



Introduction

WorkSafe is currently looking at the occupational safety and health (OSH) of labour hire workers with a view to reducing workplace injuries. The campaign will involve inspectors obtaining information about the safety and health of labour hire workers during any routine inspections at host employers and will also involve visits to labour hire agents. Inspectors will identify safety risks to labour hire workers and provide both host employer (host) and labour hire agent (agent) with information on how to comply with OSH requirements.

What is a RISK ASSESSMENT?

The OSH laws require risk assessments to be carried out by employers, including host employers and labour hire agents.

A risk assessment is the process of determining whether there is a risk associated with an identified hazard, that is, whether there is any likelihood of injury or harm. The process should include consultation with people involved in the task, as well as consideration of the, experience and training of the operator, individual tasks to be performed and the length of time the operator is exposed to the identified hazards

Risk rating table – for working out level of risk Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk

Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away.

If it is lower down in the table – moderate or low – then plan when you will fix it.

What can you do before an inspector visits?

The following are some things you can do as a host or an agent before an inspector visits:

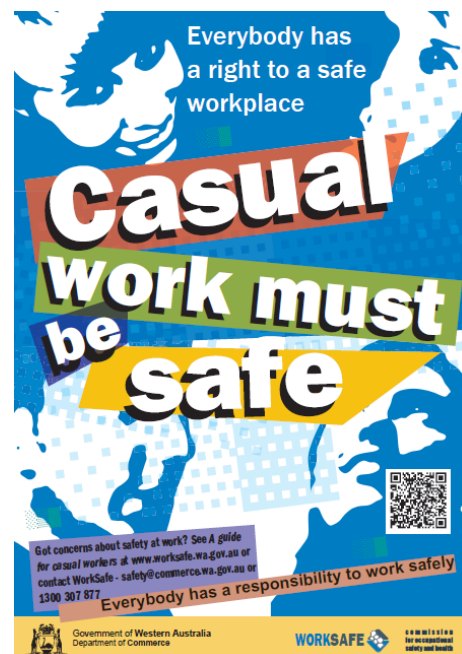
- work through the checklists at the back of this publication to identify any OSH issues to labour hire workers;
- using the risk rating table above, rate the risk of injury or harm to labour hire workers, prioritise the issues and work out a plan between the host and the agent to resolve any issues identified;
- ensure the labour hire worker:
 - has received information, instruction and training relating to hazards they are exposed to at the host workplace;
 - is adequately supervised at the host workplace; and
 - is competent to do the job in such a way that he/she is not exposed to hazards, ie host provides detail about the job to the agent and skills, knowledge and experience is matched to the job.

Do you have labour hire workers in your workplace?

Before engaging labour hire workers - what can you do as a host?

Before you engage labour hire workers to carry out work, you should:

- provide the agent with detailed information about the nature of work to be carried out including details of:
 - any skills, knowledge, training and experience required to safely undertake the work required;
 - the tasks to be carried out;
 - the working environment;
 - any plant or equipment to be used;
 - any manual tasks to be carried out;
 - any hazardous substances to be used;
 - any other safety and health risks associated with the work;
 - any control measures to minimize the risk of injury; and
 - organisational and OSH management arrangements,
- verify that the selected worker/s have any necessary qualifications, licences, skills and training to carry out the work safely;
- consult with the agent on any OSH matters;
- discuss with the agent the contents of site specific OSH induction and required information, instruction and training outlining duties, policies, procedures and safe work practices, including consultation methods;
- discuss with the agent any required equipment, including personal protective clothing and equipment (PPE), the standards PPE must meet and who provides the PPE;
- eliminate or, if that is not reasonably practicable, minimise risks to labour hire workers in the workplace in consultation with the agent;
- establish open communication and consultation methods with the agent and the worker in relation to OSH matters, including changes to the job; and
- establish persons of contact for OSH matters between you and the agent, as well as agreed means and frequency of communication.



During a labour hire worker's placement - what is your role as a host?

While labour hire workers are carrying out work, you should:

- provide the worker(s) with site specific OSH induction and information, instruction and training outlining duties, policies, procedures and safe work practices, including consultation methods;
- treat labour hire workers as you would your own employees, with respect to the provision of a safe working environment and the provision of PPE;
- provide adequate supervision of labour hire workers to ensure that work is being performed safely;
- consult with the agent and worker regarding any changes which may affect OSH - you should not transfer a worker to a new task or a new location until you have consulted with the worker about this and have obtained approval of the agent to the proposed change(s);
- provide any further instruction, information and training necessary prior to transferring a labour hire worker to a new task or a new location;
- encourage labour hire workers to participate in the identification of hazards specific to their work;
- support and encourage labour hire workers to participate in workplace consultative arrangements;
- allow the agent access to the workplace and to relevant documents for the purpose of workplace safety assessments and to fulfill their OSH duties as an employer; and
- encourage workers to maintain contact with the agent throughout their placement.

