



The WorkPac System

Assignment and Basic Safety Guide

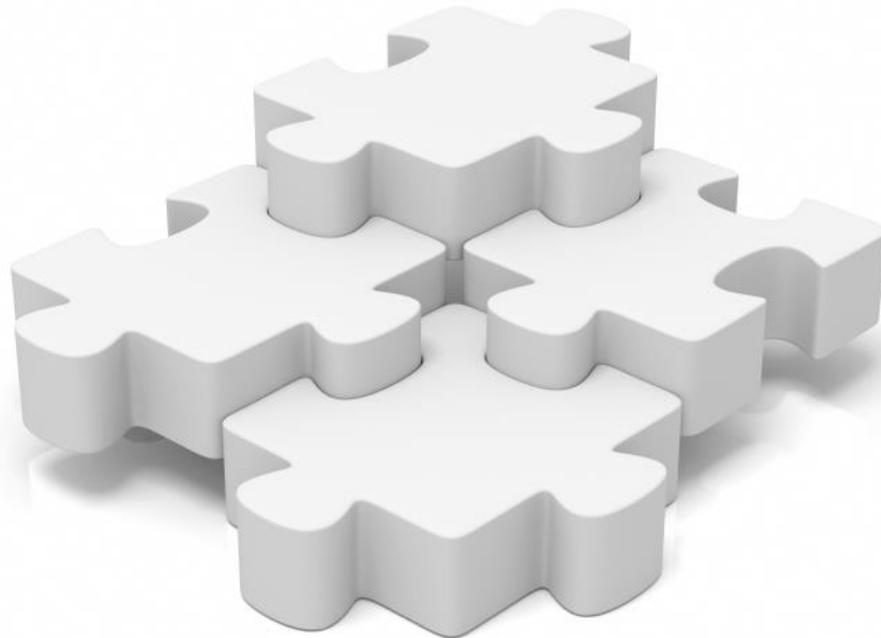


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GENERAL INFORMATION

I. HOW WE FIND YOU WORK

WorkPac specialises in recruiting semi-skilled and skilled personnel in the mining, engineering, construction, oil and gas and manufacturing sectors.

How we find you work is by you developing an ongoing cooperative relationship with your Recruitment Coordinator.

We are here to help you as best we can but in order to do that we do require some help from you in return.

Below are several tips that will greatly assist us placing you on the assignments you would most like and be best suited for:

- Provide your Recruitment Coordinator with the most **up-to-date copy of your resume**, including references that can confirm your previous on-the-job performance;
- Also provide a **copy of all your tickets/licenses, trade qualifications and inductions**;
- Keep us informed of any **newly acquired work skills**;
- Keep us informed of your **current work status**. Once you are available we will actively market you to find you another position to move into once you have completed your assignment; and
- Keep us informed of any changes to **your address, telephone number, personal and emergency contact details**. This is very important as your database record will only be as accurate as the information you provide us with.

2. GETTING YOUR PAY RIGHT

It is your right to receive your pay on time and accurately and we are proud of our systems and the expertise of our employees to ensure this happens.

However, we can only achieve this goal with your help.

By ensuring that the following happens whenever you are on assignment we can guarantee that you will experience a hassle-free pay service.

2.1 Timesheets

- Your Notice of Offer of Employment will detail your timesheet day. This means you **MUST** submit your completed timesheet to WorkPac prior or by that day.
- Please have your Supervisor sign your completed timesheet before you submit it to **WorkPac no later than 11.00am on your timesheet day**.

- If your timesheet is not submitted to WorkPac on time, expect your wages to be delayed. Payment delay may also occur if there has been a public holiday in your State.

2.2 Pay Days

- Make sure you check and confirm that the bank account details printed on your Notice of Offer of Employment are correct.
- Your Notice of Offer of Employment will confirm the day on which your pay will be deposited into your nominated bank account. Please note, WorkPac has no control over when electronically transferred funds will be available. If you have questions in relation to this, please contact your bank directly.

2.3 Tax File Declaration

- Make sure you have completed and provided a signed copy of your tax file number declaration form. If you haven't, you will lose half your wages in tax due to higher tax deductions being applied. Only **you** can change this.

2.4 Superannuation

- Make sure you have provided us with the details of your superannuation fund and membership number. If you fail to provide WorkPac with your superannuation details after twenty eight (28) days of working for us, we will lodge your entitlements with our default fund.
- Reclaiming of these funds is then your responsibility. Superannuation is your rightful entitlement; make sure you get it.
- Superannuation is paid to all employees as per the Superannuation Guarantee Levy in place at the time of your employment. WorkPac lodges your entitlements quarterly, though the frequency can vary from fund to fund.

2.5 Personal and Postal Details

- Make sure that your postal address and email address on your database record is correct at all times as this is where we will be sending important information (including your pay advice) throughout your employment with us.

2.6 Public Holidays

- Please note that our payroll team operates out of our Service Centre in Queensland and do not work on public holidays. When there is a public holiday either in the State you are working or in Queensland, your pay may be one to two days later than normal.

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GENERAL INFORMATION

3. TIPS ON COMPLETING YOUR TIMESHEET CORRECTLY

Below is an example of how your timesheet should be presented every week for payment of wages.

