from your Consultant and/or client Health and Safety Representative or Supervisor.
- Keep a record of events, including the name of people involved (eg witnesses). Make sure the records focus on the facts of the situation (what happened, including dates and times, and if possible, copies of any documents).
- Use the workplace or OHS procedure to report the situation.
- Seek professional counselling and/or advice.
- Talk to people you trust (consultant, supervisor, manager, HSR or someone from human resources).

Further action can be taken by the Authority.

17. OCCUPATIONAL VIOLENCE

Occupational violence is a physical attack or threat to an employee or group of employees that creates a risk to health and safety. It includes aggression and challenging behaviours and can be categorised as client-initiated and external or intrusive occupational violence.

The key risks of Occupational Violence are:

**Client-initiated occupational violence:**

- Providing care to people who are in distress, afraid, ill or incarcerated
- People who feel anger, resentment, feelings of failure or unreasonable expectations of what an organisation or worker can provide them
- Carrying (or having access to) drugs
- Handling cash or valuables.
External or intrusive occupational violence:

- Working alone or in an isolated area
- Having few workers on site
- Working at night
- Communicating face to face with customers
- Working where money, drugs or valuables are kept

If you are involved in or witness an incident of occupational violence at the client workplace, report it through the clients incident reporting process.

18. DISCRIMINATION AND HARASSMENT

18.1 HARASSMENT

It is the policy of Workforce Extensions that harassment in the workplace is totally unacceptable and will not be tolerated under any circumstances.

Harassment on the basis of sex, sexual preference, marital status, race, religion, political beliefs, age and mental or physical disability must not occur.

18.2 SEXUAL HARASSMENT

Sexual harassment is one of the most common types of harassment. Sexual harassment occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours or engages in unwelcome conduct of a sexual nature in circumstances which causes another person to feel offended, humiliated or intimidated by that conduct.

Sexual harassment can include a wide variety of behaviour of a sexual nature. Unwelcome physical contact, “dirty” jokes, persistent requests for dates, comments about a person’s sexual behaviour and the display of sexually explicit material pin-ups, calendars, etc., are examples of conduct that may constitute sexual harassment.

If you believe that you have been subjected to harassment of any kind, you should notify your Consultant who will ensure the situation is confidentially investigated and any necessary action is taken. The normal disciplinary procedures will apply if harassment is found to occur.

It is everyone’s responsibility to maintain a workplace that is free of harassment of any kind.

18.3 DISCRIMINATION

Workforce Extensions is committed to the principles of equal opportunity and non-discrimination in all areas of employment. If you feel that you have been discriminated against, you should notify your Consultant who will ensure the situation is confidentially investigated and any necessary action is taken.

19. RISK MANAGEMENT AND OCCUPATIONAL REHABILITATION PROGRAM

POLICY

Workforce Extensions is committed to providing a safe and healthy workplace for all workers. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again. Should one of our workers incur a work related injury that means they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as possible. We will do this through risk management and occupational rehabilitation and our commitments are as follows:
19.1 RISK MANAGEMENT

Workforce Extensions will:

- Take all practicable steps to identify, assess and control any known or potential risks to their workers;
- Encourage the early reporting of any symptoms of an injury or disease related to the work our workers undertake;
- Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again;
- Comply with our legal obligations, including notification of incidents to Worksafe Victoria when required.

19.2 OCCUPATIONAL REHABILITATION PROGRAM

Workforce Extensions will:

- Assist our workers to remain at work or return to work at the earliest opportunity.

Specifically our RETURN TO WORK POLICY is that:

- Return to work planning will commence as soon as possible after an injury, consistent with medical advice;
- Remaining at or early return to work following injury is a normal expectation of this organisation;
- Treatment, return to work activities and any reasonably necessary occupational rehabilitation services will begin as soon as they are necessary;
- Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured workers at the earliest opportunity;
- An individual return to work plan will be established with any worker who has had an incapacity for work. This plan will be developed as soon as practicable, but no later than 10 days after the relevant day, in consultation with our injured worker and their treating practitioner.
- Consultation and communication with the individual worker in the development and review of the individual return to work plans will occur;
- Confidentiality of workers information obtained during their return to work or while undertaking occupational rehabilitation services will be maintained;
- Participation in a return to work plan will not, of itself, prejudice any injured worker.

19.3 RETURN TO WORK COORDINATOR

Our Return to work coordinator is **Klara Mitchell: Ph (03) 9802 1533**

Following any workplace injury our return to work coordinator will:

- Contact our injured worker and their treating practitioner to implement the commitments outlined in the risk management program and return to work policy;
- Determine the need for any occupational rehabilitation assistance in consultation with our injured worker and their treating practitioner, and when appropriate refer to the recommended approved occupational rehabilitation provider.