Are you an agent placing labour hire workers?

Before placing labour hire workers - what is your role as an agent?

Before you place a labour hire worker, you should:

- review the host employer safety record to satisfy yourself that the host provides a safe workplace;
- gather information about the work and the workplace, including the work environment, organisational arrangements, risks associated with the work and any skills/knowledge required to undertake the work safely;
- consult with the host on any OSH matters;
- discuss with the host the contents of site specific OSH induction and required information, instruction and training outlining duties, policies, procedures and safe work practices, including consultation methods;
- make arrangements with the host to keep training records on hazardous substances and records on exposure to substances such as lead and asbestos, as required;
- discuss with the host any required equipment, including PPE, the standards PPE must meet and who provides the PPE;
- visit the workplace prior to placement of a worker to identify hazards and assess any risks to labour hire workers' safety and health;
- where risks are identified, consult with the host to ensure they are eliminated, or if that is not reasonably practicable, minimised – if you are not convinced the host workplace is safe, you should not provide workers;
- ensure arrangements are in place to consult with the host and other duty holders, remembering that duties are non-transferable and more than one duty holder may have the same duty;
- explain to the host the need to monitor the workers' safety throughout the term of their placement;
- require the host to obtain your approval prior to transferring a labour hire worker to a new task or location;
- establish communication methods the worker can use to contact you if they consider there is any OSH risk;
- ensure workers have the means to identify and take action in an unsafe situation at the host workplace, such as stopping work or bringing it to the attention of the host or a safety and health representative;
- ensure the worker has the means to raise safety issues with you if they are unsatisfied with the host employer's response;
- provide a general safety induction to the worker about the safety systems of the labour hire agent;
- ensure that the worker has the necessary qualifications, licences, skills and training to safely do the work;
- consult with the host and the worker to ensure you and the workers understand and are confident in your understanding of the OSH policies, procedures and practices of the host;
- establish persons of contact for OSH matters between you and the host, as well as agreed means and frequency of communication; and
- ensure that you have an adequate system in place for the OSH management of your labour hire workers, including appropriately trained agency staff.

During a labour hire worker's placement - what is your role as an agent?

While your workers are placed with the host, you should:

- verify that a timely site specific induction has been completed (ie within 24 hours) and that agreed information, instruction and training has been provided to the workers;
- consult with the host and workers on any changes which may affect their safety and health and update the risk assessment where there are any changes to the task or the location;
- update the risk assessment at the workplace regularly;
- monitor the workplace for new risks to safety and health and consult with the host about how they might be addressed - this should include regular visits to the host workplace;
- take effective action when the worker or host identifies risks or raises concerns about OSH; and
- encourage workers to maintain contact with you and to provide feedback on OSH matters in the host workplace.



Labour hire and legal requirements

Duties of labour hire agents and host employers

It is important to understand that labour hire agents and host employers both have responsibilities under the *Occupational Safety and Health Act 1984* (the Act) for the safety of labour hire workers. A labour hire agent cannot 'pass on' its legal duty of care, even if the host employer agrees to this.

For agents and hosts, OSH obligations as an employer extend to labour hire workers through section 23F of the Act. The same general duties of care that apply to an employer under section 19 of the Act apply to both the agent and the host, in relation to matters over which each has the capacity to exercise control. Even though the agent will not always have direct control or management of the workplaces involved, the duty of care remains as an employer to your workers.

Duties of labour hire workers

A worker supplied by an agent has the same general duties of care to the agent and the host as those that apply to an employee under section 20 of the Act. Workers must take reasonable care of their own safety and health and that of others in the workplace and must report forthwith any injuries or hazards to the agent and the host employer.

Terminology

- an "agent", also called labour hire agent, means a person that carries on a business of providing workers to carry out work for clients of the agent, and includes a group training organisation as defined under the Industrial Relations Act 1979;
- a "client", also called a host employer or host, means a person who uses an agent for the supply of workers to carry out work at their workplace;
- a "worker" includes an employee or a contractor;
- a "labour hire arrangement" exists where:
 - an agent has for remuneration agreed with the host employer (client) to provide a worker to do work for the client;
 - there is no contract of employment between the worker and the client in relation to the work;
 - there is an agreement (which may be a contract of employment) between the worker and the agent about the carrying out of the work, including in respect to remuneration and other entitlements; and
 - the agreement applies to the carrying out of the work by the worker for the client.

Reporting of injuries & diseases to WorkSafe on 1800 678 198

Work related deaths and certain types of injuries and diseases must be reported to WorkSafe. Reporting must be done by both the agent and the client.

