

temporary & contractor handbook

health and community care

australia



 randstad

welcome

Congratulations on becoming a Randstad employee!
We're glad to have you on board with our health, care & support division.

This handbook has five sections — please read them all carefully to help make your working life as successful as it can be.

Working within the health, community and welfare space we aim to position our company as an industry leader. We do this by helping people find the right job, helping contribute to society and the community in which we live and work, and influencing industry to set high standards, best practice and benchmarks.



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welcome to randstad

As you are now an employee of Randstad you can now enjoy the benefits of working for a world leading Staffing and HR organisation. In addition, it is important to remember that as an employee we expect you to uphold our values and act in a way that positively represents our brand.

We expect you to use these values as a minimum benchmark for acceptable behaviour. However, it is also your responsibility to make yourself familiar with the host employer's policies and procedures and follow these in the first instance.

what kind of employment do we offer?

temporary assignments

The type of work Randstad offers is of a temporary nature and is not guaranteed in any way. Temporary assignments are available across our entire network of offices, with the majority of work at short notice. You are not entitled to any minimum number of assignments or hours per week. You may reject or accept any offer of an assignment at your own discretion. If an offer of assignment is accepted, you must accept the terms of the individual assignment. Each individual assignment may differ in its terms, such as length of assignment, hours of operation, days of work and pay rate. Your consultant will brief you on each assignment prior to your commencement. If you have any queries feel free to raise these with your consultant.

Randstad may alter the terms of each assignment, such as the start and finish dates or the days of work. Our clients, who will become your host employer, determine the terms for each assignment, so each assignment could be for a few hours, a few weeks or a few months. If a host employer asks you to change roles or perform a different task while on assignment, you must report this to your Randstad consultant. You must only perform the role and tasks that you have been assigned to do, as any other tasks may not have been assessed for workplace health and safety. While the Host Employer will supervise and direct your day to day activity on their site, Randstad is still responsible for you at all times, and will routinely check how you are going in each assignment, regardless of length.

Randstad does not:

- guarantee the existence of assignments or any work for temporary employees.
- guarantee the duration or the pay rate of any assignment.
- provide any paid leave, including but not limited to annual, long service, parental, carers or sick leave.

casual work

Casual agency work is available across our entire network of offices and the majority of agency work involves minimal notice, relying very much on your availability at the time a shift is offered.

contract work

We offer contract placement services. Contracts can last from two weeks to 12 months.

permanent work

We offer a permanent placement service — please ask your consultant if you would like more information. Maybe they have the permanent job you never thought to ask for.

ending and extending your assignment

Temporary and contract work is dependent on business requirements so there may be instances where your assignment comes to an end earlier than expected. When this happens we will inform you as soon as possible. On the contrary, there is also the possibility that the assignment may be extended and we will consult with you in this instance.

Further details are contained within your temporary/contractor agreement and assignment confirmations.

office hours

Your consultant will advise you of the opening hours of the Randstad office you are working for.

- Outside office opening hours, we may have an after hours service that manages calls around shift filling, availability, emergencies, etc (please ask your consultant if this applies to you/your local office).
- Outside of business hours 730am-5pm you will be directed to leave a message, you will be given additional contact details for your local office such as an email address should you wish to connect via a different method. It is best to email during the weekends rather than leave a voice message as that may only be checked during business hours.
- You should call your consultant during business hours for any queries — see the last section of this book for your local office contact details.

workplace health & safety

Randstad's method and values shape the way we work to achieve our vision of being the number one recruitment & HR services company, both locally and across the globe. For us this means number one in people practice.

Importantly, to achieve this in Australia, Randstad underlines the importance in meeting its legal and social responsibility of providing and maintaining, so far as is reasonably practical, a safe and healthy working environment and appropriate support mechanisms for all employees, including temporary employees, contractors, sub-contractors, customers and visitors (Randstad Work Health Safety & Welfare Policy). Please refer to the WHS section for more information.

standards and protocols overview

We are focused on excellence and committed to fostering high levels of professionalism, so before you get started on an assignment it is important to familiarise yourself with our standards and protocols.

Randstad expects you to respect the rights of others and to treat them fairly. Harassment of any kind is not acceptable and could result in the conclusion of an assignment. Similarly, should you find yourself in an uncomfortable situation, do not hesitate to contact your consultant.

When you enter different work environments you will be exposed to confidential or personal and sensitive information. Please ensure you keep all information confidential, even once your assignment has finished and do not breach your Contract of Service with Randstad and its clients.

When accessing a client's computer network, which includes e-mail, the internet and various software, please remember to follow the host employers computer policy on use. Confidentiality of passwords and information is paramount. The use of any systems for offensive or obscene material is unacceptable and may result in the conclusion of your assignment.

Except in the case of an emergency, please make personal phone calls only during breaks. You must be aware of and adhere to the host employers smoking policy.

If you encounter any difficulties or have a complaint, please address it with your consultant immediately rather than approaching the client.

Strive for success. Permanent opportunities often develop from temporary and contract assignments.

managing your performance whilst on assignment

We will endeavour to maintain regular contact with you and your host employer whilst you are on assignment. This is so we can effectively manage your performance and provide you feedback to ensure we are giving you every chance to be successful.

It is fundamental that you take direction from your direct manager in the first instance as they are the ones that will be managing your workload and day to day activities.

social media policy

Posts or images to social media should not be defamatory, abusive, inappropriate or contain confidential information about Randstad or the Host Employer. Bullying or intimidation through social media will not be tolerated and may lead to disciplinary action and dismissal.

timesheets & payroll

pay rates

Your hourly/daily rate will be agreed upon with your consultant prior to the beginning of each assignment.

payroll and taxation forms

Payroll and Taxation forms (requiring your Tax File Number if applicable) must be completed at interview or prior to the commencement of a contract assignment. If your tax file declaration is not received within 14 days, your withholding tax rate will be charged to the highest tax bracket.

If you are to be paid as a Company you must provide your consultant with your Certificate of Currency, evidence of Insurances and Registration documents for a business or company name. See your Contract of Service Terms and Conditions or Independent Contractor Agreement for more information on what is required. Do not send us an incomplete forms — this will cause a delay in processing and must be returned to you.

receiving pay

Payment will be made by electronic funds transfer (EFT) into your bank account following the receipt of your approved timesheet. You will be given access to the myRandstad web portal, where you can view your bookings and see your payslips.

timesheets

As a temporary or contract worker employed by Randstad, you will be paid weekly. Your timesheets need to be completed and submitted by no later than 7pm each Sunday. Only complete timesheets with appropriate approval will be paid, so it is important that you check your timesheet before submitting it, ready for approval by your supervisor. Overtime needs to be approved by your supervisor prior to it being worked.

Timesheets are processed at the start of each week, and generally your pay will be available in your bank account on no later than Thursday (unless there is a public holiday in NSW whereby your pay may be delayed by one day). You will have access to your own my Randstad web portal, through which you can view your bookings and payslips. Your Randstad consultant will let you know which timesheet system is right for you from the following options. More information and guides on how to use them is available on our website.

Randstad mobile timesheet app

At Randstad, we understand that your world is mobile, so we've developed a timesheet app to use while you're on the go. View bookings, enter and edit shifts, add expenses and allowances, and submit your timesheets, all from your iPhone or Android smartphone. For more information, including how to download and use this handy app, please see the jobseeker resource section of our website.

my Randstad web portal

No smartphone? No problem! As well as viewing payslips, you can submit timesheets through your my Randstad portal.

client based systems

Some Randstad clients use their own timesheets or shift attendance systems and provide the shift information directly to us. If you are placed at one of these sites, your Randstad consultant will make sure you get all the instructions and training you need to get you started.

timesheet tips

Your Randstad consultant will add timesheets to your my Randstad portal, which allows you to use both the my Randstad web portal and mobile timesheet app. When using my Randstad web and mobile timesheets, please remember the following points:

- DO enter your hours using a 24 hour clock
- DO ensure that you are inserting the hours in the correct columns.
- DO enter your unpaid break duration in minutes
- DO submit your timesheet by 7pm on Sunday night to ensure payment in the next week's pay run.

expenses or disbursements

Expenses and allowances are easy to claim through the my Randstad web and mobile timesheets. Please ensure that you discuss with your consultant if the role you are fulfilling has an eligibility to claim any expenses/allowances before you submit any claims.