19.4 APPROVED OCCUPATIONAL REHABILITATION PROVIDER

Appropriate approved occupational rehabilitation provider(s) will be nominated by our Workers Compensation Insurance Agent:

**Allianz Australia Workers Compensation Vic Ltd (03) 9234 3285**

19.5 CONSULTATION

Our injured workers and their treating practitioners will be involved in all aspects of their return to work, and return to work plans will be developed and reviewed in consultation with them.

19.6 COMMITMENT

This program represents our commitment to workplace occupational rehabilitation and return to work following a work related injury.
20. REFERENCES

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

POLICE, FIRE OR AMBULANCE EMERGENCY
DIAL

000
If you are injured at work

1. Seek medical treatment
   The most important thing to do if you have a work-related injury or illness is to seek appropriate medical treatment.

2. Tell your employer
   You should report any work-related injury or illness to your employer as soon as possible. If you (or someone on your behalf) haven’t notified your employer in writing within 30 days of becoming aware of the injury, you may not be entitled to compensation.

   The easiest way is to record the details of your injury in the Register of Injuries at your workplace or if you can’t access that, give your employer written particulars of your injuries.

3. Fill in and lodge a claim form
   You must lodge a WorkSafe approved claim form if you want to claim WorkSafe entitlements for a work-related injury or illness.

   By law, your employer can’t refuse your claim, and can’t dismiss you for making one.

   Worker’s Injury Claim Forms for claiming weekly payments and treatment expenses can be downloaded from the WorkSafe website or obtained from Post Offices, WorkSafe branches or your employer’s WorkSafe Agent.

   If you’re unable to perform your normal duties, you’ll need a Certificate of Capacity from your medical practitioner. Give the completed Certificate of Capacity and your Worker’s Injury Claim Form to your employer as soon as you can.

   If your claim is for weekly payments, your employer is required to forward these documents to your WorkSafe Agent within 10 days of receiving them, and the Agent then has up to 28 days to accept or reject your claim.

   If you disagree with a decision relating to your claim, your employer, union, WorkCover Assist or Union Assist may be able to help. You can also contact the Accident Compensation Conciliation Service on freecall 1800 635 990 or (03) 9640 1111 or conciliation@worksafe.vic.gov.au

4. Benefits & Support
   If you have a work-related injury or illness, you may be entitled to:
   - reasonable costs for medical and like services
   - weekly payments if you lose income or require time off work
   - a lump sum payment if you have a permanent impairment
   - sue for damages at common law for injuries received on or after 20 Oct 1999.

Return to work. Return to life.

Getting back to work after injury or illness is an important step in your recovery. Job satisfaction and social contact are some of the things you might miss when you’re not at work.

The most important person in your recovery is you. Actively participating in your rehabilitation and talking regularly to your employer and doctor can help you recover and return to work.

Your employer contact:

Klara Mitchell
Ph: 9802 1533

To find out more about your rights and obligations as an injured worker, contact your WorkSafe Agent, visit Injury & Claims at worksafe.vic.gov.au or telephone WorkSafe’s Advisory Service on freecall 1800 136 089

Victoria WorkSafe

workforce"
PARTIES

Employer: Atcorp Investments Pty Ltd, trading as Workforce Extensions Mt Waverley
23 Anthony Drive, Mt Waverley Vic 3149

AND

Employee: The Employee named in the Signatories Clause of this Agreement

CONTENTS

This Agreement is set out in the following manner.

Clause No. Subject Matter

1. Definitions
2. Duration and Scope of the Agreement
3. Employment Status and Engagement
4. Termination of Employment
5. Hours of Work
6. Remuneration
7. Leave
8. Public Holidays
9. Superannuation
10. Readiness for Assignments
11. Occupational Health and Safety
12. Observance of Policies and Procedures
13. Payment of Wages
14. Employee Notification
15. Timesheets
16. Dress
17. Confidentiality and Ownership
18. Competition Restraint
19. Signatories

1. DEFINITIONS

Act means the Fair Work Act 2009, as applicable.

Agreement means this contract of employment.

Assignment/s means the project or the services to be performed for a Client of the Employer as identified in a SAC.

Client of the Employer means a Client of the Employer as defined under this agreement, with whom the Employer has an agreement to provide on-hired employees and to whom the Employee may be assigned to work from time to time.

Employee/s' means Employee/s of the Employer covered by this agreement.

Employer means Atcorp Investments Pty Ltd

NES National Employment Standards

Workplace Law means an award, modern award (and any individual flexibility arrangement made under a modern award), industrial instrument,
Workplace Law means an award, modern award (and any individual flexibility arrangement made under a modern award), industrial instrument, workplace agreement (and any individual flexibility arrangement made under an enterprise agreement), rule, order or legislative requirement which, but for this Agreement, would govern your employment.

