

Occupational Health & Safety Policy

Consultive is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment for all its employees, contractor, on-hired workers, visitors and clients. Consultive believe that the health and safety of people within the workplace is an integral and vital factor in the successful planning and implementation of the business.

To achieve this aim our objectives will be to:

- Provide and maintain safe equipment, and systems of work
- Ensure our host clients provide and maintain safe equipment, plant, and systems of work
- Maintain the workplace in a safe and healthy condition
- Ensure our host clients maintain the workplace in a safe and healthy condition
- Consider safety an essential element of all business decisions and operations
- Establish measurable targets to ensure continuous improvement of our safety performance
- Provide employees, contractors, on-hired workers, visitors and clients with regular information
- Maintain information and records relating to employees health and safety
- Provide adequate resources and training for all employees to carry out their work safely

To achieve these objectives we will ensure that safety standards are maintained through-out Consultive and the workplaces of our contractors and on-hired workers, and inline with Legislative policies, regulations, procedures and guidelines. To reduce workplace injury and illness, I expect all employees, contractors and on-hired workers to actively participate in the development, implementation and review of our occupational health and safety systems, policies and programs including the Return to Work Program.

All managers, employees, contractors and on-hired workers must meet their obligations as defined by [Occupational Health & Safety](#) legislation. This includes co-operating fully with any directives of management or other staff aimed at maintaining a safe and healthy work environment. Input from employees, contractors and on-hired workers is encouraged. Any suggestions to improve safety performance will be actively pursued and reflected in biennial reviews of this policy.

Consultive management seek the co-operation from all employees, contractors and on-hired workers in realizing these health and safety objectives and a safer and healthier work environment.

Phil Isard

Consultive Director

Date: 18th February 2014

Return to Work Policy

Consultive are committed to providing the opportunity, encouragement and support for all our employees, contractors and on-hired workers to participate in our return to work program. The return to work programme functions in order to maintain a productive, skilled and healthy workforce.

To accomplish this policy following an injury or illness we shall:-

- Assist an early safe return to meaningful and productive work.
- Report any “Notifiable Event”
- Establish that all employees, contractors and on-hired workers have the right to occupational rehabilitation.
- Ensure immediate commencement of rehabilitation or treatment following medical assessment.
- Provide suitable alternative duties/employment as an integral part of the rehabilitation process.
- Ensure and provide necessary support to our employees and their families.
- Ensure consultation with all employees, contractors and on-hired workers to maintain effective operation of our return to work program.
- Aid all our employees, contractors and on-hired workers in achieving successful rehabilitation.

The Return to Work Co-coordinator for Consultive is Phil Isard

[Accident Compensation Act 1985](#)

Phil Isard

Consultive Director

Date: 21st February 2014

Harassment Policy

Consultive finds all forms of harassment including sexual harassment unacceptable. No form of harassment will be condoned at or outside work whilst on Company business.

Harassment is defined as any unsolicited or unwelcome act, by an employee, contractors and on-hired workers or anyone else at our workplace or host clients workplace that humiliates or undermines the individual involved.

The effects of Harassment are harmful. It can cause distress; can lead to stress, illness and poor performance.

Harassment can also reduce the effectiveness of the Company by:

- undermining the confidence of those employees, contractors or on-hired workers who are harassed
- creating a threatening environment
- increasing sickness and absenteeism, and
- Increasing employee turnover.

Harassment may take many forms. Examples of harassment include:

- Derogatory remarks;
- Insensitive jokes or pranks;
- Insulting or aggressive behavior;
- Bullying or intimidating behavior;
- Ignoring or excluding an individual;
- Setting unrealistic deadlines;
- Public criticism;
- Substituting responsible tasks with menial or trivial ones;
- Withholding necessary information;
- Constantly under-valuing effort;
- Lewd comments about appearance;
- Unnecessary body contact;
- Displays of sexually offensive material including pin-ups;
- Requests for sexual favours’;
- Speculation about an employee’s private life and sexual activity;
- Threatened or actual sexual violence;
- Threat of dismissal or loss of promotion for refusal of sexual favours;
- Offensive internet/soft copy material; and
- Offensive e-mails.

All employees, contractors and on-hired workers have personal responsibility for applying the Company’s policy and for behaving in a considerate and respectful way to each other.

Following the investigation of a harassment complaint, performance counseling action is taken in appropriate cases. The action taken depends on the particular facts of each case.

Where a written or verbal warning is given, this may be coupled with action to ensure that the victim is able to continue working without intimidation or undue anxiety, either by transfer of the harasser or victim, or amending the working practices.

Serious incidents can constitute gross misconduct for which an employee may be dismissed.

Phil Isard

Consultive Director

Date: 18th February 2014

Personal Protective Equipment Policy

Consultive is committed to providing a safe, and as far as practicable, a hazard free environment for its employees, contractors and on-hired workers, customers and visitors. Consultive also believes that all personnel have a responsibility to their fellow employees and to themselves to maintain this safe and healthy working environment.

In pursuit of this environment, Consultive will ensure Personal Protection Equipment (PPE) where hazards have not been eliminated by other methods; where protection is essential to prevent harm or exposure or wherever legislation requires it;

PPE will be appropriate to the nature of the hazard; provide protection to the required standard, and be compliant with AUS/NZ Standards and minimum industry standards.

PPE will be used in accordance with manufacturer's instructions; where engineering controls do not exist and as a backup for other measures. Disposable PPE will be readily available. Non- disposable PPE will be either provided by the employees or issued to employees by the host employer or Consultive.

Signage will be erected on all host client facilities to indicate where and what type of PPE is required.

Management is responsible for ensuring:

- PPE is appropriate for the task
- PPE is available and safe for operation
- Training in use and maintenance, and
- Compliance with clothing and PPE requirements

On-hired workers will be required to provide their own PPE to meet the sites minimum standards.

Phil Isard
Consultive Director

Date: 21st February 2014

Drug & Alcohol Policy

Consultive will not tolerate the consumption of drugs and alcohol on company or host client premises (office or site) and during working hours.

Breach of this policy will lead to disciplinary action which may include summary dismissal. The only exception to this policy is at authorized company functions and events whereby a predetermined quota of alcoholic beverages will be supplied and alternative non alcoholic beverages must also be supplied.

The objective of this policy is to ensure the health, safety and welfare of Consultive employees, contractors, on-hired workers, clients, visitors, and the general public.

The effects of alcohol usage increase the risk of accidents making it necessary to adopt this policy.

Consultive will not tolerate employees, contractors and on-hired workers being under the influence of drugs or alcohol or appearing to be under the influence of drugs or alcohol in situations which include the following:

- ❑ Operation of vehicles.
- ❑ On any work premises.

Where required, education and training of employees, contractors and on-hired workers in Drug and Alcohol shall be made available in line with Consultive commitment to the health and welfare of its personnel.

This policy is but an outline of the commitment which the company places upon the health, safety, and welfare of the people in its workplaces, but the commitment from all concerned is necessary if the health, safety and welfare of all are to be achieved and maintained.

Phil Isard

Consultive Director

Date: 18th February 2014