



Temporary Workers Health & Safety Policy

PREFACE

It should be remembered that the production and contents of this policy and those contained within it are based around our business which is an employment business and that we operate solely from office based premises. This document establishes the basis of our Temporary Workers Health and Safety policy.

GENERAL STATEMENT

Employment businesses have a dual duty to ensure the health, safety and welfare of temporary workers within their premises and when supplying them to host employers (the client of Meridian Business Support).

Where engaging temporary staff at any time at any of its premises or operations the Company must ensure that the health, safety and welfare of any temporary staff is given the same level of importance as that provided for its own staff.

Under health and safety legislation, both the employment business supplying the temporary worker and the client, have an obligation to safeguard the health, safety and welfare of temporary workers. It is therefore essential that there is close liaison and co-operation between both parties to ensure that the statutory duties are carried out.

In the case of Contract for Services personnel supplied as Temporary workers to the Client company, Meridian Business Support and the client company must ensure adequate health and safety systems are in place and that adequate information, instruction and training is provided by the Client at the appropriate point.

This policy and its contents set out to establish the duties, roles and responsibilities of the relevant parties engaging temporary workers and provides the specific procedures to follow so far as is reasonably practicable "to safe guard the individuals and satisfy legal requirements".

Both the Employment Business and the client shall maintain such insurance policies and appropriate levels of cover at all times for as long as is necessary to cover the temporary workers assignment duties, obligations and liabilities or as may be otherwise required by law.

REVIEW AND REVISION

The review and monitoring of this policy and arrangements is an on-going process as part of our usual business and H&S management operations but will also receive a formal annual review in January each year.

INFORMATION PROVISION TO TEMPORARY WORKERS

Meridian Business Support will make the policy available to all its' workers at registration as it will sit in the Temp Zone of the Meridian Business Support Website which all workers will be given access to.

RESPONSIBILITIES OF THE EMPLOYMENT BUSINESS

The employment business (so far as is reasonably practicable) must:

- Treat temporary workers as it would its own employees for all health and safety matters.
- Make available to the Temporary Worker the information outlined in this policy.
- Ensure that during the recruitment process that sufficient evidence has been gained via a comprehensive interview including the review of their employment history, CV, copies of certificates and qualifications and through referencing to ensure that the temporary worker can be deemed suitable for each assignment.
- Obtain and forward to the candidate adequate information from employers, client's etc in order to select suitable workers for a vacancy, and ask sufficient questions to ensure that the risks associated with any assignment carried out by a temporary worker are understood.
- To work with the client to ensure that suitable and sufficient Personal Protective Equipment is provided to the temporary worker.
- Make enquiries to ensure that the worker(s) possess the necessary qualifications and competencies.
- Ensure appropriate client liaison is facilitated regarding the client's Health and Safety matters.
- Communicate to the temporary worker in full the dangers, hazards or ill health risks associated with all assignments they have agreed to undertake at the commencement of their assignment, communicated in writing via a Details of Assignment form.
- Provide written confirmation of the information relating to Health & Safety received from the client to the client in writing for their agreement, via a Booking Form.
- Develop and maintain all necessary records.

RESPONSIBILITIES OF THE CLIENT

The client (so far as is reasonably practicable) must:

- Supply to the employment business and temporary worker relevant information prior to and for the duration of the assignment such as:
 - job descriptions
 - work locations
 - hours of work (shift patterns etc)
 - qualifications or skills required to carry out the work safely
 - the specific features of the job which relate to the employee's safety
 - risks to health and safety arising out of that work
 - measures taken to comply with statutory provisions
 - full details of accidents/incidents
 - any preventive measures to be taken
 - safe working procedures
 - emergency arrangements
 - named supervisors
 - the nominated person in their work area responsible for implementing evacuation procedures
- To satisfy themselves that temporary worker(s) possess the necessary qualifications or skills required to carry out the work safely.
- To satisfy themselves that the temporary worker(s) possess the necessary qualifications and competencies and that they are current and valid.
- Must ensure that they allocate, maintain and make available to the temporary worker suitable and sufficient Safety, Health, Welfare & Environmental resources and provide all relevant information.
- Will be responsible for the direct control and supervision of all temporary workers.
- Will conduct their own full and proper selection process in line with current employment and health and safety legislation in order to select the most suitable candidate.
- Treat temporary workers as it would its own employees for all health and safety matters.
- Foster and maintain co-operation and good communication between all parties.
- Unless otherwise agreed in writing, select and provide suitable and sufficient Personal Protective Equipment to the temporary worker.
- Ensure temporary workers follow all work policies, procedures, rules and instructions at each client (client) location.
- Maintain records of all information and training given to temporary workers.
- Carry out briefings as instructed by their clients to all temporary workers on their relevant Policies and Procedures.
- Maintain records for accidents and incidents in line with their legal duties and report all incidents as required by RIDDOR.

WORKER RESPONSIBILITY

The temporary worker must:

- Supply the Employment Business and client with all true and relevant information and documentation requested prior to any engagement or at registration.
- Supply the Employment Business and client with all true and relevant information and documentation throughout the assignment
- Notify the Employment Business and host employer's supervisor of any changes in personal circumstances that could affect their ability to work, or that may expose them to risk within the workplace.
- Ensure that they familiarise themselves, and co-operate with, the Employment Business client's Health and Safety policies at all times.
- Observe and co-operate with the Employment Business and client's Health and Safety policies and procedures at all times.
- Take all reasonable steps to assess any risks and safeguard his / her own safety during an assignment and that of others who may be affected by his / her actions.
- Report any work related injury or accident that occurs.
- Comply with any induction and task training, supervision and requirements of any risk assessments.
- Observe, co-operate and adhere to the Employment Business and host employer's Health and Safety policies, procedures and safe systems of work.
- Ensure they are aware of the hazards, risks and control measures relevant to their site placement.
- Ensure they are aware of what to do in an emergency situation.
- Ensure they are aware of all nominated and competent personnel.
- Report any work related injury or accident that occurs immediately to the Employment business and client or as is practicable.
- Undertake all relevant inductions, briefing sessions, training etc as provided by the relevant parties.
- Comply with any induction and task training, supervision and requirements of any risk assessments.
- Only carrying out tasks that they have been trained for and competent to carry out and have been employed for and have been authorised to undertake within the agreed premises or area.
- Take care of the Employment Business and host employer's property entrusted to them, refraining from willful abuse of health, safety or welfare facilities/equipment.

- Report to their immediate (on-site) supervisor any defects in plant or equipment and ensure that plant and equipment is in a safe and secure state when unattended.
- Report all incidents or situations that could result in personal injury or property damage to the Employment Business and host employer immediately.
- Report any personal work related injury or disease immediately to both their on-site supervisor/manager and the Employment Business.
- Advise Meridian Business Support when they cease to be hired by them.

BREACHES OF THE POLICY

Any internal employee found to be in breach of this Policy will become subject to the disciplinary procedures and may face Summary Dismissal for Gross Misconduct, a temporary worker will be removed from assignment and as per their Contract for Service.