Parties means the Employer and Employee.

Regulations means the Fair Work Act 2009 (C’th) Regulations, as applicable.

SAC means Summary of Assignment Conditions

You/your means the Employee.

2. DURATION AND SCOPE OF THE AGREEMENT

2.1 This Agreement shall commence when the Employee commences work for the Employer on assignment with a Client of the Employer. The Employee will be deemed to have accepted the terms of this Agreement, regardless of whether the Employee has signed it, if the Employee accepts an assignment with a Client of the Employer after having received a copy of this Agreement.

2.2 This Agreement shall apply to all work performed by the Employee on assignment with a Client of the Employer.

2.3 This Agreement and any SAC issued to the Employee from time to time in relation to an assignment with a Client of the Employer shall form the terms and conditions of the Employee’s employment.

2.4 This Agreement shall be read in conjunction with any Workplace Law that applies to the employment of the Employee however they shall not form a part of, or be read in to this Agreement, in any way whatsoever. Where there is any inconsistency between this Agreement and any Workplace Law the Workplace Law shall apply to the extent of the inconsistency. For the avoidance of doubt, Workplace Law shall include any individual flexibility arrangement made in accordance with a modern award or enterprise agreement.

2.5 If the provisions of any Workplace Law apply to any employment entered into in accordance with this Agreement, then so far as is permissible at law, they are not to be implied or imported into this Agreement or any other contract of employment entered into in accordance with this Agreement, but apply to such employment separately and of their own force.

2.6 If the provisions of any Workplace Law requires the payment or grant to the Employee of any amount by or of wages, penalties, allowances, benefits, contributions, or any other entitlement whatsoever, whether financial or non-financial in nature, the same will, to the maximum extent permitted by law, be absorbed in and set off against the remuneration in this Agreement and the rates, entitlements and benefits set out in the job description and SAC that applies under this Agreement.

3. EMPLOYMENT STATUS AND ENGAGEMENT

3.1 The Employee is employed as a casual on-hired employee, which means that:

a) The Employee is employed as a casual employee.

b) The Employee receives a casual loading as specified in the SAC, in lieu of paid leave, redundancy pay and other entitlements associated with permanent employment.

c) This Agreement governs the terms and conditions of employment for every assignment performed by the Employee for the Employer.

d) Termination of an assignment by the Employer does not of itself constitute termination of employment.
e) The Employer may direct where and how the Employee shall perform work on any particular assignment.

f) The Employer may change or terminate assignments of the Employee without reason and the Employee has no right to ongoing employment on any particular assignment.

g) There is no obligation upon the Employer to offer future or ongoing assignments to the Employee.

h) There is no obligation upon the Employer to offer the same or similar terms and conditions of assignment when commencing a new assignment, or a new assignment position within an existing assignment.

i) The Employer retains ultimate control of the Employee in relation to the performance of work on assignment or otherwise.

j) The Employee shall receive and comply with day-to-day instructions issued by authorised representatives of Clients of the Employer so as to facilitate the performance of the contract for services between the Employer and any Client of the Employer.

k) The employment relationship is and remains between the parties to this Agreement and no employment relationship exists or shall be created between the Employee and any Client of the Employer to whom the Employee may be assigned to perform work.

l) Any right, entitlement or benefit or privilege that accrues in respect of service will accrue in accordance with the relevant law that governs that service.

3.2 A SAC may be provided to the Employee in writing or verbally and may be varied from one assignment to another and one assignment position to another at the discretion of the Employer.

3.3 Any SAC provided to the Employee shall stand alone and shall not be imported or read into this Agreement in any way whatsoever.

4. TERMINATION OF EMPLOYMENT

4.1 Unless otherwise agreed in writing, the Employee may terminate the employment relationship by giving one hour’s notice of his or her intention to terminate.

4.2 Unless otherwise agreed in writing, the Employer may terminate the Employee’s employment by giving one hour’s notice, or payment in lieu of notice.

4.3 Nothing in this Agreement shall affect the right of the Employer to dismiss an Employee without notice where the Employee is guilty of serious misconduct. For the purposes of this clause, serious misconduct includes:

   (a) Wilful, or deliberate, behaviour by an Employee that is inconsistent with the continuation of employment, including:

   (i) theft;
   (ii) fraud (including falsifying time records);
   (iii) assault;
   (iv) attendance at the workplace under the affects of prohibited drugs or alcohol;
   (v) the Employee refusing to carry out the Employer’s lawful and reasonable instruction; or
   (vi) the Employee not complying with the policies and procedures of the Employer or Client of the Employer; or

   (b) Conduct that causes imminent, and serious, risk to:

   (i) the health, or safety, of a person, including the Employee; or
   (ii) the reputation, viability or profitability of the Employer’s business.
4.4 Employees absent from work for a period of three consecutive rostered shifts without the consent of the Employer and without notification to the Employer shall be deemed to have terminated their employment by abandonment.