Think of your timesheet as your pay cheque - the information on your timesheet will determine when you will get paid and how much you will get paid so getting it right is essential.

EMPLOYEES FULL NAME	James Smith		
NAME OF COMPANY	False Designers	PURCHASE ORDER NO.	44441C
SITE LOCATION	Northwest Highway		
WEEK ENDING <small>(please complete)</small>	11 February 2001	<input checked="" type="checkbox"/> ASSIGNMENT FINISHED	<small>(please tick if applicable)</small>

MONDAY TO SUNDAY TIMESHEET

(ROUND TOTAL DAILY HOURS TO NEAREST QUARTER OF HOUR)

DAY	DATE	START	FINISH	BREAKS	TOTAL HOURS	SHIFT (D/N)	NORMAL TIME	TIME & HALF	DOUBLE TIME	CLIENT JOB ALLOCATION #
MON	5/2/2001	7:00 am	5:00 pm	1/2 HR	9.5	D				
TUES	6/2/2001	7:00 am	5:00 pm	1/2 HR	9.5	D				
WED	7/2/2001	7:00 am	5:00 pm	1/2 HR	9.5	D				
THUR	8/2/2001	7:00 am	5:00 pm	1/2 HR	9.5	D				
FRI	9/2/2001	7:00 am	5:00 pm	1/2 HR	9.5	D				
SAT	10/2/2001	7:00 am	5:00 pm	1/2 HR	9.5	D				
SUN	11/2/2001	7:00 am	12:00 pm	Nil	5	D				
TOTAL HOURS TO BE PAID FOR					62					

WAGES CANNOT BE PAID WITHOUT CLIENT SIGNATURE ON TIMESHEET

Workpac Employees Signature

 Client Signature

 ROGER BROWN - SITE SUPERVISOR
 Client Name and Job Title

DAY	ALLOWANCE	ALLOWANCE	ALLOWANCE	ALLOWANCE
	(TYPE) <u>Travel</u>	(TYPE) <u>Tool</u>	(TYPE)	(TYPE)
MON	1 day	9.5 hours		
TUES	1 day	9.5 hours		
WED	1 day	9.5 hours		
THUR	1 day	9.5 hours		
FRI	1 day	9.5 hours		
SAT	1 day	9.5 hours		
SUN	1 day	5 hours		

WORKPLACE CONDUCT

4. RETAINING YOUR REPUTATION IN THE WORKPLACE

We are pleased to say the majority of our employees complete all of their assignments with their professional reputation enhanced.

How do we know?

Simple. We do a performance appraisal on each employees when they complete an assignment on our behalf.

How you conduct yourself while working is very important to your continued engagement, to WorkPac and to our Client. It is also important to your personal safety and that of your workmates.

Listed below are a few pointers that will help protect and enhance your personal reputation:

- Arrange to be at the Client's site at least ten minutes before the commencement of your first shift for each different assignment. This will ensure you have adequate time to locate and report to your Supervisor.
- Please be punctual at all times. If you are going to be late or are unable to work **you must contact your WorkPac representative and your Client Supervisor.** Remember we are contactable 24 hours a day, 365 days a year.
- On remote sites where accommodation, recreational and mess areas are being provided to you, treat them with respect. No matter how small, any damage caused to a Client's property must be reported immediately to your site Supervisor. You may, depending on the circumstances, be personally liable for any damage done to Client property, including damage done to Camp rooms.
- Please ensure you look after your own property during your assignment. WorkPac will not be liable for personal property (for example, tools, vehicles, or personal effects) taken either to Site or Camp.
- It is a term of your employment that you may be required to participate in random property searches, including of your private vehicle.
- If you are experiencing challenges on an assignment and are concerned about discussing this with the Client **please speak to us.** We are here to support you and mediate on your behalf.
- The Client **is not** responsible for resolving any pay queries you may have. WorkPac is your employer and sets your pay rates, not the Client, so please refer any questions you have to your WorkPac representative
- Any confidential information you might come across during your assignment should remain just that..."confidential". Disclosure of confidential information may lead to disciplinary action.

WORKPLACE CONDUCT

5. WORKPLACE BULLYING

5.1 WorkPac has a strict zero-tolerance rule towards workplace bullying.

Workplace bullying is the repeated, less favourable treatment of a person by another or others in the workplace, beyond which may be considered appropriate or reasonable workplace practice.

This includes behaviour that intimidates, offends, alienates, degrades or humiliates a worker and can cause reduced productivity and morale and may result in legal ramifications.

If it is proven that one of our employees has been responsible for, or involved in bullying, their assignment will be terminated and the offence recorded on their profile.

On the other hand, should you be subjected to bullying or witness such behaviour, we encourage you to report it. Our aim is for your experience on assignments to be positive, rewarding and productive and we are here to support you in ensuring that happens. You may wish to speak to your direct Supervisor but if you feel this is inappropriate or you do not feel comfortable doing so, please contact your WorkPac Representative.

