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## WORK HEALTH AND SAFETY POLICY

At Challenge Consulting, our Work Health and Safety (WHS) Policy is based on a belief that the well being of people employed at work, or people affected by our work, is a paramount consideration.

People are our most important asset and their health and safety is our greatest responsibility. The public, including contractors and visitors, shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- to achieve an accident free workplace,
- to comply with the requirements of WHS Acts, Regulations, Codes and relevant industry standards,
- to make WHS an integral part of every managerial and supervisory position.
- to ensure WHS is considered in all planning and work activities,
- to involve our employees in the decision making processes through a continuous programme of regular communication, consultation and training to ensure that they work in the safest possible manner,
- to manage all potential danger in the workplace through hazard identification, risk assessment and risk control,
- to ensure all actual and potential accident/ incidents are investigated and the causes controlled,
- to provide effective injury management for all employees,
- to ensure that the work team is totally committed to achieving these objectives.

The success of our health & safety management can be measured through the following performance indicators:

- all work activities are analysed and planned with due consideration given to implementing WHS controls that are suitable to each given situation,
- open and honest communication occurs between management and employees and is recorded,
- managers ensure that work and workplaces are safe and those incidents or hazards reported to them are investigated and dealt with,
- employees keep their work and workplace safe and report all incidents and hazards to their Challenge Consulting contact,
- contractors and visitors comply with Challenge Consulting's WHS requirements they are informed of and report all incidents or hazards they become aware of.

Signed:



**STEPHEN CROWE**  
Managing Director  
Dated: 12/07/2013

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## WORK HEALTH AND SAFETY INFORMATION KIT

This information kit has been compiled by Challenge Consulting to give our valued employees an understanding of:

- Challenge Consulting's commitment to Work Health and Safety;
- common hazards found in office environments;
- simple control strategies for these hazards;
- hazard reporting procedures;
- office security; and
- equal employment opportunity and harassment.

## SAFETY AND YOU

### **"No job or task is so important that we can't take the time to perform it safely"**

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. Safety is a cooperative effort.

Challenge Consulting acknowledges its obligations, and the client also has an equal responsibility to provide a safe place to work.

You will contribute by having a positive attitude to safety by:

- making sure you know how to do the job safely before you commence;
- learning that safety is part of the job;
- reporting anything you feel is unsafe about the equipment or work environment;
- discussing any aspect of job safety that you are concerned about; and
- avoiding the use of equipment that you are unsure about or not fully trained to use.

## DRUG AND ALCOHOL / SMOKING POLICY

The consumption of alcohol or drugs within Challenge Consulting or client premises, or attendance at work under the influence of alcohol or drugs is strictly forbidden.

Challenge Consulting has a No Smoking Policy on its premises. Whilst on a client's site you are required to observe the client's smoking policy.

Failure to comply with these policies may result in the termination of your assignment.



## COMMON OFFICE HAZARDS AND SIMPLE SHORT-TERM CONTROL STRATEGIES

Below is a list of common hazards found in typical office environments. It is by no means exhaustive and is intended to be used as a guide only.

### Electrical Hazards

Poorly maintained electrical equipment poses a risk of electric shock or electrocution. If a flexible power lead has a current electrical inspection tag attached to it, it is safe for use. If not, it may be faulty.

Conduct a quick visual inspection for any cuts, nicks or abrasions in the outer insulation of the flexible lead that may compromise the electrical integrity of the appliance. You should not touch the lead when doing this initial inspection. If any faults exist, disconnect the lead from the power supply, notify the client immediately and notify a Challenge Consulting contact as soon as possible.

A short-term control strategy may include disconnecting the lead from the power supply.

Untagged electrical leads may be unsafe for use

A safe lead is usually identified by a current electrical inspection tag



### Trip hazards

#### Inadequate Space

Work areas with inadequate space can pose a trip hazard. This includes access to and egress from the work area.

Good housekeeping can usually eliminate this hazard by not storing items in areas posing a trip hazard near your work area.

#### Carpets and Mats

Other common trip hazards include carpets and mats not flush with flooring.

A short-term solution to this problem could include taping down the edges of the carpet or mat to the floor using heavy duty gaffer tape (see picture below).

#### Running Cords

Power leads and extensions cords running across floor ways pose a significant trip hazard if they run through high traffic areas (see picture below).

Possible control strategies can include:

- running the extension cord or power lead along a wall rather than through the middle of a room;
- taping down the cord to the floor using heavy duty gaffer tape; or
- connecting the extension cord or power lead to a power supply closer to the appliance.



Carpets or mats not flush with the floor can pose trip hazard



Taping down the edges of carpets or mats can be an effective short-term trip hazard control strategy



## Ergonomic hazards

Working in unnatural positions for long periods of time can lead to long-term ergonomic risks. To avoid these risks, answer these simple ergonomic questions. If you answer 'Yes' to all of these questions, you are on your way to working in an ergonomically safe manner.

### Chair height

Are your thighs parallel to the floor when seated?

Are your feet flat on the floor?

### Chair back

Is there lumbar support at your belt lining?

Is the tilt of your chair not too far forward or back?

### Seated posture

Is your elbow even with the desk surface?

Is your back straight and shoulders back?

### Keyboard

Is the keyboard positioned within a forearms length of your body? Is your keyboard's tilt adjustable?

### Mouse

Is your mouse positioned within a forearms length of your body?

### Wrist

Is your wrist in a neutral position in-line with your forearms? Is your wrist relaxed straight without flexion or deviation?

### Computer screen

Is the top of the screen at your eye level?

Is the screen close enough to read at eye level?

Is the screen's luminance adequate to read at eye level?

### Document holder



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Is the document holder at the same distance as the monitor?

## Lighting

Is the lighting reflected onto the computer screen?