Simply select to add an expense or allowance, choose the type, and enter the amount claimed. Add photos of your receipts using your smartphone's camera, or upload other supporting documentation to your my Randstad timesheet to have claims and allowances approved and paid along with your timesheet.

For instructions on adding expenses and allowances, visit the mobile timesheet page on our website.

superannuation

Randstad makes a contribution of the applicable State Guarantee Levy to a superannuation fund on all 'ordinary time' earnings, when you earn more than \$450 (gross) in any one month.

You will receive a Standard Choice form within 28 days of your first salary payment from Randstad or within 28 days from the date you request one. You are able to nominate your own superannuation fund by completing this form and returning it to the nominated address on the Super User Choice form.

In addition to the completed Standard Choice form you will also need to provide us with the following:

- The full name and contact details of the fund.
- The account name in full.
- The number or other unique identifier (if any) that the fund uses to refer to your account.
- The Australian Business Number (ABN) and Superannuation identifier or number.
- What method can be used to make contributions to the fund and any necessary details to enable the payment to be made.
- A written statement provided by or on behalf of the trustee of the fund, that the fund is a resident regulated fund that can accept Randstad's contributions.

Provided the superannuation fund you have nominated is a complying fund and all documentation is completed correctly, all future contributions will be directed to that fund.

If a fund choice has not been made all employer contributions will be remitted to Randstad's default fund. The default fund will be nominated on the Standard Choice Form supplied to you. As an employer, superannuation must be remitted on a quarterly basis, however we currently remit to the Superannuation Fund monthly. After a period of 12 months you may change your choice of fund. This can be done only once within a 12 month period.

Please note: If you are paid as a company Super User Choice does not apply to you. If you are registered as a Company or Trust it is your responsibility to pay, to an approved fund, the required amount of superannuation. If you are paid under an Award, Australian Workplace Agreement (AWA), Enterprise Bargaining Agreement (EBA) or a defined benefit fund, Super Choice may not apply to you. Please ask your consultant or contact the Customer Service Hotline if you are unsure.

If you have any questions please contact the Australian Tax Office on 13 28 64, visit www.superchoice.gov.au or contact our Customer Service Hotline on 1300 852 155 or via email customerservice@randstad.com.au.

pay enquiries

If you have any queries, contact the Customer Service Hotline on 1300 852 155 or email customerservice@randstad.com.au. Your queries will be answered between 8:30am to 5:30pm (AEST) weekdays. If your call is answered by voicemail, leave your full name (including spelling), Employee ID number, contact phone numbers including your area code and the reason for your call. Your call will be responded to promptly.

Please advise your consultant if there are any changes to your address, telephone number or bank account details to ensure you receive your Pay Advice, Recipient Created Tax Invoices (RCTI's) or Remittance Advice

day to day: working an agency shift

casual shifts

roster availability

Casual work is available 24/7 dependant upon your role type and client needs. Please call, lodge online or fax your consultant with your availability including preferred days, shifts and places of work, ideally up to a week in advance. Please contact us if you wish to be removed from the availability list, unless you notify us otherwise we will assume you are available for the days and shifts originally requested. (Please consultant your candidate if this applies to you).

Staff who have provided their availability to Randstad, that match a vacancy will be contacted for work prior to those without availability recorded in the system.

If you remain on call for a morning shift you will be telephoned that day from 5.30am when an appropriate shift is booked, or you may call us at 5.30am — please advise your consultant what is most convenient.

Once you have provided Randstad with your availability, if unable to work for any reason please telephone us immediately as we only accept client bookings if we have staff available.

If there is any doubt at all about your ability to fulfil the commitment, please do not accept the shift.

For safe and best practice, Randstad has a policy that: (please note that some clients do not allow or pay any overtime so please check with your consultant in advance).

- No more than six consecutive day-shifts are worked, fewer for night-shifts, (depending on shift length).
- You may not do double shifts that connect with night duty.
- You may occasionally do a double day-shift if discussed with allocations.
- Remote Area Nurses — please discuss what is practical with your consultant.

procedure to obtain a casual shift

We will contact you when an appropriate assignment/shift becomes available and provide all the shift details including:

- Name and address of client,
- Directions to client and location,
- Shift start and finish times,
- Car parking availability,
- Any special work requirements/client profiles,
- Person to report to on arrival (unless working alone).

If you agree to work that shift, you will be confirmed to the client as willing to attend that shift. Having accepted a shift you will be expected to attend.

If an emergency arises and you are unable to attend, you must provide as much notice as possible. If you are unwell and unable to make an accepted shift, please telephone as soon as possible. We operate 24/7. If running late for a shift, please notify us with your expected time of arrival. We will in turn contact the organisation and notify them.

Take a meal to your shift in case there is no catering on-site. Sometimes we may telephone and ask if you are interested in a particular shift as:

- You have specifically been requested by the client.
- A booking may match your specialist skills or be geographically close to you.
- We may be experiencing peak demand.

Although you may be booked for a full shift you may be requested to complete the shift earlier or later at the client's request. Your consultant will notify you directly if this should occur.

We are committed to giving you at least two hours notice of cancellation. Sometimes a site will cancel at the last minute. (Please note that in Western Australia, only one hours notice needs to be given). It is advisable that you leave your pager/mobile phone turned on right up until the start of your shift in order for us to contact you and offer an alternate assignment if possible.

Please discuss with your consultant what is working/not working for you. Notes will be placed on your file to make sure the agency is considering your individual requirements.

When allocated a shift our allocations consultant must advise you of the following:

when arriving on shift:

- Arrive 10–15 minutes prior to the start of your shift.
- Always sign on at the designated site.
- You may be allocated to a different area than that originally booked if you are working at a hospital/aged care facility.

the following must be carried with you at the site:

- Current nursing registration (nurses only).
- Identification badge (everyone).
- Working with children card (where applicable).

change of shift times/location/task when you arrive at the facility

When you attend a shift, if anything changes from the details you accepted from our allocations team, Randstad needs to be notified immediately.

Ask to use the facility's phone and call us on the telephone numbers detailed at the back of this book and advise allocations what is happening. Allocations will then discuss with the client/organisation and you as to what changes have been agreed to and ensure that all parties are comfortable.

At the end of the shift the hours you have worked and completed on your timesheet must correspond with the details we have in our database for processing of your pay to proceed without delay. Therefore, please contact and advise allocations of any changes at the end of the shift. Timesheets should be completed at the end of each individual shift, signed by the person in charge.

Never leave a shift that is different to the one that Randstad has allocated to you without speaking to us first (even if you are told "you are not required"). If you are unsure of your shift requirements please call us.

Any concerns regarding a shift, please remember to remain calm and professional at all times.

Examples of when to phone from the facility include:

- If the facility want you to go home as they have enough staff.
- If the facility decreases or increases the time you are to work.
- If the facility changes the ward/site/ job-role/task you are working in.
- If you are uncomfortable/unsure of the handover you are given.

handover and orientation

You must receive a detailed handover on the residents/patients you will be looking after prior to commencing work. Ask if there is a job description/duty-list available to assist you.

In turn, you will be required to complete a detailed handover including resident/patient profiles and specific treatment, issues and actions taken prior to leaving your shift.



on-site induction

The first time you attend a new site (which may also include for example a new floor, ward or location) you must receive orientation/ site induction prior to commencing work. It is your responsibility to ask for on-site induction if it is not offered.

On-site induction should include:

- organisation overview and site tour – amenities, facilities and location of equipment and patient call-bell system, etc.,
- shift duties and responsibilities,
- co-ordinator and supervisor for the shift,
- emergency telephone numbers, alarm and duress and safety rooms,
- restricted areas, security and access controls,
- site specific hazards and safety procedures such as emergency evacuation; fire and evacuation procedures; location of fire exits and fire fighting equipment and specific job-site related information. Emergency codes, phone numbers and any emergency procedures,
- security measures in place for your safety; security to and from the facility after hours; safe places for meal-breaks and acceptable area for smoking,
- security arrangements (e.g. lockers) for your personal items. Cash and valuables are your responsibility — you should ensure they are well secured. Don't take unnecessary items to work with you,
- location of first aid equipment and facilities,
- petty cash,
- job specific training, hazards and associated risks with the job/task and associated information regarding the specific work you are undertaking.