6. UNACCEPTABLE WORKPLACE PRACTICES

WorkPac will not tolerate under any circumstances the following practices in a workplace:

- ✘ Working under the influence of alcohol or other drugs;
- ✘ Gambling, horseplay or fighting;
- ✘ Theft;
- ✘ Willful damage or destruction to property;
- ✘ Entry into restricted areas;
- ✘ Failure to follow safe work procedures and standards;
- ✘ Failure to wear, use or maintain personal protective equipment (PPE) or clothing; and
- ✘ Unauthorised use of equipment and machinery.

SAFETY IN OUR WORKPLACES

7. INTRODUCTION TO THE WORKPAC SAFETY PHILOSOPHY

WorkPac has developed policies, plans and procedures with the aim of providing and maintaining a safe work environment for our employees and contractors.

To review these policies, including WorkPac's *Occupational Health & Safety Policy* and *Fitness for Work Policy*, please visit <https://www.workpac.com/our-policies>.

Effective safety and health management, along with productivity and quality, is a critical factor for the overall efficiency of our company.

The WorkPac safety program is very much a JOINT effort and we encourage and appreciate your contribution to our safety initiatives.

This may require you to:

- Be advised of occupational health and safety hazards and receive training about safe working conditions, safe work procedures and PPE.
- Participate in any task-specific training conducted by the Client when you are assigned;
- Report any safety hazards onsite or make safety suggestions without fear of reprisal in any form; and
- Actively participate in a rehabilitation program if you suffer an injury at work.

SAFETY IN OUR WORKPLACES

8. YOUR SAFETY RESPONSIBILITIES

While you are an employee of WorkPac, you have a “duty of care” to ensure you work safely and do not put yourself or anyone else at risk of harm or injury.

Duty of care in the workplace is a shared responsibility between employers and employees and is legally enforceable.

Whilst you are employed with WorkPac, you must adhere to the following safety guidelines:

WHO	RESPONSIBILITIES	KEY ACTIVITIES	ACCOUNTABILITY MEASURES
All Employees	Follow standard safe work procedures	Report <u>ALL</u> unsafe situations immediately to Supervisor/Manager	Processes of Supervision
	Report <u>ALL</u> hazards identified	Take corrective action within own ability and report to Supervisor	Current knowledge of Safety Committee and discussions
	Follow reasonable instructions	Report <u>ALL</u> injuries, near miss and plant or equipment damage	
	Act responsibly for the safety of self and others	Support fellow employees	
	Participate in Safety improvement activities	Ask about and keep informed of work hazards	
	Wear <u>ALL</u> designated personal protective equipment	Inspect and ensure all PPE is in a serviceable condition prior to use	
	Ensure all tools are serviceable and in a safe condition before use	Inspect all tools prior to use	
	Ensure all tickets and licenses are current and maintained	Notify WorkPac with any changes to license conditions or status	

SAFETY IN OUR WORKPLACES

9. HAZARDS IN THE WORKPLACE

A hazard is anything with the potential to cause harm to people, plant, equipment, property or to the environment.

Hazards arise from:

- Unsafe acts - people not using equipment correctly, not following procedures or not being familiar with their work environment and the hazards that exist
- Lack of risk assessment - e.g. JSA's or Take 5's
- The work environment - indoors or outdoors
- The use of machinery - plant and equipment
- The use of substances - chemicals, paints, oils etc.
- Poor work design
- Inappropriate systems and procedures

Workplace hazards can be divided into five main or specific categories. These are:

