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OH&S UPDATE

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Warren Neal joins Exact as OH&S Officer

We are pleased to introduce Warren Neal to you who has undertaken the role of OH&S Officer at Exact Recruitment Services.

Warren is well qualified and experienced in OH&S having completed Certificate IV in Occupational Health and Safety and currently studying for a Diploma in Occupational Health and Safety. In addition, Warren has completed the WorkCover accredited OH&S Consultation Course, St John's Ambulance Senior First Aid Certificate, and a current Forklift Licence and Confined Space Permit.

Warren has a strong industrial background having commenced his career as an Apprentice 1st Class Machinist with BHP Transport before joining the Royal Australian Navy as a Marine Technician for a period of 5 years. During the last 7 years Warren has worked as a Technical Operator and Fitter for large manufacturing companies such as Australian Pump Industries and CSR Roofing. Integral to his employment in these roles was his involvement in SHE Committees carrying out risk assessments, job safety analysis, workplace safety audits, accident investigations, development of emergency procedures and responsibilities as first aid officer and fire warden.

Warren's responsibilities at Exact include advising host employers about workplace safety and to encourage compliance to reduce workplace related injuries and illnesses.



Warren's main areas of focus are the following:

SITE ASSESSMENT

We have a duty of care to ensure that all employees are sent to a safe workplace, therefore each worksite requiring labour hire employees is visited and a comprehensive site assessment is conducted.

The main areas of focus during these visits is to inspect any plant and machinery that is going to be used by Exact employees, assess any hazards that may be present and to recommend changes to worksites that will reduce the level of risk that may be present.

SITE SPECIFIC INDUCTIONS

It is critical that each employee receives a site specific induction prior to commencing work at each worksite.

When a temporary employee commences work at your workplace, Exact will send you a Host Employer Job Description Induction and Training Statement (JITS). This document must be completed to ensure that you have inducted the worker to your site, they understand the duties to be performed, have been trained to perform those duties safely, adequate supervision will be provided and any protective clothing and equipment has been supplied. Additionally, if the duties of the temp employee are to change during the period of the assignment you will notify Exact immediately so that we can continue to ensure their health and safety.

Warren will follow-up to ensure that we have a JITS completed for each temporary employee.



POLICIES AND PROCEDURES

In order to achieve industry best practice, it is vital that all workplaces have up-to-date and documented OH&S policies and procedures. Warren can offer advice and assistance in setting up policies and procedures specific to your workplace.

DOCUMENT CONTROL

In order for Exact Recruitment Services to ensure its occupational health and safety management system remains effective, Warren maintains the system and associated documents which are vital to the success of our company.

CONTINUAL IMPROVEMENT PROCESS

Exact is committed to the ongoing development and implementation of policies and procedures. These developments ensure that measurement, evaluation and regular reviews take place to maintain an effective occupational health and safety management system.

For a health check of your OH&S system, contact Warren at Exact today on 9971 0688.

Talk to anyone in our team today about
solutions to your recruitment needs!

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