The Client/organisations policy and procedures and equipment for:

- manual handling and use of mechanical aids/equipment.
- challenging behaviour.
- infection control.
- food handling and meal assistance.
- medications and nurse initiating medications.
- personal protective equipment and usage.
- incident reporting.
- vehicle usage.
- documentation required to be completed during your shift (e.g. care plans, medication records, progress notes and Aged Care Funding Instrument — ACFI).
- All entries must be legible, detailed and complete. Please ensure you sign and print your name, along with printing the agency name

Proof of completion of on-site induction:

- If available, please sign off the client site induction form.
- Your consultant will contact you a number of times each year to consult and monitor WHS compliance.
- Please notify your Randstad consultant immediately if an on-site induction was not provided.

other responsibilities for agency members

remaining an active staff member

Membership with Randstad remains current for 12 months from the date of your last shift. If you wish to advise your availability after this time you will need to rejoin the agency by attending an interview again and ensuring any competencies/registrations are updated.

upgrading yearly increments

It is the responsibility of an agency member to inform allocations or their consultant if they are eligible to increase a grade, year or pay point. The onus of proof of being eligible to upgrade is with the agency member, therefore RN's must provide proof of working sufficient hours per annum as per the Award. Agency members are not eligible for back pay.

registration certificate/APC (RNs only)

To comply with the Nursing and Midwifery Board of Australia it is essential you:

- carry your original certificate to each shift – the client has the right to send you home if you cannot produce it,
- show the agency your original certificate each year, or mail the agency a copy certified by an appropriate person such as a Doctor, a Lawyer, an Accountant, a Justice of the Peace, a Pharmacist or a Police Officer, and stamped with their official stamp.

responsibility of the medication keys (RNs only)

At aged-care facilities and hospitals it is the responsibility of the RN in charge to ensure the medication keys are in your possession during the shift and are handed to the appropriate person at the end of the shift or when leaving the ward. Medication keys are not to be left lying around.

If you accidentally take the keys from the facility, they must be returned immediately. There are no excuses for not returning the keys immediately. If they are missing for any time or taken offsite, the facility has the right to change the locks at your expense.

sleepovers

Resident/patient supervision or monitoring during the night is carried out to safeguard/resident/patient's health and well-being. This supervision occurs either during active night-duty or sleepover, and is based on the resident/ patient's needs. It is important all resident/patients are checked by staff throughout their shift, particularly at the beginning and end of the shift, usually as part of a handover routine.

When on a sleepover, staff must never invite or allow their friends, partners or children to visit or to stay with them overnight under any circumstances. Such visitors are not covered for any damages which may occur to them or any injury they may cause to a resident/patient.

Staff pets are not to be brought to any shift including sleepovers. Staff must not consume alcohol or any substance which will affect their ability to carry out their duties. This includes drugs or medication such as sleeping pills. A staff member on sleepover duty must do everything reasonable to safeguard the resident/patient health and well being.

Depending on the circumstances, if a staff member is not able to be easily awoken while on sleepover duty, they may be held responsible if any harm occurs to resident/patient or there is property damage.

You must remain at the house or unit during the period of the sleepover and can only be relieved when another staff-member arrives.

Unless otherwise specified by staff during the initial handover, when on sleepover duty, the staff-member must check all the resident/patients in the house at least twice. This should be done before going to bed and at the end of the staff members' shift and may be part of the handover routine. When checking clients, staff must check resident/patient breathing (as per procedure detailed below). If any unusual signs are observed, the staff member must take appropriate and immediate action.

active nights

Unless otherwise specified from previous staff during the handover at the commencement of your shift, you should follow the procedures below.

When staff members are on active night duty, they must carry out regular checks on all resident/patients in the house or unit during their period of duty. The frequency of checks may vary according to the needs of the resident/ patient. However, as a minimum, the resident/patient must be checked every hour. Staff should carry out checks in a quiet manner so as not to disturb or wake unnecessarily.

staff should check resident/patient by

- listening to the resident/patient breathing,
- watching for movements such as rise and fall of the resident/patient's chest,
- using torches to help staff carry out this procedure.

If staff cannot determine the state of a resident/patient's breathing by listening or watching, then staff must physically check the resident/patient breathing.

This may be done by placing a hand lightly on the resident/patient's chest. If any unusual signs are observed, the staff-member must take appropriate and immediate action. The action will depend on the particular circumstances.

dress code

all health staff (e.g. Hospitals and aged care)

- Randstad shirts can be ordered directly from your local office.
- The cost of your uniform can be discussed with your consultant otherwise the below is appropriate.

female staff:

- Randstad/corporate style shirt/polo shirt.
- Navy or black trousers, skirt, culottes or long shorts-.
- No runners/work boots or open toe shoes.

male staff:

- Randstad/corporate-style shirt/polo shirt.
- Navy or black trousers or work-shorts, -
- No trainers/work boots or open toe shoes.

all community care staff

The requirement for Randstad staff to wear a uniform is not expected, however it is your responsibility to ensure you attend the worksite in comfortable clothing appropriate to worksite requirements. Clothing must be of a neat, casual and tidy appearance. Offensive slogans and track-suits must not be worn. No thongs, open-toe shoes, high-heels, ripped or dirty clothing and excessive jewellery are permitted at any worksite.

- Shoes must be clean and in good condition and long hair must be tied back securely and no excessive jewellery worn. No trainers/work boots or open toe shoes.

public transport

The resident/patient may use taxis. Many resident/patient will have a concession card as part of the multi-purpose taxi program.

Always ensure the resident/patient has their concession card with them when using this service.

Encouraging resident/patient to use public transport where appropriate assists the resident/patient to increase their independence within the community. Depending on the resident/patient skill level, you may have to accompany them on the trip. Always check with the organisation where you are working for information on staff reimbursements.

personal visitors

Under no circumstances are staff to receive personal visitors while they are on duty. This includes family, friends and pets. Personal calls are not to be made while on duty and mobile phones are to be turned off and not attached to you while on duty.

training & education

Randstad provides professional development opportunities to enable you to update your skills and knowledge. Key competencies are mandatory and are to be updated yearly. Upcoming notification may be advised on payslips. Everyone is encouraged to be proactive about their professional development. Attendance will be documented for future reference and a certificate of attendance provided.

We appreciate any information regarding further education completed independently of the agency so we can update your personnel file.

Many facilities will not accept placement of agency members if their key competency areas are not complete and current.

petty cash

If you are requested to sign for petty cash during a handover, ensure you take an inventory prior to signing. Never sign for any cash handover unless you have counted the money first. If there is a discrepancy, make a note of it in the handover sheet and notify your supervisor.

code of conduct, accountability & appraisals

The following standards are based on the premise that all resident/patients can expect to be provided with professional services by appropriately qualified and experienced staff.