4.5 Upon termination of employment, the Employee shall immediately return all documents, publications, manuals, corporate uniforms and other property, which are in the Employee’s possession, whether such be in hard copy or soft copy, as a consequence of that employment.

5. HOURS OF WORK

5.1 Ordinary hours of work for Employees will not exceed 38 hours per week, on average over 26 weeks or as provided within any Workplace Law.

5.2 Additional hours of work are all hours worked outside ordinary hours. An Employer may require an Employee to work reasonable additional hours in accordance with the Act.

5.3 All additional hours shall be paid at the Employee’s applicable ordinary hourly rate provided in clause 6 of this Agreement unless otherwise agreed in advance and in writing or as required by an industrial instrument such as an award or workplace agreement applying to the Employer. Nothing in this Agreement imports the terms of an award or industrial instrument in to this Agreement.

6. REMUNERATION

6.1 When performing work on assignment for a Client of the Employer, the Employee shall receive an hourly rate of pay that is not less than the relevant minimum rate of pay within any Award applicable to the work being performed or, in the absence of an applicable Award, the National Minimum Wage.

6.2 The Employee shall be advised verbally and/or in writing of the applicable hourly rate of pay for the work being performed and this shall occur prior to the commencement of work on any particular assignment. Such hourly rate of pay shall be inclusive of any applicable casual loading.

6.3 The payment of a rate of pay on any particular assignment shall not provide the Employee with any right to continuing payment of such rate of pay on alternative assignments.

6.4 If the Employee’s employment is deemed or found to be other than on a casual basis, the Employer may set off against all amounts or entitlements owing to the Employee as a result of such deeming or finding, the difference between the amount(s) paid to the Employee based on the Employee’s hourly rate together with any casual loading and the amount(s) that would have been payable to the Employee had the Employee been paid at the minimum hourly rate required by law.

7. LEAVE

7.1 The Employee shall be entitled to unpaid carers’ leave and parental leave in accordance with the NES.

7.2 The Employee shall be entitled to long service leave, where applicable, in accordance with the relevant legislation.

8. PUBLIC HOLIDAYS

8.1 The following days are public holidays: New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen’s Birthday, Labour Day, Christmas Day, Boxing Day and any other government gazetted public holidays in the relevant state or territory in which the work is being performed.

8.2 The Employee may be required to perform work on public holidays from time to time in accordance with the provisions of the Act.

8.3 The Employee is only entitled to payment for time actually worked on a public holiday.

8.4 All hours worked on a public holiday in clause 8.1 of this Agreement shall be paid at the Employee’s applicable ordinary hourly rate provided in clause 6 of this Agreement unless otherwise agreed in
advance and in writing or as required by an industrial instrument such as an award, NAPSA or workplace agreement applying to the Employer. Nothing in this Agreement imports the terms of an industrial instrument in to this Agreement.

8.5 The Employee shall not be deemed to be rostered to work on a public holiday unless directed verbally or in writing by the Employer.

9. SUPERANNUATION

The Employer will comply with its obligations under the appropriate legislation relating to the remittance of superannuation contributions. All such contributions will be remitted to the complying fund nominated by the Employee, and of which the Employee advises us, prior to signing the Agreement. If no such fund is nominated by the Employee, then such contributions will be remitted into any complying fund nominated by us. The amount of all such superannuation contributions will form part of the Employee’s remuneration.

10. READINESS FOR ASSIGNMENTS

The Employee authorises the Employer to complete, at the Employer’s discretion, a criminal record or police check, qualification checks and/or any additional reference checks prior to considering whether to offer the Employee a new Assignment or Assignment position.

11. OCCUPATIONAL HEALTH AND SAFETY

11.1 The Employee must use his or her best endeavours to comply with the requirements of the relevant occupational health and safety legislation in the State or Territory in which the Employee is working. This includes obeying lawful instructions and complying with lawful rules, processes and procedures of the Employer and Clients of the Employer.

11.2 The Employee must advise the Employer of any change in his or her capacity, physical or psychological, to work safely and without risk to health, including but not limited to any injury, illness or medication he or she is taking (prescribed or otherwise).

11.3 The Employee must notify the Employer if a Client of the Employer requests or directs the Employee to perform duties that are outside of the job or assignment description provided by the Employer. The Employee must not commence any such new duties prior to obtaining authority from a representative of the Employer.

