

DFP recognises its moral and legal responsibilities to secure and promote the health, safety and welfare of people at work and to ensure their place of work is protected against risks to health and safety. DFP considers occupational safety and health the most important in the company.

We consider all workplace injury and illness as being preventable and we are committed to achieving excellent practices in the management of our occupational safety and health responsibilities.

We are committed to:

- Complying with all relevant legislation, standards, codes of practice and safe operating procedures;
- Establishing, maintaining and reviewing measurable objectives and targets to strive for continual improvement in OHS performance;
- Ensuring all hazards/risks to safety and health are identified, assessed and effectively controlled according to work activities and the level of risk.
- Monitoring and reviewing effectiveness of measures to control hazards/risks to safety and health;
- Consulting with employees in the decision making process on occupational safety and health matters;
- Providing all staff with information, instruction, training and supervision necessary to safely carry out their responsibilities;
- Ensuring that all workplace incidents and injuries are accurately reported and recorded in required timeframes;
- Ensuring that all managers are responsible for the safety and health of all staff in their teams, and for ensuring staff are not placed at risk to their health and safety at client workplaces;
- Supporting and facilitating the safe and early return to work of injured employees.
- Effectively implementing this Health and Safety Policy.

As a staffing service provider DFP Recruitment Services will consult with our clients to ensure, so far as it is reasonably practicable, that the following are provided for our employees:

- A safe and healthy workplace;
- Safe systems, adequate training and ongoing supervision of work;
- Plant, equipment and substances are provided in a continually safe and operable condition.

In addition our clients will agree to allow nominated **DFP Recruitment Services** representatives (with prior arrangement) to inspect the workplace to assess safety factors.

DFP Recruitment Services undertakes not to conduct business where these conditions are not assured.

It is the responsibility of **all employees of DFP Recruitment Services** to:

- Ensure their jobs are performed safely, without risk to themselves or their colleagues; and comply with the security and safe work practices and emergency procedures of their work site.
- Attend and participate in any training sessions provided.
- Report any workplace injuries, incidents, hazards or other health and safety concerns immediately to DFP.
- Participate in rehabilitation and return to work programs after a work related injury or illness.
- Ensure that the spread of hours worked and meal or other breaks taken fall within safety guidelines.

This policy will be reviewed every two years.



**Kate Coath**  
Chief Executive Officer  
DFP Recruitment Services  
March 2022