Each nurse/carer is accountable for his/her practice. The exercise of this practice should act in such a manner as to enhance the general health and harmony of the community and facility, justify public trust and confidence, enhance the reputation of the profession and safeguard the interests of the client, agency and the nursing profession.

code of conduct

The requirement for:

- All staff must work within the boundaries of their job specification.
- RNS must have current Nursing and Midwifery Board of Australia registration.
- All agency members are expected to demonstrate current knowledge, skill and care at all times. They should carry out clinical procedures for which they have been trained. This may include theory and supervised practice until the agency member has been assessed as competent. Maintenance of knowledge and skill in performing clinical or care/disability procedures are essential and measures should be in place to ensure regular review of competence.
- Agency members are at all times responsible for their own actions. They are expected to be aware of the limits of their abilities and to function within these limits. If you breach your duty of care then you are negligent.
- Agency members should be aware of and adhere to, the policies and procedures of each facility. However, it should be noted that acting within a guideline or policy statement of a client/organisation, any other organisation or professional group does not relieve them of responsibility for their own actions and may not provide immunity in case of negligence.
- You are obligated to act in a manner that avoids harm to the resident/patient in your care and to members of the general community. To act otherwise may be considered negligent.
- To be found negligent you must have performed an unreasonable act involving another person to whom you have a duty of care, and that unreasonable action must have resulted in harm to that other person. **UNREASONABLE BEHAVIOUR INCLUDES FAILURE TO ACT.**
- As a health worker, your duty of care can be breached either by action or inaction. Harm to others can include physical, psychological, emotional or financial damage.
- The fact a resident/patient gives their consent or expresses a wish to do a particular activity, does not justify staff acting unreasonably to help the resident/patient perform that activity. Staff must act reasonably to ensure the safety of the resident/ patient at all times. For example, the resident/patient may express a wish to go sky-diving. This would be a serious risk to the resident/patient and staff must use their professional judgment in deciding these matters.
- Work within WHS standards, ensuring resident/patient, staff and visitors are not endangered in any manner.
- Follow the Randstad uniform policy.
- Respect resident/patients and client/ organisations right to confidentiality and privacy.
- All allocated work is to be completed in a reasonable time frame.
- When we receive appraisal forms from a client/organisation, we will call and discuss this with the agency member.
- Skylarking and practical jokes are prohibited in the workplace. Engaging in skylarking or practical jokes can cause serious injuries. This practice may also result in instant dismissal or removal from a client/organisation's work site.

drug & alcohol policy

Drugs or alcohol have a direct impact on an individual's work performance and safety. You must be aware of and adhere to the host employers drug & alcohol policy. In the absence of a policy, Randstad's policy is that the consumption of drugs and/ or being under the influence of drugs and alcohol will not be tolerated in Randstad offices and host employer sites.

Consumption of alcohol is only allowed at the direction and permission of Host employer management.

Illicit drugs are prohibited. Anyone found in possession, under the influence or selling/buying illicit drugs while at work for Randstad will have disciplinary action taken. You must notify your consultant if you are taking Prescription or non-prescription drugs which have the potential to impact upon a person's ability to work safely. This extends to the operation of motor vehicles and equipment.

Please Note: Randstad reserves the right to perform a drug or alcohol test on any Randstad employee. Randstad may also perform a drug or alcohol test if it is suspected that you may be under the influence of drugs or alcohol and intending to go to work. Any failure to comply with safe working instructions could lead to the cessation of your assignment.

If you suspect others in the work place are under the influence of drugs or alcohol then notify the host employer and your Randstad Consultant

our service standards & working conditions

no discrimination

We aim to ensure that in the application of all company policies, practices and procedures, no discrimination takes place and all employees and temporaries/ contractors enjoy equal access to opportunities within the company. The basis of employment decisions is the individual merit of employees and temporaries/contractors.

no harassment or bullying

We aim to ensure no sexual, racial, religious or other kinds of harassment occur in the workplace. Bullying and harassment are unacceptable and will not be tolerated by Randstad. If you believe that you have been subjected to bullying and/or harassment or have witnessed such behaviour, it is important that you speak to your consultant immediately (please note our guidelines for reporting a grievance).

no vilification

We aim to ensure no vilification occurs in the workplace.

Equal Employment Opportunities (EEO) objectives

We are committed to achieve the following EEO objectives by ensuring:

- All employees and temporaries/ contractors are treated fairly.
- The potential of every employee and temporary/contractor is fully utilised and developed.
- All policies and procedures are consistent with EEO principles.
- Employee morale and motivation are improved by increasing staff confidence in the fairness of our human resource practices and access to employment opportunities.
- The objectives of our EEO program are achieved which includes the training of all staff on EEO and related issues.

reporting and resolving grievances

A grievance is an incident which is believed to be grounds for a complaint. This may include a cause for distress, unfair treatment or something more serious.

informal grievance

What if I think I can resolve the matter myself? In many situations, the first appropriate step is to tell the person who is the cause of the complaint how you feel. If the complaint is about their behaviour, tell them that it is unacceptable, offensive or hurtful. If it is about a work decision, tell them why you think it is unfair or inappropriate. Sometimes people behave inappropriately without realising, or make decisions without considering the repercussions. Telling the person will give them a chance to stop or change what they are doing. If you decide to take this action, it is important that you also seek support from your Randstad consultant.

What should I do if I can't approach the person involved? If you don't feel that you can't approach the person directly, then explain the problem to your Randstad consultant. They will advise on what your options are and, if you wish to lodge formal grievance or report an incident, will advise you on how to do so (see section below).

If you don't feel comfortable talking to your consultant (or your complaint is in regard to your consultant), you can then contact the local branch manager or the Randstad HR team.

formal grievance

How do I lodge a formal grievance?

- Discuss with your Randstad consultant, Randstad Branch Manager or Randstad HR Team.
- You may also wish to put your complaint or incident in writing and provide it to your Randstad consultant.
- There may also be instances where it is appropriate to inform your manager at the Host Employer. Please note that this should be in addition to contacting Randstad.

complaints investigation

Complaints are investigated in an impartial, confidential and timely manner – the guiding principles of Randstad's grievance handling procedure are:

- Impartiality. If you raise a grievance, it will be investigated in a fair and impartial manner. No judgments or assumptions will be made, and no action will be taken until the investigation is complete. If a complaint is made against you, your rights will be protected and you will be given an opportunity to tell your side of the story.
- Confidentiality. If you raise a grievance, the details will remain confidential between you and the investigating team. Those involved in an investigation, must maintain strict confidentiality with regard to all aspects of the process or face disciplinary action.
- Timeliness. Each grievance will be finalised within as short a period of time as possible. Where necessary, all information will be passed on to the relevant manager immediately.

SpeakUp - misconduct reporting hotline

SpeakUp is a way for Randstad employees, suppliers and clients to confidentially raise issues about misconduct in the workplace such as unsafe, unethical or illegal practices.

We rely on people to speak up whenever they feel there is a breach of Randstad's Business Principles or that they, their colleagues, our clients and suppliers, our business or our reputation might be at risk in accordance with the Randstad Misconduct Reporting Policy. If you encounter discrimination, sexual harassment, unfair employment practices, threats, physical violence or financial conflicts of interest, don't remain silent.

If you have concerns that you feel cannot be raised with your Randstad consultant or through normal procedures, you can rely on SpeakUp, a 24/7 telephone helpline run by an independent provider:

Australia

Freecall Number: 1800 452 051

Access Code: 47064

Language Options: English

Website: <https://www.speakupfeedback.eu/web/integrityatrandstad/au>

Your confidentiality is protected to the extent possible. Randstad has a strict policy of non-retaliation against persons who make workplace misconduct reports under this policy.



intellectually disabled persons services act

In each region there are Acts that relate to disabled persons. In essence, the Acts all have a common theme which includes, but is not limited to, the following key components:

- Intellectually disabled persons have the same right as other members of the community to services, which support a reasonable quality of life.
- Every intellectually disabled person has the capacity for physical, social, emotional and intellectual development and developmental opportunities, and is entitled to exercise maximum control over every aspect of his or her life.
- The welfare of an intellectually disabled person is the first and paramount consideration.
- The needs of intellectually disabled persons are best met when the conditions of their every-day life are the same as, or close as possible to, norms and patterns valued in the general community. Services should promote maximum physical and social integration through the participation of intellectually disabled persons in the life of the community.
- Services generally available to all members of the community should be adapted to ensure access by intellectually disabled persons and specialised supplementary services should be provided to the extent required to meet the individual's needs.
- Services to intellectually disabled persons should be provided in such a manner that an individual need not move out of his or her local community or travel inordinately long distances to receive the services needed.
- Services to intellectually disabled persons should be sufficiently flexible in structure and organisation to meet the varying needs of intellectually disabled persons in developing towards independence and to maximise the choices open to them.
- It is in the best interests of intellectually disabled persons and their families that no single organisation providing services to intellectually disabled persons exercise control over all, or most, aspects of an individual's life.
- It is in the interests of intellectually disabled persons and their families for non-government organisations providing services to intellectually disabled persons to continue to play a significant role in direct service delivery.
- Intellectually disabled persons have a legitimate and major role to play in planning and evaluating services.
- Some restrictions on the rights and/or opportunities of an intellectually disabled person may be necessary. Taking into account all circumstances of the available options, the chosen method should be the least restrictive.
- The families of intellectually disabled persons have an important role to play in supporting and encouraging the development of a family member with an intellectual disability.