Is the source work well lit?

## Body posture

Is the computer and source work directly in front of your body without twisting your neck or back?

## Noise

There are no repetitive background noises?

There are no occasional loud noises?

### ***Correct ergonomic posture***



## **REST BREAKS AND EXERCISE**

The key to preventing overuse injuries is to break repetitive work with non-repetitive tasks or exercises and/or rest breaks.

Employees need to move around and reduce the effects of fatigue by doing different tasks. However rest breaks should be taken if the job requires a sustained period of repetitive or static activity because task variation is not possible.

If you are concerned about any tasks you are undertaking involving repetition, contact your Challenge Consulting contact immediately.

### **Rest Breaks and Keyboard Work**

Frequent short breaks are most effective in relieving the strain associated with keyboard work. For reasonable sustained keyboard activity a break should be taken for a few minutes every half-hour. During this break you should walk around and perform whatever movement relieves the feeling of muscle fatigue. Movements that are a natural response to fatigued muscles such as shrugging the shoulders are generally the most effective.

A particularly useful method of relieving muscle fatigue is to occasionally alter posture. That is, to change from the recommended posture for short duration. Some chairs have a forward tilt control that allows the worker to sit forward which can sometimes help to reduce fatigue to the muscles of the forearm, neck and shoulders.

## Eye Strain

Working with computers can produce tired, sore eyes and eye strain. To reduce strain, blink your eyes often and take short rests, look into the middle distance or if necessary close your eyes and cover them with your hands without pressing and breathe deeply eight or nine times. Move the eyes around – look up, then down, look left, then right.

## Manual handling hazards

Manual handling is any task that requires the use of force to push, pull, lift, restrain or otherwise move an object physically.

Examples of manual handling in an office environment may include (but not be limited to):

- moving boxes in and out of storage;
- moving furniture;
- moving appliances; or
- moving archives.

The risk of injury increases with:

- weight of load;
- body position and distance of load from body;
- distance that the load needs to be carried;
- nature of the load;
- frequency of lifting the load;
- age and physical characteristics of the person;
- fatigue.

The safe lifting process includes three basic steps of planning, lifting, and carrying (Oklahoma Medical Research Foundation).

### 1. Planning the lift

- If the load is too bulky or too heavy, ask someone to help or try to break it up into smaller, more manageable loads.
- Choose the flattest, straightest, and clearest route.
- Clear any movable obstacles out of the way and make sure the location of unmovable objects are known.
- Look for places to stop and rest.

### 2. Lifting from the ground

- Face and stand as close as possible to the load with feet wide apart.
- Squat down bending at the hips and knees keeping the back as straight as possible.
- While gripping the load, arch the lower back inward by pulling the shoulders back and sticking the chest out, make the lift smooth and under control.
- Be sure to keep the load close to the body. The closer the load is to the body, the less pressure it exerts on the back.
- When setting the load down, squat down, bend the hips and knees, and keep the lower back arched in.

### 3. Lifting from above

- Test the object's weight by pushing up on it.
- Use a ladder to bring yourself up to the load.
- Make sure you have a firm footing and a solid grasp before moving the load. Do not try to move anything if the only way it can be reached is on the tips of the toes with arms stretched way over head.
- Position the load close to your body so that the weight will be centered.
- Avoid twisting by transferring objects from one hand to the other or by turning directly in front of the object.

### 4. Carrying objects

The best posture to maintain while carrying an object is the one that comes closest to normal standing:

- Keep ears, shoulders, and hips aligned;
- Hold the load close to the body;
- Keep elbows resting against the sides of the body;
- Keep the load evenly balanced; and
- When carrying something in only one arm, place it close to the elbow to give extra support. A larger load can also be rested against the hip.

### 5. Setting down the load

The same guidelines exist for setting the load down as to lifting the load. Follow the safe lifting steps remembering to keep the back straight and watch the load to the ground

## HAZARD REPORTING PROCEDURES

If you find a hazard that poses a small risk, please notify your Challenge Consulting contact as soon as possible via phone. Challenge Consulting will discuss the hazard with the client directly. If you find a hazard that poses an urgent risk you should bring it to the direct attention of the client and then notify Challenge Consulting as soon as possible. When reporting hazards to your Challenge Consulting contact provide them with the following information over the telephone:

1. Name of client
2. Client representative and contact details
3. Description of hazard
4. Severity of hazard
5. Whether you are in immediate danger
6. Whether or not you have informed the client

## OFFICE SECURITY

- Keep your valuables, if possible, at home or out of sight in the workplace,
- At the end of the day clear your desk of documents, wherever possible,
- Lock away any portable, expensive equipment,
- Do not discuss confidential matters / information where strangers can overhear,
- If unsure of any individual(s) wandering around the office, speak with your direct supervisor or staff members.

## EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

Challenge Consulting is committed to ensuring a workplace free of discrimination and harassment, and therefore expects all candidates to respect the rights of others and to treat them fairly and with respect and dignity. 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.





**WORK HEALTH & SAFETY POLICY**

**DECLARATION**

I acknowledge that I have read and understand this Work Health and Safety Information Kit and that I have received a copy of same. I hereby agree to comply with the safety rules and guidelines contained within this document to the best of my ability whilst in the employ of Challenge Consulting.

I understand that not complying to these rules could endanger myself or my co-workers and that failure to comply may lead to my dismissal from Challenge Consulting Australia Pty Limited.

I agree to report any injuries or near misses to both my workplace supervisor and Challenge Consulting Australia Pty Ltd without delay.

My signature below verifies that I have received a copy of this handbook, and fully understand the contents, and I hereby agree to comply with the rules and guidelines contained therein.

Please complete the details below indicating your legal identity for banking and taxation purposes.

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

**Challenge Consulting Australia Pty Limited Representative**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_