

Health & Safety Policy

Date Issued: May 2025
Issued by: Head Office



1. Scope

This policy and procedure applies to all employees and workers within the organisation.

2. Responsibility

The staff in the following roles are responsible for implementing this policy:

- 2.1. Frontline Recruitment – Head office has overall responsibility for health and safety
- 2.2. Frontline Recruitment – Head office has responsibility for development and implementation of policy and procedure
- 2.3. Frontline Recruitment – Head office & Branch Managers are responsible for training the policy throughout the organisation and communicating internally and externally
- 2.4. Branch Manager / Head Office Manager are responsible for day to day duties including cooperation with clients on risk assessment and control, monitoring, handling complaints and co-ordinating improvements.
- 2.5. All employees and workers are responsible for taking reasonable steps for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, and to cooperate with management in the implementation of this policy.

3. Policy Statement

At Frontline Recruitment we are committed to achieving high health and safety standards, recognising this as an essential part of our business success. This extends to ensuring the health and safety of our employees, agency workers, contractors, visitors and others who may be affected by our activities. We will achieve this by setting clear objectives, implementing safe systems of work and measuring and reviewing our management of health and safety performance to achieve continuous improvement. This policy is approved by the senior management team and has been agreed with trade unions and/or employee or worker representatives.

4. Policy Commitments

- 4.1. We will provide and maintain a safe and healthy workplace, safe systems and methods of work.
- 4.2. We will work collaboratively with our clients to ensure a safe and healthy workplace and safe systems and methods of work are provided for our workers on assignment.
- 4.3. We will consult with employees on health and safety issues.
- 4.4. All employees and workers will be provided with the information, instruction, training and supervision they need to work safely and efficiently.
- 4.5. All workers are informed of what they will be required to do, what qualifications or skills are necessary to do the job safely and any health and safety risks and controls for each assignment prior to commencement.
- 4.6. All workers, jobseekers and staff understand how to, and can raise grievances, complaints, concerns, suggestions or ideas related to the health and safety of workers on assignment
- 4.7. Breaches of the policy are treated as retraining or misconduct matters as appropriate and such cases are dealt with according to our disciplinary/conduct and capability policy and procedure
- 4.8. We monitor, review and improve the policy regularly and whenever any issues related to its implementation are identified.

The policy will be reviewed annually and at any other time it is considered necessary due to changes in business or legislation.