To familiarise yourself further with the Act relevant to your region please refer to the following websites:

- Queensland: www.disability.qld.gov.au
- Victoria: dhs.vic.gov.au/disability
- South Australia: www.legislation.sa.gov.au
- Tasmania: www.thelaw.tas.gov.au
- Western Australia: www.dsc.wa.gov.au
- New South Wales: www.austlii.edu.au/au/legis/nsw/consol_act/dsa1993213/
- ACT <http://www.hrc.act.gov.au/disability>
- Northern Territory: www.health.nt.gov.au

insurance

Agency membership includes professional indemnity insurance and workers compensation, which covers you during shift working time only.

To be eligible for insurance cover when working a shift for Randstad you must:

- Stay within the boundaries of what you have been employed as. For example, if you are a nursing student working as an AIN you will attend to duties and responsibilities of an AIN only and not other procedures you attend to while on clinical placement.
- Follow the policies and procedures of each facility you attend, provided they are correct.
- Adhere to the WHS policies of the facility you attend.
- Do not do anything you do not know how to do — if possible take it as a learning experience and use sentences such as "I have never used this machine before, can you show me how it works."

pregnancy WHS

If you are undertaking a temporary or contract assignment through Randstad and are pregnant, there may be additional health and safety requirements to ensure yours and the baby's welfare. It is important for you to discuss this with us as early as possible so we can assist with ensuring both the employer's and employee's duty of care are protected. Randstad may, at its discretion, request medical clearance for particular assignments or for assignments within the six-week period before and/or after the birth of your child.

conclusion

We hope you find agency work meets your objectives and enhances your career. The very nature of agency work is both challenging for you and for us. We ask you assist us in meeting our clients' expectations as they impact on everyone.

Remember, when you are working an agency shift, you are promoting yourself as well as representing Randstad. We strive to deliver a quality service to both our agency members and our clients, and in doing so we welcome any feedback from you.

As a representative of Randstad, please remember to:

- Be punctual and reliable.
- Have an appropriate uniform and good grooming.
- Be flexible to adapt to the client's environment, culture and standards.
- Have a friendly smile and good sense of humour while on staff.

emergency codes

Code Blue	Medical Emergency
Code Yellow	Internal Emergency
Code Orange	Evacuation
Code Red	Fire/Smoke
Code Purple	Bomb Threat
Code Black	Personal Threat
Code Brown	External Emergency

The above colour code table is based on Australia Standard 4083 -1997 — Emergency Response for Health Care Facilities.



areas of competency

This section provides information on the key areas of competency required to work in the health, community, welfare and caring industry. The following supports and reaffirms your formal training and accreditation standards to work within health and related fields.

It is also very important that all candidates read and understand this section of this booklet.

manual handling

Manual handling is the biggest single cause of workplace injuries and is a significant risk within our industry. Manual handling describes every day activities such as carrying, rolling, pushing, lifting and lowering loads.

At many work sites, appropriate equipment is provided to aid the moving/lifting when transferring a resident/patient. If such equipment is provided, it should be used at all times.

Some examples of this equipment include:

- Ceiling hoists, lifters and slings
- Slide sheets
- Hovermatts
- Trolleys
- Transfer boards

All temporary employees of Randstad are required to abide by the "No patient/person lift" policy.

manual handling training

Randstad maintains our commitment to ensuring your safety at work by requiring you to have recognised training in safe manual handling techniques. Your opportunities for employment are restricted without the aforementioned for safety reasons, if the client has this as a mandatory requirement for the role.

All temporary staff are expected to keep this training up to date during their employment with Randstad and be able to provide certification.

Remember there are a wide variety of lifting attachments and devices. The manner in which they are used may vary between individuals. If you are not certain of each individual's requirements, please ask your on-site supervisor. Under no circumstances are you to use equipment that you are not properly trained in and are not deemed competent to use.

resident/patient transfer

Please ensure any procedures on site for transfer are read and understood.

When transferring resident/patient, please ensure the following is observed:

- In transfers, tighten your abdominal muscles, keep your back straight and use your leg muscles to avoid injury.
- Do not rotate or twist the spine. Move our entire body in the direction of the transfer.
- Never grab the resident/patient under his or her armpits as this could cause injury.
- Position yourself close to the resident/patient and assure footing is stable.
- Try to maintain eye contact with the resident/patient and communicate while the transfer is in progress.
- Never allow the resident/patient to grasp you around the neck as this could result in injury.
- Agree on the timing of the transfer with the resident/patient and other caregiver(s) and count together.
- Assure the furniture aids the resident/ patient is being transferred to are properly placed and secure prior to transfer.
- Injury to the caregiver and resident/patient can occur when transferring aggressive resident/patients. Do not transfer aggressive resident/ patients without assistance.
- You are responsible for using approved manual handling techniques while working which may include:
- Knee/shoulder push roll to turn a resident/patient in bed (rather than pulling the resident/ patient towards you).
- Slide sheets for moving a resident/patient up the bed or turning a patient in bed.

- Resident/patient transfer boards for bed/trolley transfers.
- Walking frames to assist with standing and walking.
- Standing hoists for standing partial weight bearing resident/patient.
- Hoists for transferring non-weight bearing resident/patient between bed and chair/commode/ wheelchair or from the floor.
- Some facilities use a patient handling risk assessment chart. When these are in place, they must be followed.

prohibited manual handling techniques

Prohibited manual handling techniques usually include:

- The underarm drag or axilla lift for resident/patient.
- Pressing foreheads together when lifting resident/patient.
- Lifting without assistance to save time.
- Lifting with significantly different height partners and jerky uncoordinated lifts.
- Unplanned lifts.
- Lifting a resident/patient's whole body weight for any transfer.
- Holding a resident/patient under the arm to remove their trousers.
- Pulling a resident/patient forward under the arm.
- Lifting a resident/patient's buttocks to place a bed pan.
- Manually lifting a resident/patient off the floor.
- Pivot standing transfers involving pulling under the resident/patient's arm.
- Pulling under a resident/patient's arm over the back of an armchair to sit a resident/patient up in a chair.
- Allowing resident/patient to place their arms around or across your back, shoulder or neck.

safer manual handling of objects

Manual handling is the biggest single cause of workplace injuries and is a significant risk within the health industry. As people working in the health industry we are now very aware of safe manual handling in regards to resident/patient care. However, we need to remember safe manual handling principles when dealing with objects as well.

If the transfer method you are using cannot be done by you alone, get help right away.

DO NOT TRY TO MANAGE BY YOURSELF!

To lift and carry objects (excluding a resident/patient) in a safe way, follow these steps:

Step 1 – Stop and Think

- Is the weight, shape and load within your capacity? If not, use a mechanical aid or ask for help.
- Determine the best handling technique for the job ensuring it does not involve bending, twisting or reaching.
- Plan where you will place the load and check that the path is clear. For a long lift, such as shoulder to floor consider resting the load mid-way on a table or bench to change grip.

Step 2 – Position your feet

- Feet should be hip width apart, with one foot behind the load and the other beside the load in the direction of travel.
- Get as close to the load as possible.

Step 3 – Bend knees and Keep Back Straight

- Bend the knees and squat down.
- Never bend from the waist to pick up an object, no matter how small.
- Keep your back straight, maintaining its natural curve.

Step 4 – Get a firm grip

- Try to keep your arms within the boundary formed by your legs.
- The best position and type of grip depends on the circumstances and individual preference; but must be secure.

Step 5 – Lift with legs, keep back straight and load close to body

- To lift the load use the powerful muscles of your legs and straighten your knees.
- Keep your head raised, chin tucked in and back straight. Move smoothly and slowly and keep the load close to your body so that less stress is placed on your back.
- Keep the heaviest side of the object next to your trunk.
- Change direction with your feet. Don't twist your body when turning to the side.