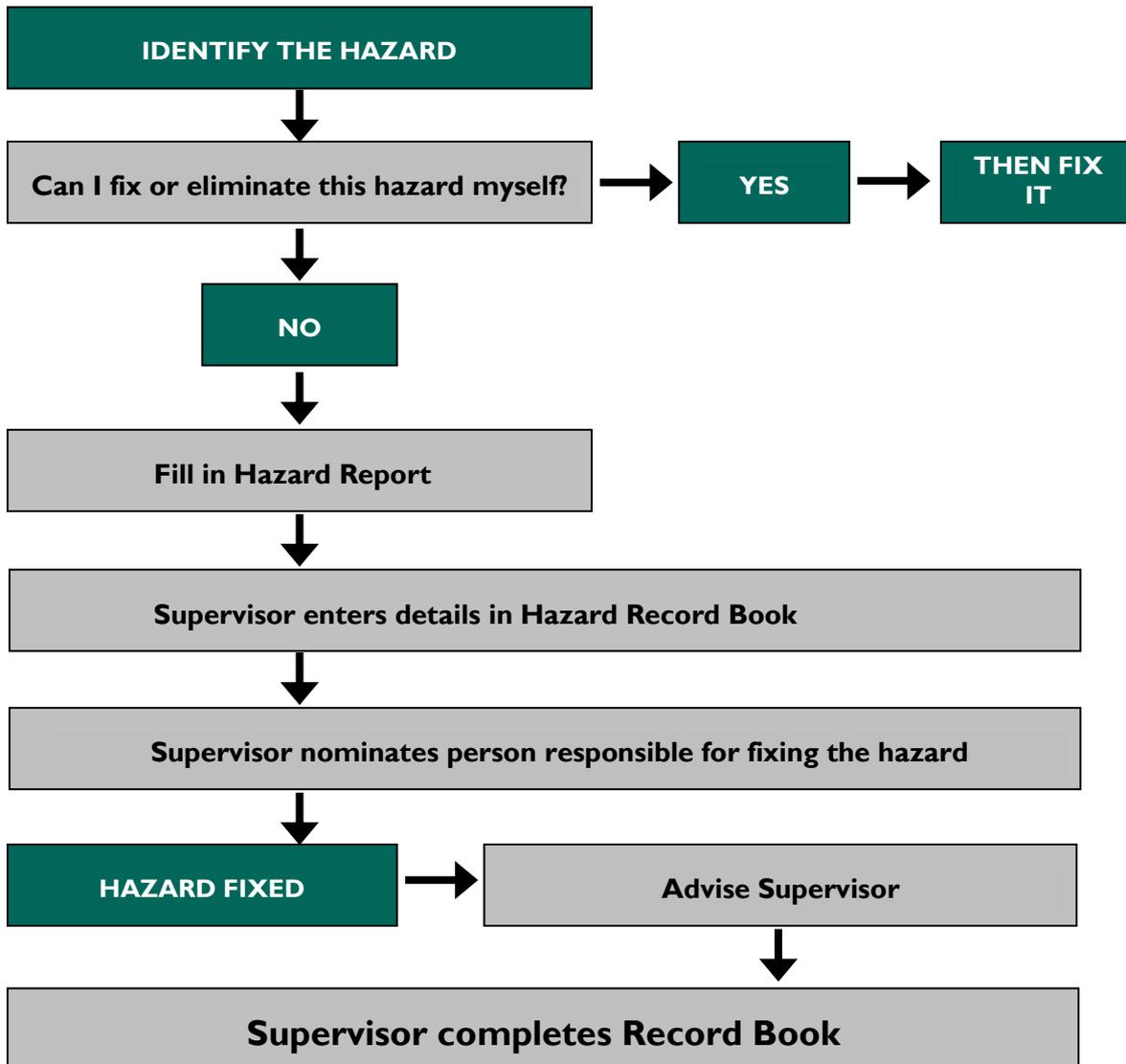
- **Physical** - Noise, radiation, vibration
- **Chemical** - Poisons, dusts
- **Biological** - Viruses, parasites, plants
- **Mechanical and Electrical** - Tools, slips and trips, electrical equipment
- **Psychological** - Fatigue, bullying, violence

SAFETY IN OUR WORKPLACES

10. HOW TO REPORT A HAZARD IN THE WORKPLACE

WorkPac recognises the importance of timely hazard reporting as a major component of the accident prevention program.

If you see a hazard, which can be identified from: observation; inspection; task observation; or as a result of an accident investigation, please follow the flow chart below:



