

OHS Fact Sheet

Congratulations on securing your new temporary employee. We have provided this fact sheet to help you understand our respective OHS responsibilities in providing a safe place of work.

Under NSW OHS laws, employers are responsible for the health and safety of all workers at their workplace. All temporary workers remain employees of people2people, however as a host employer your OHS obligations extend to cover temporary personnel.

people2people responsibilities

As the labour hire employer, we are responsible for:

- Providing a generic pre-employment induction for all temporary employees
- Conducting an OHS site inspection of the employee's work area
- Monitoring of the workplace to ensure ongoing safety and well-being of employees
- Providing workers compensation cover for employees

Host employer responsibilities

As the host employer, you are responsible for:

- Providing us with an accurate representation of the job requirements, task descriptions, and skills necessary for the employee
- Allowing us access to your OHS policy
- Allowing us access to the site to complete an OHS check
- Conducting site specific inductions for each temporary employee

For a full overview of agency and host employer OHS responsibilities, please use the following link:

www.workcover.nsw.gov.au/Publications/OHS/OHSResponsibilities/Pages/default.aspx

Site-specific inductions

If you are unsure about what to include in your site specific inductions, the following guidelines can be used as a minimum:

- An overview of your OHS policy and procedure
- Emergency, warning and evacuation procedures
- Location of fire extinguishers
- Location of first aid kit
- Location of amenities eg. bathroom, kitchen
- Contact details of first aid/OHS officer
- Incident/accident reporting procedure
- Any specific tasks or skills required for the job

Incidents/accidents

People2people provides full workers compensation cover should any incidents or accidents occur. Employees should inform us within 24 hours of any incident occurring. It is advisable that records of any incidents or accidents should also be kept at your site, as per your normal OHS procedure.

Site inspections

By law, we are required to conduct OHS inspections of the employee's worksite. We appreciate your assistance in allowing us to do this within a reasonably acceptable timeframe.

We are looking forward to working with you in providing a safe working environment for all employees. Should you have any questions or suggestions, please don't hesitate to contact Kaden Kennedy on (02) 8270 9700, or email kaden@people2people.com.au