11.4 The Employer may at their discretion, direct the Employee to complete a medical assessment prior to the commencement of a new assignment or in the course of an existing assignment where it is reasonably required to determine the capacity of the Employee to perform work on assignment safely and without risk to health.

12. OBSERVANCE OF POLICIES AND PROCEDURES

12.1 The Employee shall observe all policies and procedures as changed from time to time of the Employer and Clients of the Employer where such policies and procedures have been brought to the attention of the Employee. The Employee acknowledges that the policies take effect as directions given by the Employer and not as mutually enforceable obligations.

12.2 Where there is any inconsistency between policies and procedures of the Employer and those of Clients of the Employer, the Employer’s policies and procedures shall override those of the Client of the Employer to the extent of the inconsistency, unless otherwise agreed or stated.

13. PAYMENT OF WAGES

13.1 The Employer shall electronically deposit the Employee’s wages into a financial institution account nominated by the Employee. Wages shall be paid in arrears.

13.2 Wages shall be deposited on a weekly basis, unless the payment of such wages is delayed owing to circumstances beyond the control of the Employer. Circumstances beyond the control of the Employer may include but not be limited to the following:
a) Electronic malfunction on behalf of the Employer or the Employees nominated financial institution; or
b) Failure by the Employee to complete time sheets in accordance with instructions provide by the Employer or Clients of the Employer.

14. EMPLOYEE NOTIFICATION

14.1 The Employee will notify the Employer of any grievances in relation to an assignment or employment. The Employee shall not raise such grievance with a Client of the Employer unless authorised by the Employer, or where it relates to threats to health and safety of the Employee.

14.2 The Employee must notify the Employer as soon as reasonably possible of any offer of employment made to the Employee by the Client of the Employer or any approach to the Employee by the Client of the Employer to discuss potential employment with the Client.

14.3 The Employee must notify an appointed representative of the Employer of any inability to attend work or commence work on time at least one hour prior to the commencement of any shift. A message left on a mobile telephone and/or notification to a fellow employee or the Client of the Employer shall not constitute notification in accordance with this clause.

14.4 The Employee will immediately notify the Employer of any damage to property or injury caused to others by the Employee in the course of employment and/or an assignment.

14.5 The Employee will notify the Employer of all and any hours worked on assignment including any hours worked over and above those outlined in the SAC.

14.6 The Employee will notify the Employer, as soon as reasonably possible, of any decision to commence work for an employer or principal where such new employer may reasonably be considered a competitor to the Employer or any Client of the Employer. A competitor to the Employer or any Client of the Employer shall be any organisation or body which currently provides, or is proposing to provide, the same products or services as the Employer or Client of the Employer.

15. TIMESHEETS

The Employee shall complete timesheets in accordance with the directions of the Employer. Timesheets shall be completed accurately and any false completion of timesheets may result in immediate termination of employment.

16. DRESS

The Employee shall present for work in neat and orderly dress and appearance and shall dress in accordance with any reasonable directions of the Employer or Client of the Employer.

17. CONFIDENTIALITY AND OWNERSHIP

17.1 Ownership of all inventions, improvements, designs, creations, developments and other intellectual property relating to or deriving from any of the work performed by the Employee shall be the property of the Employer and/or the relevant Client of the Employer.

17.2 The Employee will not use or attempt to use any confidential information of the Employer or Clients of the Employer in any manner and for any purpose other than the purpose of the business of the Employer and Clients of the Employer.
17.3 The Employee shall not make improper use of the position or assignment, or of information that may be acquired by virtue of his or her assignment or employment, to gain advantage for himself or herself (or any other person) to the detriment of the Employer or Clients of the Employer.

17.4 All matters pertaining to the business of the Employer and Clients of the Employer must be kept strictly confidential. These obligations apply both during and after the employment of the Employee with the Employer and following cessation of any assignment with a Client of the Employer. Failure to comply with this may result in disciplinary action, which may include termination of employment and/or termination of assignment. During the course of the Employees employment with the Employer, the Employee may learn confidential information either about the Employer, the company or business of the Employer or the business or service needs of Clients of the Employer. Unless an individual employee obtains express permission from the Employer to do so, the Employee must not disclose or use any confidential information he or she obtains.

17.5 Confidential information shall include any information that is not available to the public.

18. SIGNATORIES

Signed for and on behalf of Atcorp Investments Pty Ltd:

Signed

Date

Name of signatory (printed)

Position Title

Signed for and on behalf of the Employee:

Signed

Date

Name of Employee (printed)

Address of Employee
Summary of Assignment Conditions (On-Hire Casual Employment)

* This summary of assignment conditions should be read in conjunction with your contract of employment – on-hire casual.