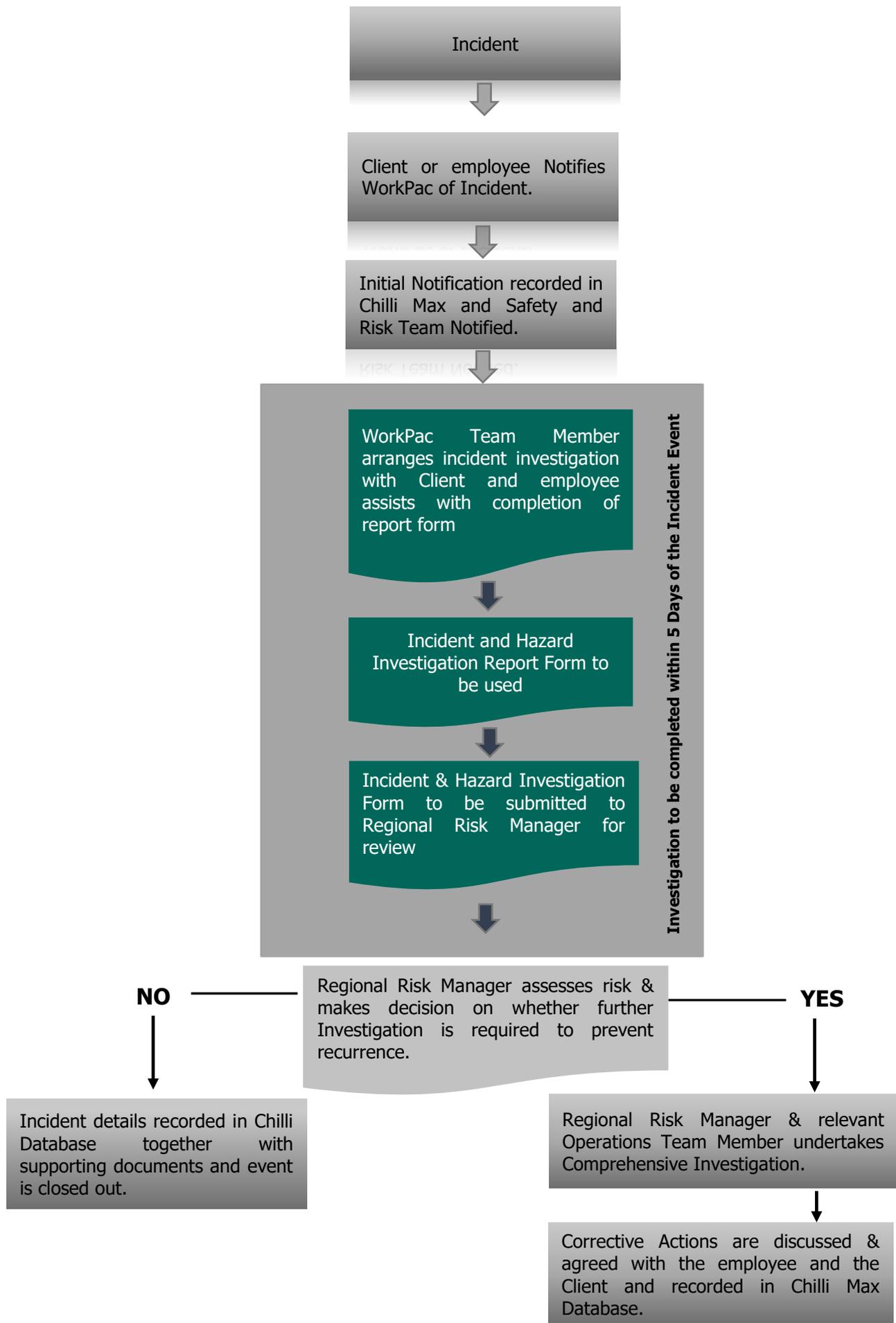
11. REPORTING ACCIDENTS & INCIDENTS

All incidents MUST be reported to WorkPac as well as to the Client as soon as practicable but not later than 24 hours after the incident.

The flowchart shown on the next page highlights the incident investigation process to ensure future incident prevention:

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SAFETY IN OUR WORKPLACES

12. INJURY MANAGEMENT

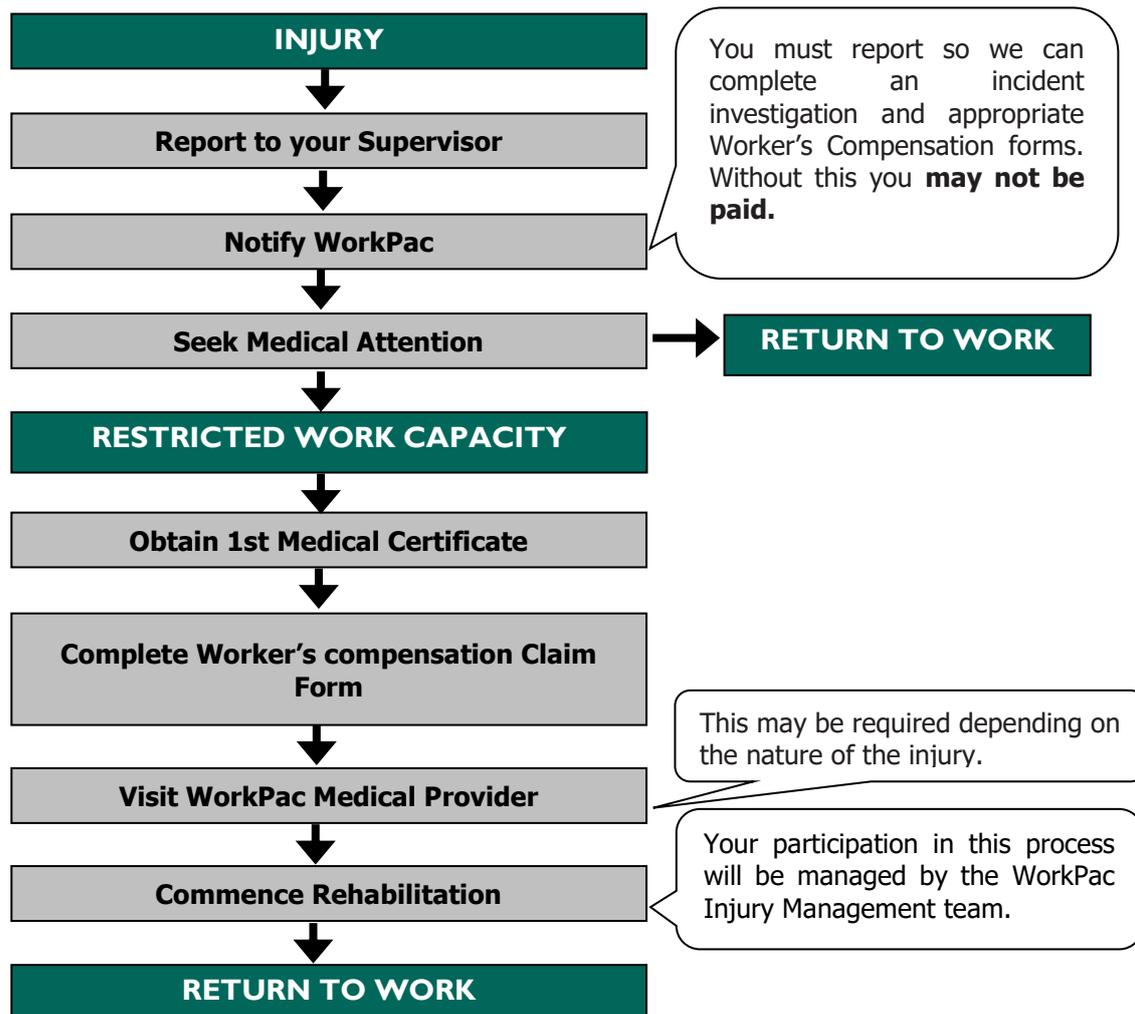
All injuries MUST be reported to WorkPac as well as to the Client as soon as practicable but not later than 24 hours after they happen.

