

## **EMPLOYMENT BUREAU**

### **Health & Safety Policy Statement for Temporary agency workers**

The role of the Employment Bureau is to provide temporary workers to both internal and external clients. We place great importance on the health and wellbeing of our temporary staff and students and will take all reasonable steps to prevent injury, illness and protect you from hazards and provide a healthy working environment. We are committed to ensuring that our clients work in accordance with the Health and Safety at Work etc Act (1974) and we will take all reasonable steps to ensure your health, safety and welfare whilst visiting our offices and working on any of our clients (host employers) premises.

It is, however, your responsibility to make reasonable efforts to ensure that you look after your own health, safety and welfare, and that of others by:

- Familiarising yourself with the Host Employers Health and Safety Policy, Fire and Evacuation arrangements and First Aid arrangements.
- Ensuring that you co-operate with the Host Employers Fire and First Aid arrangements.
- Take reasonable care of your own health and safety and consider your own safety in everything that you do (e.g., wear appropriate clothing/ footwear/ ask for help where applicable, do not play practical jokes etc)
- Complying with any induction and task training, supervision and requirements of any relevant risk assessments.
- Only carrying out tasks that you are trained for and competent to carry out, have been employed for and have been authorised to undertake within the agreed premises or area.
- Notifying the Employment Bureau of any changes in your circumstances that could affect your ability to work or that put you at risk within the workplace.
- Taking care of company property that has been entrusted to you.

You should also:

- Report any issues that could cause a health or safety risk to your manager
- Report to your immediate 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 that could result in personal injury or property damage to the Host Employer and your Employment Bureau contact.
- Report any personal work related injury or diseases to your Host Employer and the Employment Bureau.

**Candidates confirm they have read and agree to the above policy statement when registering on the Employment Bureau online candidate portal by ticking the 'Please accept Health & Safety Policy' box.**