Step 6 – Control lowering of the load

- It is important to lower the load in a controlled manner. Bend your knees and keep your back straight.
- Do not release your grip until the load is securely in position

Failure to follow these steps, could lead to serious injury, namely:

- Back muscle strain
- Rupture or hernia
- Damaged discs

behaviours of concern

When people with an intellectual and/or physical disability live within residential services, they can sometimes demonstrate different and harmful behaviours. These are sometimes described as 'challenging behaviours/ behaviours of concern. These behaviours can seriously limit a resident/patient's participation in daily life activities.

Challenging behaviours/behaviours of concern can be based on one or more of the following:

- a previously learned way to communicate,
- psychiatric disorder,
- attention seeking behaviour,
- boredom,
- frustration,
- pain.

Points to remember when working with people with challenging behaviours/behaviours of concern include:

- Most people who demonstrate challenging behaviours/behaviours of concern do so because of their learned behaviours.
- It is often easier to look at changing something in the client's environment rather than changing the resident/patient.
- Consistency and persistence are the keys to effective behaviour management strategies.
- When considering the relationship between a resident/patient and their environment, try to see things from the resident/patient's point of view.
- You need to agree on a workable plan of action with your colleagues.
- Staff need to be creative in developing strategies to deal with challenging behaviours/behaviours of concern.
- The challenging behaviours/behaviours of concern need to be replaced by an alternative behaviour that is equally satisfying.
- On 'bad' days, it is important to use a strategy that has worked in the past and has been developed by the team.
- It is important to safeguard the physical safety of the resident/ patient and ensure that other residents/patients are not at risk.
- Always consult behaviour management strategies as documented within each individual worksite.

Categories of challenging behaviours/ behaviours of concern:

- attention seeking,
- aggression,
- self-injurious,
- self-stimulatory.

reducing the risk of injury

Please ensure you are familiar with all resident/patient care plans, individual program plans and/or behaviour management plans if available and/or appropriate. Report any issues to your on-site supervisor and Randstad consultant.

Ensure you are familiar with and abide by emergency response plans of the client/organisation if the risk of harm is likely to occur.

non-compliant emergency use of restraint or seclusion

This refers to the brief use of procedures necessary to control severely aggressive or destructive behaviours that place resident/patient, staff or members of the general public in imminent danger of physical harm. Agency staff must consult regular house staff or management before using restraint or seclusion.

The following issues must be considered before using restraint or seclusion:

- Is the situation deemed an emergency
- Is there an immediate risk to others?
- Has the use of restraining or seclusion been approved by the person in charge?
- Have all other positive non- restrictive means of intervention been tried and failed?
- Are any other immediate alternatives available?

Only the most senior staff member on duty, management or the after-hours on-call staff can authorise the use of restraining or seclusion, when and if, possible. You must consult the appropriate authority at the client/ organisation — you must not act until this is done and authorisation and correct procedures are in place. Randstad consultants cannot give authorisation.

infection control

Infection control measures minimise the transmission of infections or prevent cross infection. Staff have a personal and professional responsibility to practice infection control procedures at all times. Under WHS guidelines, all staff including temporary staff also have a legal responsibility to adhere to infection control guidelines. It is your responsibility to ensure when completing an orientation to a facility that you are made aware of facility infection guidelines and adhere to them. Effective infection control measures are to treat all persons as potentially infectious without discrimination.

Please ensure you follow standard precautions at all times, including:

- Reading and understanding site infection control policies and procedures.
- Follow hand washing guidelines.
- The appropriate use of protective apparel including gloves as per facility guidelines.
- The safe use of sharp instruments.
- The safe disposal of sharps — no tipping or re-sheathing of needles, correct transportation.
- The appropriate use of cleaning agents and protocols for occupational exposure to blood and body substances.
- When dealing with personal hygiene of clients, protective clothing must be worn to protect resident/patient and staff.
- Waste management — always follow correct disposal procedures.
- Always cover lesions at work.
- Remember your infection control training and standard precautions.

In case of an accident where bodily fluids are to be dealt with, staff are to follow 'Infection Control Guidelines' as detailed at the work site or according to current training. Ensure these guidelines are shown to you as part of your induction to the work site. It is important to ensure staff and clients are protected against transmission of infection or cross infection of diseases.

It is not uncommon for residents/patients of the disability or welfare industry and members of the wider community to be carriers of Hepatitis B virus. For confidentiality reasons, staff are not advised of these issues when working with resident/patient and/or other staff. All persons should be treated as potential carriers, without discrimination. Infection control guidelines must be observed.

Working in the health and welfare industry you are potentially exposed to many types of diseases and it is advised that you discuss immunisation and vaccination with your doctor so you are as well protected as possible. The National Health and Medical Research Council recommend that healthcare workers are vaccinated against:

- Hepatitis A
- Hepatitis B
- Measles
- Rubella
- Mumps
- Tuberculosis

If you do not have these vaccinations, or they have lapsed you are to contact your local doctor for further information prior to commencing work.

exposure to blood — general protocol

- Encourage bleeding from the affected site.
- Wash well with soap and water.
- Cover any wounds with occlusive dressing.
- If in contact with eyes, nose or mouth - rinse with water or saline.
- Report immediately to your supervisor on site/ward and your Randstad consultant.

needlestick injuries — general protocol

Needlestick injury requires immediate action and reporting to Randstad.

Follow the policy and procedure of each facility regarding the care of needlestick injuries, however you must also:

1. Thoroughly wash the area under running water.
2. Fill in an incident report form and have a copy faxed to your Randstad consultant.
3. Have an urgent blood test for Hepatitis B surface antibodies and hold serum.

administration of medications

Please read this section carefully

Administration of medication is the responsibility of the RN (Registered Nurse) and EEN (Endorsed Enrolled Nurse) staff, except in the case of a candidate that has been medication trained and deemed competent to administer medication or certificate III trained with experience (with permission of the Agency), who may assist with resident/patient self-administration of medication from Webster packs/dosettes in the low care (hostel) situation only.

- Carers are not to administer injectable medications e.g. Insulin, Heparin and Analgesia at any time. Nor do they administer PRN medication without consent from a supervisor.
- Nursing Assistants, unqualified Carers, and ENs (without medication endorsement) are not to administer any medications
- All medications must be signed for as facilities regularly audit the medication charts. If you fail to do so, you will be expected to return to the facility.
- Follow the procedures outlined by the facility.
- In relation to a medication order, check the medication carefully. You may not be familiar with the patient or the environment.
- Report any drug discrepancies immediately.

Please follow the six rights when administering medications:

- Right person,
- Right day
- Right time,
- Right dose,
- Right route,
- Right medication/drug/expiry.

first aid

To administer first aid you must hold a current first aid certificate or work according to guidelines for your qualifications e.g. RN or EN. It is your responsibility to maintain a current first aid certificate and CPR certificate and supply a copy to your Randstad consultant to update your file.

Please contact your Randstad consultant for further information on how to obtain your first aid certificate. You may be required to administer first aid.

skin care & sun protection

Australia has the highest rate of skin cancer in the world. Two out of every three people in this country will develop skin cancers during their lifetimes, and every year it kills up to 1,200 Australians.

Prevention is better than a cure!

If you are working outdoors or out on the road, the following is recommended:

- Headgear should shade the head, face, neck and ears, and hats should have a broad rim.
- Sunglasses should fit closely to the face and meet Australian standards. Wrap around style glasses provide the best protection from UV radiation.
- A broad-spectrum water-resistant sunscreen should be applied generously at least 20 minutes before going out in the sun. Re-apply your sunscreen every two hours.

Remember:

- You must protect your skin at all times, not just in summer! Staff must ensure the resident/patient wears protective clothing such as hats and shirts (preferably long sleeves).
- Residents/patients must also have liberal amounts of block-out applied at regular intervals and be kept out of the sun during the hottest part of the day (i.e. 11am to 3pm).
- During hot weather also ensure resident/patient fluid intake is adequate.
- The average daily recommendation is two litres. Please ensure residents/patients have access to liquids, are dressed appropriately for the weather and the area is ventilated.