We have a responsibility to manage all injuries to employees and cannot do this if we do not know about you being injured. To review WorkPac's *Injury Management and Rehabilitation Policy* please visit <https://www.workpac.com/our-policies>.

Your conditions of engagement require you to immediately notify both our Clients' Supervisor and your WorkPac representative no later than 24 hours from the time of injury.

IN CASE OF INJURY IMMEDIATELY PHONE: 1300 967 572

The following chart shows the steps to take in the event of an injury:



SAFETY IN OUR WORKPLACES

13. SITE INDUCTIONS AND PPE



For every WorkPac assignment you commence you must undertake a site Safety induction.

The Client will conduct this induction and it MUST occur before you commence any work duties.

If you do not receive an induction on the day you commence any new assignment, you must contact your WorkPac representative immediately.

Your PPE Checklist

You may be required to wear the PPE listed below during your WorkPac assignment:

- ✓ Safety footwear (i.e. enclosed steel capped boots and shoes as appropriate for the task);
- ✓ Long sleeve shirt with collar (cotton drill industrial style);
- ✓ Full-length pants (industrial style); and
- ✓ Safety glasses, prescription if required.

Mandatory PPE requirements and any additional safety equipment that must be work or used by you on each assignment are specified in your Notice of Offer.

You must confirm the PPE requirement before you commence your assignment.

14. DRIVING YOURSELF TO SITE - VEHICLE SAFETY CHECKLIST

This section is particularly relevant if you have to drive yourself long distances to get to your designated place of work.

If you are required to drive yourself long distances to your assignment, you may be required to completed a Journey Management Plan. Your WorkPac Representative will discuss this with you further prior to the commencement of your assignment.

As a minimum, you should carry out a check before embarking on your journey to ensure that the following have been addressed:

The vehicle's registration is current and valid.	<input type="checkbox"/>
You hold a valid and current driver's license.	<input type="checkbox"/>
The vehicle is safe e.g. tyre tread is sufficient, safety belts are intact, brake and hazard lights are working.	<input type="checkbox"/>
Fuel, water and oil supplies are adequate and spare water is stored in the boot for emergency purposes.	<input type="checkbox"/>

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The vehicle has a roadworthy spare tyre, and a reliable jack.	<input type="checkbox"/>
A basic first aid car kit is stored in the glove box for emergency purposes.	<input type="checkbox"/>
You have developed a travel management plan that includes rest breaks (every 2 hours) and overnight stops.	<input type="checkbox"/>
You make contact with your destination prior to commencing your trip with an estimated arrival time and proposed route you will be taking. Once on site you let your site contact know that you have arrived.	<input type="checkbox"/>
Upon leaving you notify your site contact of your set off time and upon arriving at your destination you make contact with to notify them you have arrived home safely.	<input type="checkbox"/>

15. UNDERSTANDING & AVOIDING FATIGUE

The extent that fatigue contributes to traffic accidents is higher than statistics indicate.

Fatigue will seriously impair your driving ability long before you become drowsy. It is vitally important that you recognise the signs of fatigue and take the necessary precautions to reduce the chance of having a vehicle accident.

Workplace fatigue results from **insufficient rest and sleep**. The body needs rest and sleep to regenerate and recover from performing its daily tasks.

It is your responsibility to stop and rest when you realise that you are becoming fatigued.

The signs of fatigue are:

- Feeling cramped or fidgety;
- Your vehicle is wandering on and off the road;
- Your speed starts to vary;
- Overtaking vehicles are startling you;
- Yawning constantly;
- Your mind is wandering;
- Your eyelids are heavy; and
- You are impatient.

Facts:

- Weariness is more dangerous when driving during your normal sleep time.
- Fatigue is frequently felt at the onset of darkness.
- Visibility is reduced and there is a higher risk of accidents, even for an alert driver.

NB: The only way to cure fatigue is by sleeping.

If you are experiencing fatigue in the workplace, you must notify your Supervisor immediately.

GENERAL SAFETY GUIDE

16. BASIC FIRST AID INFORMATION

The following section is intended as a general guide and to reinforce the essential information.

If an accident occurs, you may need to render first aid to an injured person until the site nurse, rescue team or ambulance arrives.

First aid should be given in this order of priority (DRSABCD), no matter what the injury is:

D - Check for DANGER

- To you
- To others
- To the casualty

R - Check for RESPONSE

- Is casualty conscious?

S - Send for help

- Dial 000 or 112 (mobile phone)

A - Check the AIRWAY

- Is airway open and clear of objects

B - Check for BREATHING

- Is the casualty's chest rising and falling?
- Can you hear or feel air from their mouth or nose?
- If there is no breathing, give two initial breaths

C - Give CPR

- If there is no signs of life, i.e. unconsciousness, not breathing and not moving, start CPR.
- CPR involves giving 30 compressions per minute to the centre of the casualty's chest plate followed by two breaths.