1. **Assignment Position Title**
   Your position title on this assignment is

2. **Client / Host Organisation**
   Our client (your host organisation) on this assignment is

3. **Assignment Commencement Date**
   The first day of work on this assignment shall be

4. **Assignment Place of Work**
   Your assignment shall commence at
   
   The principal place of work for this assignment shall be

5. **Reports**
   
   Upon commencement of this assignment you should report to the (You will be advised verbally of this individual upon commencement of employment.)

   Your Atcorp Investments Pty Ltd recruitment consultant whilst on this assignment shall be and they can be contacted on 9802 1533

6. **Hourly Rate of Pay**
   
   Your hourly rate of pay on this assignment (inclusive of any applicable casual loading), unless otherwise advised in writing, shall be $

   This hourly rate of pay also includes all penalties, loadings and allowances specified in the award.

7. **Other Entitlements**
   
   During this assignment you shall also be entitled to the following:

   -
   -
   -

8. **Position Description**

9. **Performance and Conduct Requirements**
   
   Whilst on this assignment your performance and/or conduct will be assessed against the following (in addition to other identified performance and conduct requirements identified within your contract and/or verbally by Atcorp Investments Pty Ltd and/or your host organisation client.

10. **Other Information**
Our privacy policy is a commitment to the National Privacy Principles contained in the Privacy Amendment (Private Sector) Act 2000 ("the Act"). This commitment is expressed as follows:

1. Collection
We will, by fair and lawful means, collect only sufficient personal and sensitive information to carry out our business activities and functions. Collection of personal information from sources other than that of the person concerned will be with the consent of that person.

2. Use and Disclosure
We will not use or disclose personal information (other than for the primary purpose for which it was collected and except when required by law) for a purpose not related to our business activities and functions without the documented consent of the individual concerned. Any disclosures required by law will only be made after consultation with the Privacy Officer and will be appropriately recorded.

3. Data Quality
We will take reasonable steps to ensure that any personal information that we collect is accurate, complete and up to date.

4. Data Security
We will take reasonable steps to protect the personal information we hold from misuse and loss, unauthorised access, modification or disclosure. Further we will take reasonable steps to destroy or permanently de-identify personal information which we no longer require to carry out our business activities and functions.

5. Openness
We will make this policy document available to any person who asks for it. On request we will let any person know generally what sort of personal information we hold for that person and for what purpose and how we collect, hold, use and disclose that information.

6. Access and Correction
If any person gives us notice, we will normally provide that person with access to personal information that we hold about that person provided that the reason for the request is reasonable and conforms with any requirements required under the Act. However, where there is information we have produced in connection with a commercially sensitive decision making process, we may give the person an explanation for the commercially sensitive decision rather than direct access to the information. In the case of restricted access (as provided for in the Act) we will consider the use of mutually agreed intermediaries to allow sufficient access to meet the needs of both parties. We will not charge for access unless the access involves a cost considered by us to be material. Based on verifiable data, we undertake to correct personal information so that is accurate, complete and up to date. In the case of disagreement, we will on request by the person concerned attach their statement claiming that the information is not accurate, with the personal information in question. We will always provide (and record) reasons for denial of access or refusal to correct personal information.

7. Identifiers
It is not our policy to use the identifiers for persons used by government, other agencies or service providers.

8. Anonymity
Wherever it is lawful and practicable, persons have the option of not identifying themselves when entering into transactions with us.
9. Transborder Data Flows
We will only transfer personal information to another party in another country where it will be for the benefit of that person. We will always endeavour to obtain the consent of the person concerned and will take reasonable steps to ensure that the information will not be held, used or disclosed by the recipient inconsistently with the National Privacy Principles.

10. Sensitive Information
We will only collect sensitive information in accordance with the legislation.

Privacy Issues for Resolution
Any requests for personal information we may hold or any comment, clarifications and/or complaints should be forwarded in writing to us.

PRIVACY ACT ACKNOWLEDGEMENT
All personal information provided to us will be used for the primary purpose of employing you, either within this company or with a confirmed third party in the case of permanent placements.

No information will be disclosed to third parties with the exception of:
- Confirmation of bank account details with your bank;
- Provision of relevant information to Workforce Services Pty Ltd ACN 105 537 184 for the purpose of storing of such information, processing your payroll and entitlements;
- Details of relevant licences, certificates or skills assessments to our client where our client requires these to be held for the tasks to be performed at the workplace or site where you may work; and
- Details relating to your previous employment history, assessments or relevant information for the on-hiring, employment or assessment of suitability for employment by, or on-hiring to, our client or a confirmed third party.

I hereby confirm I have read and understand the above and give my consent for the collection, storage, disclosure and use of my personal information as set out above (if you decline to give consent we are unable to process your application).