Note: If giving a resident/patient a frozen ice block, they must be observed at all times to prevent choking.

personal protective equipment

If you are requested to use or wear any personal protective equipment or clothing while performing an assignment, you must comply with this request.

- This may be gloves for working with sharps, an appropriate gown or plastic apron and protective footwear.
- In most instances the client/organisation will provide the equipment, Randstad can be contacted for information on the supply of safety equipment.
- Randstad requires you to wear enclosed flat soled shoes, this is each temporary employee's responsibility..
- If you have any questions, concerns or have not been instructed on the correct use of such equipment, contact your Randstad consultant immediately.
- Temporary employees who are advised by the consultant/client/organisation of the need to wear any personal protective equipment must do so at all times.

fire safety

At the commencement of an assignment with the client/organisation you will receive training in the event of an emergency specific to that site.

In the event of fire follow the instructions as given to you by the client/organisation. In the event you are at a residential address remove yourself and if you are able — and it is safe to do so — assist others in evacuating the area, move to safe location well away from the fire and contact emergency services immediately.

electrical safety

Keep an eye out for electrical hazards, including:

- Cracked or faulty insulation,
- Equipment that is overheating,
- Damp or humid conditions,
- Overloaded power points or boards.

Always adopt safe work practices when dealing with electricity. If you have wet hands, clothing or equipment, then dry before use. Make sure you wear oil resistant, non-conductive footwear.

Most work sites have implemented an electrical safety program within each workplace. This covers:

- Provision of safe electrical appliances.
- Electrical tagging of electrical appliances after testing to ensure compliance.
- Regular inspections of electrical appliances within the workplace.

These cover guidelines that state:

- Non-approved electrical appliances must not be brought onto the workplace.
- Any instruction for the safe use of electrical appliances MUST be followed.
- Any electrical appliance MUST be tested and tagged prior to being used.

Any electrical equipment not supplied by the client/organisation, for example, personal mobile phone chargers, must NOT be brought into the workplace and used unless inspected.

working in rural/remote areas

Occasionally you may be required to work in a rural/remote location that is isolated from some services. These areas have additional health and safety requirements to be adhered to. It is your responsibility to familiarise yourself with that facility's unique WHS policies, procedures and hazard management processes (E.g. flood, storms, fire, cyclone, cultural, etc.).

Journey management

Where extended travel is required to either commute daily to and from the workplace or travel to and from an isolated placement, you must take all precautions to minimize risks associated with reaching the destination. These include:

- Flying — ensure you confirm flight times/destinations and who will meet you at the predetermined location.
- Driving — ensure an appropriate vehicle is used for the journey and visually inspect the vehicle for damage, check the owner's manual for specific requirements for driving long distances and off-road terrain (tyre pressure etc.).
- Carry a first aid kit and communications device (eg. mobile phone, radio etc).
- Avoid driving between dusk and dawn where possible. Never drive while fatigued and take regular rest breaks (approximately every two hours).

A travel plan should be provided to your Randstad consultant and where possible, there should be agreed check-in times during the journey.

Residential/worker's quarters

It is important that you ensure your residential quarters are thoroughly checked for hazards/risks. Your Randstad consultant can provide you a checklist to adequately assess specific areas that should be addressed and compliant when you first move into the premises.

Rural/remote workplaces

Unique risks are associated with working in isolated communities.

Always adhere to local WHS procedures and contact your consultant if your workplace is scheduled for a Workplace Safety Assessment (WPSA), through Randstad's Health & Safety Division. In some cases you may be required to conduct a basic assessment of your workplace (refer RWSA).

It is part of your workplace health and safety obligations, especially in a remote location, to ensure the business, environment and all persons within your workplace have a safe and secure place to work.

Emergencies/natural disasters

In rural and remote areas, emergencies or natural disasters may occur, requiring the evacuation of the site you are at. In the case of evacuation, Randstad follows the direction of government authorities and their evacuation plans when relevant.

At all times our concern will be to ensure the safety of any Randstad staff in these areas in times of an emergency or natural disaster.

vehicle use

From time to time you may be requested to do a shift that involves transporting a resident/patient or collection of items for an organisation. Your consultant will provide the relevant information when confirming shift details.

You must not use your own car to transport a resident/patient unless authorised by Randstad. Unauthorised mileage claims cannot be paid.

Mileage will be paid when you are required to use your own vehicle for work providing the specified organisation has appropriate funding and Randstad has authorised the use of your vehicle.

- Please ensure you record the odometer reading for each trip and the kilometres on your timesheet.
- Please ensure all precautions are taken while transporting a resident/ patient. This may include child locks on doors and fitting of seat belts.
- Staff must never transport resident/ patient without full comprehensive insurance and registration, in a defective vehicle or while under the influence of alcohol or any other substance.
- Driving licences must be valid and all disqualifications or any loss of licence must be reported. At no time are you permitted to drive a vehicle if unlicensed.

Prior to a long trip, and regularly in any other case, check the:

- Engine oil,
- Radiator coolant level,
- Tyres — condition and pressure,
- Horn,
- Windscreen wipers and washers,
- Lights and indicators,
- Gauges and instruments e.g. speedometer (all must be working),
- Ensure mirrors and windows are clean and appropriately adjusted.

Mobile phones

It is a requirement that drivers that need access to a mobile phone while in transit use a hands-free kit or, park the vehicle legally and then attend to the call.

Lights

Drivers on country trips are encouraged to travel with headlights on low-beam during the day.

Regardless of location, all drivers are encouraged to switch on their headlights in dull and rainy or foggy weather and well before dusk, to improve the visibility of their own vehicle.

First aid kit

All drivers of private vehicles for business purposes are required to supply their own first aid kit.

The driver of the vehicle is responsible to ensure kits are fully stocked and not containing expired items.

Avoiding fatigue

- Employees, managers and supervisors are to plan realistic driving schedules and allow adequate time between appointments or work commitments to ensure enough time to get to the destination safely.
- Drivers must be as well rested as possible before driving.
- Take regular refresher breaks — at a minimum a 10-minute refresher break must be taken after each two-hour driving period.
- Where possible, avoid driving when the employee would normally be asleep, especially between the hours of 12am and 6am.
- If the employee is too tired to drive, they should inform their supervisor or manager and not drive until rested.
- An employee must not drive for more than a total of eight hours in one day.
- Do not drive if the trip will result in the driver working greater than 12 hours that day, unless the driver feels it is safe to do so, and the driver has discussed it with their manager.

Driving alone

When duties require periods of driving alone, drivers should:

- Ensure they have emergency contact information and a working mobile phone in the vehicle.
- Inform appropriate persons of their departure and estimated arrival time.
- Take steps to ensure their personal security while in a vehicle and when boarding and alighting a vehicle such as parking in well-lit areas at night and as close as possible to the building or meeting-point where they are attending.

Remote area travel/driving

When duties require periods of driving in remote areas, drivers should:

- Select the appropriate vehicle-type for the journey.
- Check the predicted weather and the road conditions for the duration of the journey.
- Ensure scheduled communication procedures are practiced and that appropriate reliable communication systems are used. i.e. radio, telephone and personal contact.

Where appropriate, inform authorities of remote travel plans including;

- Personnel travelling, destination and estimated time of arrival.
- Ensure critical phone numbers are easily accessible e.g. police regional offices etc.
- Consider, where appropriate, the carrying of an EPIRB (Electronic Position and Indicating Radio Beacon).
- Ensure clear procedures are adopted for emergency situations including personal injury, vehicle accident, breakdown and vehicle bogging and what to do if lost.
- Ensure drivers and/or passengers are appropriately trained to operate the vehicle and all equipment carried including communication and vehicle recovery equipment
- Ensure appropriate provisions are carried for emergency situations including food, water and fuel.
- Debrief/review with manager after the journey and after any incident to review procedures.
- Contact your Randstad consultant on arrival to confirm your safety.