D - Apply a DEFIBRILLATOR (if available)

- Follow voice prompts

If you are **NOT** qualified to give first aid, you must alert your site Supervisor who will arrange for attendance by a qualified person.

Do not disturb the site of a serious accident or move any equipment in the area unless it is necessary to make the area safe and you are free from danger yourself.

GENERAL SAFETY GUIDE

17. MANUAL HANDLING - CORRECT LIFTING

The physical handling of materials often involves activities requiring the use of personal force in order to lift, push, pull, carry or restrain an object.

If it is not done correctly, manual handling can cause serious injury.

Almost any part of the body can be affected, so to avoid injury use the following correct techniques:

- Plan the lift by estimating the load and knowing exactly where it is to go;
- Consider whether you should use a mechanical aid or a team lift instead;
- Make sure you have a firm footing and your feet spaced wide apart;
- Bend your knees;
- Check the load;
- Make sure you have secure grip on the object at the base;
- Tighten your stomach muscles;
- Keep your back straight;
- Lift the load smoothly and slowly by pushing through your legs to the ground; and
- Keep the load close to your body.

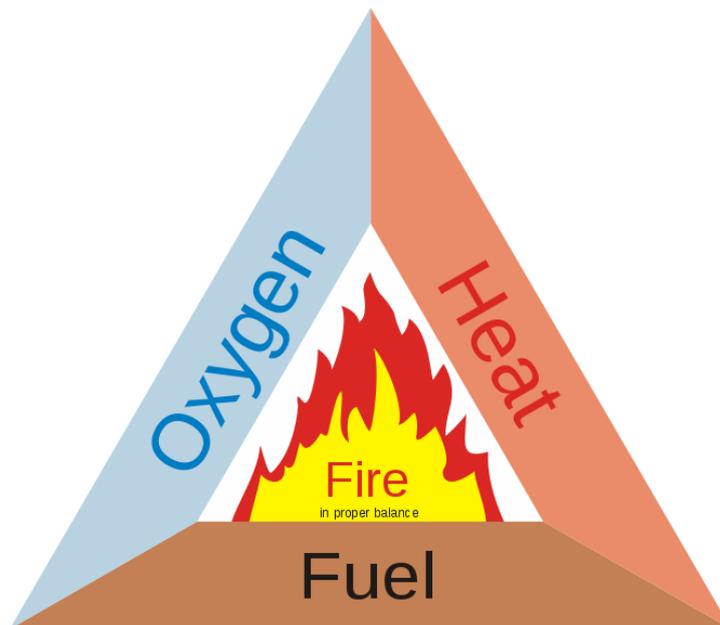


GENERAL SAFETY GUIDE

18. FIRE PROTECTION

Report any fire that you see immediately.

The basic elements necessary for the production of fire are fuel, oxygen and an ignition source. Prevention means keeping any of these three elements away from the other two.



Various first aid and back-up fire fighting facilities are available on all sites. Make yourself familiar with all the fire fighting appliances and check procedures with your site Supervisor. If you come across any equipment that is empty or faulty, please inform your Supervisor.

If you do discover a fire, extinguish it if possible, then advise your Supervisor. If you cannot extinguish it, raise the alarm immediately. Never use conductive extinguishers, such as water or foam, on electrical fires.

You must not interfere with this vital equipment. Fire hydrants, hoses, and extinguishers are exclusively for the fighting of fires and nothing else.

GENERAL SAFETY GUIDE

19. WORKING IN CONFINED SPACES

Safe work procedures must be followed when entering confined spaces in order to avoid or serious injury or fatality.

A confined space is defined as a space of any volume which:

- Is not intended as a regular workplace;
- Has restricted means of entry and exit;
- May have inadequate ventilation or a contaminated atmosphere; and
- Is at atmospheric pressure during occupancy.

All personnel directed to work in a confined space must be aware of and comply with the following:

- You must have been confined space trained prior to entry;
- A confined space entry permit must be sighted and signed by all persons on entering and leaving the confined space;
- A proper means of entry and exit is to be provided;
- 240 volt electrical cables are not to be fed into vessels through access openings;
- Only 32 volt lighting is to be used;
- Appropriate personal protective equipment, in accordance with the material safety data sheets for products in use, is to be worn;
- Adequate ventilation is to be provided at all times;
- An observer is to be stationed at the point of entry;
- An appropriate fire extinguisher is to be available; and
- On completion of work the confined space entry permit must be checked and signed by Supervisor.

GENERAL SAFETY GUIDE

20. DANGER TAGS

A danger tag is designed for your personal protection.

It must be attached to the main isolating switch, valve, or similar of equipment whenever there would be danger posed to someone if that switch was turned on.

If during your course of duties you come across a danger tag that prevents you from carrying out your duties, **please cease work immediately and report your findings to your Supervisor.**

You must not under any circumstances remove the danger tag, tamper with the danger tag or attempt to operate the machine that the danger tag relates to.

Your Supervisor will be responsible for conducting any on-site removal policies of the danger tag if deemed necessary.



GENERAL SAFETY GUIDE

21. OUT OF SERVICE TAGS

The Out of Service tags indicate a piece of machinery that is not to be used until the nominated component has been repaired. Out of service tags do not replace or mean the same as danger tags.