Signed:  ________________________________________________

Name:  ________________________________________________

Date:  ________________________________________________
From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

The National Employment Standards

The Fair Work Act 2009 provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus ‘reasonable’ additional hours.
2. A right to request flexible working arrangements to care for a child under school age, or a child (under 18) with a disability.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer’s leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer’s leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at www.fairwork.gov.au. Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer’s leave, parental leave, and your right to request flexible working arrangements.

Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover employees not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than $113,800 per annum and indexed annually, a modern award will not apply, but the NES will.

Transitional arrangements to introduce the modern award system may affect your coverage or entitlements under a modern award.

Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by Fair Work Australia, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by Fair Work Australia.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. If you have enquiries about making, varying, or terminating enterprise agreements, you should contact Fair Work Australia on 1300 799 675.
Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or Fair Work Australia (applications relating to general protections where you have been dismissed must be lodged with Fair Work Australia within 60 days).

Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to Fair Work Australia for assistance. It is important to note that applications must be lodged within 14 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit www.fairwork.gov.au.

Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from Fair Work Australia and, generally, must provide 24 hours notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

The Fair Work Ombudsman and Fair Work Australia

The Fair Work Ombudsman is an independent statutory agency created under the Fair Work Act 2009, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

Fair Work Australia is the national workplace relations tribunal established under the Fair Work Act 2009. Fair Work Australia is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters.

If you require further information, you can contact Fair Work Australia on 1300 799 675 or visit www.fwa.gov.au.
Time sheets & Candidates Payments

Workforce Extensions greatly values you, our workers and welcomes you into being a part of the Workforce Extensions team.

In order to do the right thing by you and our clients as a minimum we require that the weekly time sheets you fill out are complete entirely and correctly and are received by us on time.

Please note the following:

- ALL TIME SHEETS MUST HAVE A SITE ADDRESS WRITTEN ON THEM.
- ALL TIME SHEETS MUST HAVE A SUPERVISORS NAME AND PHONE NUMBER WRITTEN ON THEM.
- ALL TIME SHEETS MUST BE SIGNED BY BOTH YOU AND THE CLIENT.
- ALL TIME SHEETS MUST BE FAXED, SCANNED AND EMAILED OR DROPPED IN TO THE OFFICE BY 12.30pm ON MONDAY.
- YOUR PAY WILL BE PAID DIRECTLY INTO YOU BANK ACCOUNT BY EFT BY THURSDAY.
- LATE TIME SHEETS CAN OCCASIONALLY BE PROCESSED FOR A $35.00 PROCESSING FEE.

As well as the above please take note of the example timesheet attached, all your timesheets need to be filled out like this in order to best process your pay.

By signing the below you recognize the fact that failure to correctly complete timesheet or get it in to us on time will result in a delayed or non-payment. Also that late timesheets can occasionally be processed for a $35.00 processing fee, which will be deducted directly from your pay.

Candidates Name : _____________________________

Signature : _________________________________

Date : _____/_____/_____
### ON-HIRED EMPLOYEE TIME SHEET

**Employee Name:** NICOLE ARMSTRONG  
**Company Name:** WORKFORCE XTENSIONS  
**Department:** 23 Anthony Drive  
**Supervisor:** MT Waverley

**Week Ending Date:** 11/04/2008

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>START</th>
<th>FINISH</th>
<th>MEAL BREAKS</th>
<th>TOTAL HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>7:40</td>
<td>8:00</td>
<td>4:00</td>
<td>30 min</td>
<td>7.5</td>
</tr>
<tr>
<td>TUES</td>
<td>7:40</td>
<td>8:00</td>
<td>4:00</td>
<td>30 min</td>
<td></td>
</tr>
<tr>
<td>WED</td>
<td>7:40</td>
<td>8:00</td>
<td>4:00</td>
<td>30 min</td>
<td></td>
</tr>
<tr>
<td>THUR</td>
<td>7:40</td>
<td>8:00</td>
<td>4:00</td>
<td>30 min</td>
<td></td>
</tr>
<tr>
<td>FRI</td>
<td>11:40</td>
<td>12:00</td>
<td>4:00</td>
<td>30 min</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**TOTAL HRS:** 37.9 hrs

---

**O H & S (This must be completed for payroll to be processed):**

1. Did you undertake an induction when you first started work on this site? [ ]
2. Did you wear the required Personal Protective Equipment? [ ]
3. Were you involved in or did you witness any incident, accident or near-miss? [ ]

**Availability (Tick the boxes for the days you are available next week):**

- [ ] SA  - [ ] SU  - [ ] M  - [ ] TU  - [ ] W  - [ ] TH  - [ ] F  - [ ] ALL

---

**General Info & OH&S Handbook Mt Waverley**

This space is for any general comments from you or the client.

