

HOST EMPLOYERS: MANAGING THE SAFETY OF LABOUR HIRE WORKERS

HOW CAN THIS INFORMATION HELP YOU?

A host employer is a firm that uses labour hire workers supplied by a labour hire agency, or engages a trainee through a group training company.

This guide will help you prepare for and manage labour hire workers. It provides information and tools to help you:

- clarify your occupational health and safety (OHS) responsibilities
- identify risks to health and safety
- match the labour hire worker to tasks
- complete induction and training
- supervise and monitor the health and safety of people at the workplace.

WHAT ARE THE OHS RESPONSIBILITIES OF HOST EMPLOYERS?

Under the *Workplace Health and Safety Act 1995*, employers are responsible for the health and safety of all workers at their workplace.

If you use labour hire workers, your OHS obligations as an employer extend to them. The legal responsibilities that apply to you for your own workers — for example, to provide and maintain a safe work environment — also apply to you for your labour hire workers.

Effective consultation between you, the labour hire agency and their workers is essential to providing a safe work environment. You have a legal obligation to consult with all workers on OHS matters, and this responsibility is ongoing.

WHAT DO YOU NEED TO DO?

The labour hire worker

- Treat labour hire workers like they are your own workers: provide and maintain a safe working environment and conditions.
- Identify the skills and knowledge (including any licensing and certification requirements) that labour hire workers need in order to safely perform the required work.
- Provide adequate supervision for labour hire workers to make sure the work required is being done safely.
- Verify that the workers selected have the necessary skills and knowledge to safely perform the required work.
- Conduct workplace inductions for all labour hire workers. Provide any other training that enables them to safely perform the required work. Use the *Labour hire selection, induction and training record* in this guide.
- Verify that labour hire workers understand the OHS requirements of your workplace.
- Support and encourage labour hire workers' rights to be represented in OHS issues.
- Establish an open communication process for labour hire workers, and encourage them to participate in your workplace consultative arrangements. Introduce labour hire workers to your OHS representatives, and the person who has OHS management responsibility in the area where they'll work.
- Encourage labour hire workers to maintain contact with their labour hire agency, particularly if they have safety issues that require addressing.

The work

- Define the job, tasks or roles that labour hire workers will do.
- Identify hazards associated with the work, and assess and control risks. Do this with health and safety representatives and workers.
- Make sure that any equipment (including personal protective equipment) brought into your workplace meets health and safety standards; and that it's appropriate to the work being performed.
- Encourage the labour hire agency and labour hire workers to participate in hazard management specific to the labour hire worker's work.

- Inform the labour hire agency if there is a change to your workplace that impacts on the labour hire worker. Don't transfer the labour hire worker to other tasks until the agency responds. You should provide any further training, instruction or information to the labour hire worker as necessary.

The labour hire agency

- Advise the labour hire agency of the job requirements, work environment, organisation arrangements, health and safety risks associated with the work, and the skills and knowledge required for the work. See the *Job description checklist* in this guide.
- Clarify who will provide any equipment, including personal protective equipment (PPE), to enable the workers to safely perform the required work.
- Co-operate with the labour hire agency to help it meet its legal OHS obligations. Give the agency access to your workplace and any relevant documents, so it can perform a workplace assessment.

WHAT SHOULD YOU EXPECT FROM LABOUR HIRE AGENCIES?

To make the process easier, many labour hire agencies will actively help you to manage the safety of all workers at your workplace.

Labour hire agencies should:

- gather information about the job (including the qualifications, skills and licences needed) so they can match the right worker to the position
- gather information from you to determine the potential for injury to their workers
- consult with you on ways that identified risks can be controlled
- have a written agreement with you that clearly outlines OHS expectations and responsibilities, including the channels to quickly communicate information
- provide their own OHS induction and training
- regularly visit your workplace
- have effective consultation processes in place with their workers
- have a documented system for managing OHS, including agency staff trained in OHS
- have a workers compensation insurance policy and fulfil their duty to provide return-to-work pathways and rehabilitation to injured workers.

FURTHER INFORMATION

A guide for labour hire agencies is also available, *Labour hire agencies: Managing the safety of labour hire workers* (GB170A). For a copy of this or further information, visit the Workplace Safe website at www.workplacesafe.tas.gov.au or call the Workplace Standards Tasmania Helpline on 1300 366 322.

Important Note

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the *Workplace Health and Safety Act 1995*, the *Workplace Health and Safety Regulations 1998* and any other relevant legislation. Copies of the legislation can be purchased from the Printing Authority of Tasmania Bookshop: call (03) 6233 3289 or freecall 1800 030 940. It is also available on the Internet at www.thelaw.tas.gov.au

Acknowledgment

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JOB DESCRIPTION CHECKLIST

Instructions

Before engaging a labour hire worker, you the host employer should:

1. complete the job description details below
2. ensure the worker suits the job requirements
3. ensure the actions on the checklist are signed off when completed
4. send a copy of this form to the labour hire provider
5. retain a copy for your records.

Job title:

Hours of work:

Intended duration of contract:

Name of host company and address of work:

Physical location of work (eg, plant number):

Summary of tasks or job:

Supervisor (name and contact details):

Supervision provided: **Continuous** **Frequently** (hourly) **Occasional** (every few hours) **Minimal** (daily) **None**

Qualifications (licences, certification) that the worker must possess:

Experience the worker should possess:

Other selection criteria (eg, medical):

Training provided: **Induction** **On-the-job** **Formal/ongoing** **None**

Personal protective equipment (PPE) provided by: **Labour hire agency** **Host employer**

Please outline any hazards or other issues in the work and workplace that have the potential to cause injury to employees (*this list is not exhaustive*):

- | | |
|---|---|
| <input type="checkbox"/> Slippery or cluttered floors | <input type="checkbox"/> Loud noise |
| <input type="checkbox"/> People and forklifts in the same areas | <input type="checkbox"/> Lifting |
| <input type="checkbox"/> Falling objects | <input type="checkbox"/> Heavy loads |
| <input type="checkbox"/> Dangerous machinery | <input type="checkbox"/> Stretching or reaching |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Unguarded equipment | <input type="checkbox"/> Chemicals |
| <input type="checkbox"/> Occupational violence & bullying | |
| <input type="checkbox"/> Other | |

Please attach a risk control plan for each of the hazards identified

LABOUR HIRE WORKERS SELECTION, INDUCTION AND TRAINING RECORD

The host employer and labour hire worker should complete and sign this form:

Job title:
Hours of work:

INDUCTION AND TRAINING CHECKLIST

CHECKLIST	TICK IF COMPLETED
Supplied worker matches host employer requirements.	<input type="checkbox"/>
Pre-placement induction provided by the agency that is relevant to the industry.	<input type="checkbox"/>
Site-specific induction training completed by the host employer, including reporting arrangements.	<input type="checkbox"/>
Task-specific training provided.	<input type="checkbox"/>
Initial task supervision completed.	<input type="checkbox"/>
Task-specific hazard identification and risk assessments completed	<input type="checkbox"/>

Host employer (print name): Signed: Dated:	Labour hire worker (print name): Signed: Dated:
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INDUCTION AND TRAINING CHECKLIST

TASK/JOB	TRAINING PROVIDED Yes / No	HOST EMPLOYER Signature / Date	LABOUR HIRE WORKER Signature / Date

(Make copies if required)

Safety issues at this worksite are to be reported to (name of person and job title):