Reporting accidents/incidents

It is the responsibility of the driver of the vehicle involved in an accident, 'near miss' or where;

- Personal injury has been sustained to report the occurrence to their Randstad consultant.
- The cause of the accident/incident will be analysed to implement any appropriate strategies to minimise exposure to similar risks in the future.
- The driver of the vehicle involved in a crash is responsible under the Road Traffic Act Rule and Regulations to report any accident to the Police as soon as possible but within 24 hours where the estimated combined damage to both vehicles exceeds the prescribed amount of \$1000 or where injury has been sustained.
- All vehicle accidents and occurrences of vehicle damage must be reported to Randstad as soon as possible.



WHS information & incident reporting guidance

You are an important asset to Randstad, which is why we take all reasonably practicable steps to ensure your health and safety in the workplace when working with our clients. Workplace health and safety is largely about common sense and we ask you to co-operate with Randstad and our clients to ensure your own personal safety and to make sure that your actions do not endanger those around you.

Your safety, and the safety of the people you are working with, depends on your awareness of safe working practices and the need for a safe working environment. Although Randstad acknowledges its obligations to you, safety is a cooperative effort.

You must take responsibility for your own safety by:

- Advising your consultant prior to starting an assignment if you have any pre-existing injuries or disabilities which will not allow you to perform your role in a safe manner.
- Informing your consultant if your ability to perform duties safely in the workplace changes.
- Making sure you know how to do the job safely before you commence.
- Being aware of any safety risks associated with the intended tasks.
- Following safety instructions.
- Reporting anything you feel is unsafe about the equipment, task or work environment.
- Avoiding the use of equipment that you are not fully trained to use or unsure how to operate.
- Discussing any aspect of job safety that you are concerned about with your supervisor and Randstad consultant.

Randstad maintain a comprehensive set of procedures relating to work health and safety, these are available to you, please contact your consultant should you wish to review these in full, the following is an overview to assist you maintain your safety whilst working with Randstad.

preventing accidents and injuries at host employer sites

Randstad assesses host employer sites for safety requirements before sending anyone onto those sites to ensure host employers are providing a safe workplace. Where safety issues are identified on a host employer site then Randstad works with the host employer to fix those issues either prior to workers starting or not allowing workers to perform those roles. For all medium and high risk tasks Randstad produces a Job Analysis. Your recruitment consultant will advise you of the main hazards you may face on site and the control measures in place with the host employer to protect you. Host employers are required to treat you as they would their own employees for all health and safety matters. This may include making you aware of their Health & Safety Policy, assessing any health and safety risks which may affect you and recording any accidents or injuries that involve you.

Randstad are committed to ensure our systems and processes are robust and up to date, Randstad are accredited to Australian / New Zealand Standard: 4801 Occupational Health & Safety Management systems.

medical and pre employment assessments

In addition to assessing the host employer sites, Randstad also assess each job role so that we can place people who are a good job fit. We perform medical and pre employment assessments where required, so that your abilities are matched to the jobs we place you in. You may be asked to complete either or both of these assessments during the registration process. This is to ensure we are not placing you in a role that could cause or aggravate any existing conditions or injuries.

Randstad will investigate all injuries, hazards and near misses to identify root causes and put corrective measures in place with the client.

host employer's responsibilities

Randstad's host employers are responsible for the provision of a safe working environment and systems of work. They must ensure that equipment provided to you is in a safe condition for use and provide instruction, training and supervision as necessary to ensure your safety. Host employers must also consult with you on any changes to systems of work that directly effect your safety, in most instances your Randstad consultant and Randstad's WHS team will be involved.

site specific inductions by host employers

When you arrive on site for to start an assignment, your host employer must conduct a site specific induction that will include:

- Orientation of facilities.
- Fire/evacuation/emergency procedures and contact personnel.
- Specific training/induction on tasks and equipment to be used.

An induction on site is important to ensure you are comfortable in the job and understand what is expected of you. Also, any specific hazards on the site that you need to be aware of. Note this is more than just patient handover.

monitoring and consultation

Your consultant will be in touch with you to ensure that you are comfortable in your assignment. As our eyes and ears on the host employer site, we need feedback to ensure your safety.

what we need to know

Contact your Randstad consultant immediately if:

- You identify a hazard that cannot immediately be rectified.
- You have not had a site specific induction when you first start an assignment.
- You are asked to undertake additional duties for which you have had no instruction.
- You are assigned to a new position.
- You are directed to use equipment different to that originally required of the job.
- You are asked to use equipment that is not part of your current job or you are asked to use equipment that you have not been trained on.

Remember - Do not use any equipment/machinery without having received instructions on its safe use, this includes un-block, maintain or service the equipment/machinery.

if you suffer a workplace accident/injury

If you suffer an accident/injury you must notify your Randstad consultant immediately and provide all relevant details relating to the incident.

Randstad have a team dedicated to assist you in the event of injury.

workers compensation

Randstad maintains insurances to cover you in the event of a workplace injury. On submission of a claim form Randstad and our nominated claims management providers (as part of the Workers Compensation schemes in each state and territory) will assess the claim and provide appropriate advice to you.

This does not apply to Independent Contractors who are responsible for their Workers Compensation policy and income protection.

hazardous material & substances

'Hazardous substance' means a substance that is

- listed on Work Safe Australia's List of Dangerous Hazardous Substances, or that is
- determined to be a hazardous substance by the manufacturer or importer of the substance on the basis of Work Safe Australia's Approved Criteria for classifying Hazardous Substances.

There are four ways a hazardous substance can enter your body:

1. Inhaled — breathed in,
2. Ingested — swallowed,
3. Absorbed — through the skin,
4. Injected — needle or sharp object entering your skin.

Hazardous substances could be:

- Cleaners and solvents,
- Disinfectants,
- Garden sprays,
- Other chemicals,
- Dusts or solids,

Hazardous substances can cause either sudden injuries or gradual onset of injuries.

Sudden injury symptoms:

- Burns,
- Poisoning,
- Coughing,
- Sore eyes,
- Suffocating.

Gradual onset symptoms:

- Vomiting, diarrhea,
- Feeling sick,
- Headaches, dizziness,
- Skin problems,
- Allergies,
- Long-term disease such as birth defect or cancers.

Identifying hazardous substances:

- Inspect the workplace and check the labels.
- Tell your supervisor if any chemical or substance is causing you problems.
- Ask your supervisor about the chemicals you use. Find out if they are dangerous.

Viewing the Safety Data Sheet (SDS) can do this for each of the substances that are located on-site.

Warning labels must be on all containers for hazardous materials. Information is given in words, symbols or pictures, and must be written in English. Information includes:

- A word to describe how hazardous the substance is e.g. POISON.
- Dangerous goods class to tell you the major hazard posed by substance e.g. FLAMMABLE GAS.
- Advice on physical risks, health risks, directions for safe use, first-aid procedures and emergency procedures. Also reference to the Safety Data Sheet (SDS).

safety data sheet (SDS)

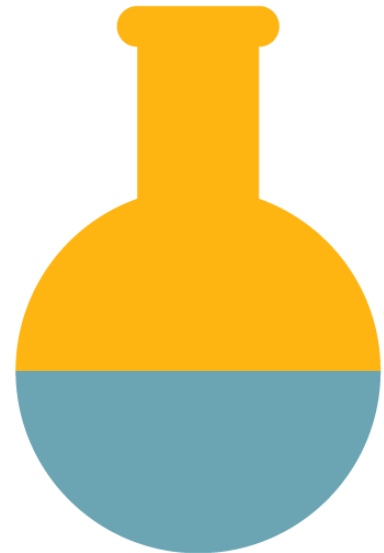
SDS are used internationally to provide the information required for allowing the safe handling of substances. SDS's assist employers to discharge their general duty of care to employees by providing them with information on the hazardous substances they are working with and the hazards associated with those substances.

They are able to give you the following information:

- Use of hazardous substances correctly and safely.
- Understanding of safety recommendations and the rationale for these recommendations.
- Recognise symptoms of over-exposure.

Suppliers of hazardous substances are responsible for the provision of SDS's that the manufacturer or importer has prepared.

SDS registers should be located within close proximity of hazardous substance(s) being used. If unsure, ask your supervisor or contact Randstad.



personal details

my consultant is

Name:

Phone:

Office:

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