When to Place an Out of Service Tag

- If you come across equipment, machinery, power tools, etc. that are faulty; or
- If an item is inoperable or unsafe or if it's continued use would cause further damage or create a hazard.

Always apply the tag in a prominent place for all other personnel to clearly see. For example, a tag at the bottom of a ladder is not easily seen by someone who may proceed to climb that ladder.

Removal of an Out of Service Tag

Only the following personnel can remove this tag from a piece of equipment:

- The person who completes the repairs or component replacement; or
- The Supervisor upon satisfaction that the equipment is now safe and operational.



GENERAL SAFETY GUIDE

22. RISK OF FALLING

Falls are usually serious - if not fatal. Accordingly:

- Three points of contact should be maintained whenever ascending or descending stairways, ladders, or equipment access points;
- Be conscious of your surrounds to prevent overbalancing, slipping or tripping;
- Be aware of slippery boards, holes and penetrations not properly guarded and the absence of guard rails;
- Climbing supporting framework or uncertified scaffolding is strictly prohibited;
- Ladders must be used for access to and from any work platform or supporting surfaces; and
- Persons who are required to work from a mobile elevated work platform must wear an approved safety harness at all times.

If there is any necessity for persons to exit a working platform to carry out works whilst aloft, **a safety harness must be worn and be connected to a safe anchorage** prior to moving off the working platform.

The safety harness **must not be disconnected** for any reason whatsoever until the person has returned to the working platform and is protected by the guardrails.

23. ELECTRIC SHOCK

Prior to attempting to assist someone who has received an electric shock the following should occur:

- Raise the alarm;
- Do not touch the injured person until the power has been turned off; and
- Render first aid within your capability

If you cannot turn the power off, use heavy-duty PVC gloves or something made of rubber, dry wood or cloth to remove the wire or free the injured person.

If the injured person has stopped breathing, apply artificial respiration immediately. This should **only** to be done by a competent accredited CPR officer or first aider.

GENERAL SAFETY GUIDE

24. HOT WORK - WELDING AND CUTTING

Prior to completing any hot work activities, you should seek permission to undertake such tasks from your worksite Supervisor.

- Persons carrying out welding and cutting operations can be exposed to the following hazards:
- Electric shock due to contact with electrically live components;
- Radiation burns to the eyes or body due to the welding arc;
- Body burns caused by weld spatter or hot or molten materials setting fire to clothing;
- Fire and explosion due to arc, flame, sparks or spatter or electrical faults in combination with flammable materials, gases or liquids;
- Eye injuries caused by foreign matter, such as, chipped welding slag;
- Sickness due to inhalation of fumes from welding or cutting or from surface coatings on the materials being dealt with, such as, galvanising or paint; and
- Asphyxiation due to displacement of oxygen by non toxic gases.

GENERAL SAFETY GUIDE

25. WORKING SAFELY IN HOT WEATHER

Many of WorkPac's employees work in hot weather conditions, and ensuring that you protect yourself from the affects of heat is extremely important.

Be aware that the main factors which influence the risk of heat stress are:

- High air temperature;
- High humidity, which prevents sweat evaporation;
- Low air movement;
- Exposure to the sun;
- Intense physical activity or high workload; and
- Clothing impairing air movement and sweat evaporation.

When you are on site, you need to take into account all of the above factors. Should you be working in an environment that has a single risk factor (e.g. high air temperature), it alone cannot be used to predict the risk of heat stress.

When working in hot weather conditions, some safe systems to consider are:

- Wherever possible, work should be organised so that the heavier workload takes place in the cooler parts of the day;
- To erect temporary cover or work in shaded areas where possible;
- To increase air movement in the work area by using things like extraction and ventilation equipment (if appropriate);
- To drink water at regular times during the day to replace fluids lost in sweating (recommended 3-4 litres per day minimum);
- Wear loose clothing to assist with the evaporation of sweat. This is only to be considered when such clothing is not a safety hazard; and
- To wear a wide brim ventilated hat, SPF rated long sleeve shirts and long trousers for maximum sun protection. Also apply sunscreen regularly to protect any exposed skin.

Take all necessary precautions as the effects of heat stress can lead to heat exhaustion and heat stroke - a potentially life threatening condition. The early symptoms of heat stress include muscle cramps, headaches, dizziness, fatigue, loss of coordination, nausea and a weak rapid pulse.

If you feel you are experiencing these symptoms from heat stress, advise your Supervisor or first aid officer immediately, move to a cool shaded area and drink water to rehydrate.

WORKPAC POLICIES

26. WORKPAC POLICIES

WorkPac has developed policies, plans and procedures with the aim of providing and maintaining a safe work environment for our employees and contractors.

The policies are:

- *Occupational Health and Safety Policy*
- *Injury Management & Rehabilitation Policy*
- *Fitness for Work Policy*
- *Environmental and Sustainability Policy*
- *Quality Policy*
- *Privacy Policy*
- *Equal Employment Opportunity Policy*
- *Workplace Equity & Diversity Policy*
- *Harassment, Discrimination & Workplace Bullying Policy*
- *Employee Relations Policy*
- *Community Relations Policy*
- *Indigenous Australians Policy*

To review these policies in full, please visit <https://www.workpac.com/our-policies>