---

**Our office fax number:**

---

**The Site/Department Address & Supervisors name and Phone number:**

---

**Your Name & Company Name:**

---

**The last date of the week:**

---

**Date, start time, finish time & Meal break for every day:**

---

**Your signature and your supervisors signature:**

---

**We will calculate any over time here:**

---

**Answer the OH&S questions:**

---

**Fill out your availability for next week:**

---

**Conditions include:**

- None of an employee within 90 days must be through Workforce XTENSIONS, Montrose, VIC 3148.
NOTICE TO ALL CANDIDATES WORKING FOR ATCORP INVESTMENTS PTY LTD

T/A WORKFORCE EXTENSIONS MT WAVERLEY

Dear Candidate,

In line with requirements of workplace legislation we wish to inform you that while working as an on-hire casual employee of Atcorp Investment Pty Ltd trading as Workforce Extensions Mt Waverley, the following awards may cover your work. Award coverage will depend on the client you are assigned to work for and the type of work being performed.

1. Amusements, Events & Recreation Award 2010 – MA000080
2. Building & Construction General On-site Award 2010 – MA000020
3. Concrete Products Award 2010 – MA000056
4. Electrical, Electronic & Communications Award 2010 – MA000025
5. Gardening & Landscape Services Award 2010 – MA000101
6. Joinery & Building Trades Award 2010 – MA000029
7. Local Government Award 2010 – MA000112
8. Manufacturing & Associated Industries & Occupations Award 2010 – MA000010
9. Plumbing & Fire Sprinklers Contracting Award 2010 – MA000036
10. Road Transport & Distribution Award 2010 (Incl. Furniture Removalist) – MA000038
11. Storage Services & Wholesale Award 2010 – MA000084
12. Timber Industry Award 2010 – MA000071

Please Note from now when sending text message with job details to you, we will advise you of the relevant Award that covers the job by including one of the above MA numbers in the text.

If you have access to internet you can view these Awards on line by visiting Fair Work Australia (www.fwa.gov.au) or you can view them by contacting our office on the number shown above to arrange a time during business hours.

Please confirm that you have read and understand the content of this notice by completing the details below.

NAME .................................................................................................. (PRINT NAME)
ADDRESS ...........................................................................................
..............................................................................................................

DATE ...................................... SIGNATURE ..............................................
Stretching

Before you begin any stretching, it’s important to first warm up the muscles. Five to ten minutes of moderate physical activity will prepare your body for work and help reduce the likelihood of muscle strain. Ideally, all exercise sessions should be followed by a few minutes of stretching.

Chest and shoulder stretch
Stand with your feet shoulder-width apart. Clasp hands behind your back. Straighten and raise your arms, making sure your chest doesn’t collapse. Lift your chest to your chin. Hold for 15 seconds, then relax. Repeat three times. You should feel a stretch in the chest and front shoulders.

Tall stretch
While standing or sitting, grasp your hands together above your head, with your palms up and shoulders relaxed. Stretch arms up. Don’t hold your breath or arch your back. Hold for 15 seconds. This is a good stretch to do anytime, anywhere.

Upper back stretch
Sit with one leg straight out in front, and the other leg bent with the foot against the inner thigh. Leaning forward from the hips, reach hands down-the leg as far as comfortable, keeping the back as straight as possible. Do not round the back while leaning forward. Reach toward the toes. Hold the stretch for 15 seconds. Repeat two to three times.

Standing lower back stretch
Stand with your feet hip-width apart, feet firmly planted on the ground, with your hands supporting your lower back and keeping your chin to your chest. Gently arch your back. Hold for 15 seconds. You should feel a stretch in your lower back and possibly front hips.

Tuck stretch
Lie on the floor or bed. Pull your knees to your chest. Push lower back towards the ground and hold for 15 seconds. Relax and repeat three times.

Lower back rotation stretch
Sit as shown in diagram – left leg straight, right leg crossing over left leg with right foot on the floor. Place your left elbow on the outside of bent right leg and right hand behind you. Turn your head to look over right shoulder. Hold for 15 seconds. Reverse position and look the other way. Repeat twice on each side.

Back and shoulder stretch
Hold your right wrist with your left hand behind your back. Lean your left ear to your left shoulder. Left hand pulls right arm down and across behind your back. You should feel a stretch in your right-side neck and shoulder. Hold stretch for 15 seconds, then relax. Repeat three times on each side.

CAUTION
If you have had a previous injury, are currently injured or are unsure of how to undertake these stretches safely, please check these stretches with your doctor, other qualified health professional or specialist. Do not stretch to the point of pain. Stretches should be gentle and slow, never bouncy.

workforce | xs