The types of injuries that must be reported are:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot);
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- the loss of sight of an eye; and
- any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Types of diseases that must be reported are:

- **infectious diseases:** tuberculosis, viral hepatitis, legionnaires' disease and HIV, where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection; and
- **occupational zoonoses:** Q fever, anthrax, leptospiroses and brucellosis, where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

Notification of injuries and diseases must be made using a notification form (called 'Form 1 Notification of Injury'), available from WorkSafe on 1300 307 877 or from www.worksafe.wa.gov.au.

Common hazards and issues

1. Manual tasks

Manual tasks are more than just keeping your back straight and knees bent, or lifting properly– it includes carrying, pushing and pulling, and holding or restraining. Manual tasks refer to any activity or sequence of activities that requires a person to use their physical body to perform work including:

- manual handling (the use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or thing);
- performing repetitive actions;
- adopting awkward or sustained postures; and
- using plant, tools or equipment that exposes workers to vibration.

Traumatic joint/ligament and muscle/tendon injuries continue to record the highest proportion of work-related injuries. The 2011-12 preliminary data shows that 54.4 per cent of the injuries fall in this category. A large number of these injuries are resulting from manual tasks at workplaces.

Hazard identification and risk assessment

Both host employer and labour hire agent need to identify the hazard associated with manual task and identify the potential for the task to cause injury or harm. This can be done by reviewing injury and hazard reports, speaking with employees and looking at the manual tasks. Factors such as awkward movements, fixed postures, how long and quickly a task is performed are important. Jobs involving physical stress or repetitive movements have the highest rates of manual task injuries. Having identified the hazardous task an assessment of the risk needs to be carried out. This will identify the likelihood of an employee receiving an injury from performing the manual task, understanding why it is a problem and identifying the source of the problem.

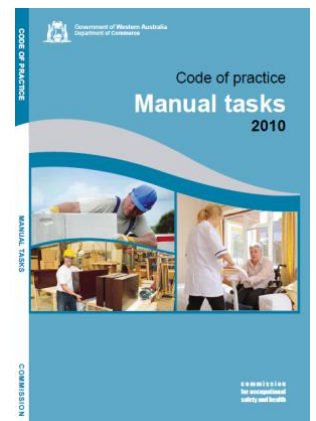
Control measures

Once the risk is determined, control measures need to be implemented. The best control measure is elimination of the hazard from the workplace, however if this not practicable the risk needs to be reduced as much as possible through things such as modifying the work area and layout, changing the items, equipment and tools, the type of load, working environment, systems of work, work organisation and work practices. Specific manual task training should be provided to each worker carrying out manual tasks, including labour hire workers and persons involved in the organising the work. The training should take place as part of the induction of all workers and refresher training should be organised as part of an ongoing manual task risk control program.

Training should include items covered in the *Code of practice – Manual tasks* such as:

- key sections of the OSH regulations and the Code of practice;
- the roles and responsibilities of the employers, workers and others;
- consultation in order to identify manual tasks, and to assess and control risks;
- basic function of spine, body postures, how muscle work and principles of levers;
- relationship between the human body and the risk of injury;
- activities included in manual tasks and resulting types of injuries;
- risk factors and potential sources of risks; and
- control strategies for manual tasks.

A regular review of manual tasks in consultation with all parties including the host, the agent and the worker, is important to assess the risk of injury and practicable controls. Your review should include investigations of reported manual task injuries and hazards. Further information including a manual task training package and a form for investigating manual task injuries is available from www.worksafe.wa.gov.au



2. Electricity

Electricity is a relatively frequent cause of workplace injuries and deaths and does not have to be high voltage to cause electrocution. Electrical hazards exist in almost every workplace and the smallest error can be fatal. Each year on average one death and 30 lost time injuries occur as a result of an electrical injury in Western Australia. Although there are different causes of electrical injury, they have one thing in common – they could be prevented.

Control measures to reduce the risk of electrical injury or electrocution include:

- maintain electrical installations;
- replace or repair damaged electrical leads;
- hire a licenced electrician for all electrical work;
- use cords away from water and hot surfaces;
- turn off electricity when entering roof spaces;
- provide residual current devices;
- test residual current devices regularly;
- provide enough power points – no double adaptors or multiple extension cords; and
- only use power boards with overload protection.

3. Slips trips and falls

What risk factors contribute to slips and trips incidents?

Slips and trips account for 20% of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work. Risk factors that contribute to slips and trips injuries will vary according to the type of workplace and tasks being undertaken. Common risk factor categories include:

- floor surface and condition;
- floor contamination;
- objects on the floor;
- ability to see floor, walkways, hazards;
- cleaning and spill containment;
- space and design;
- stairs and stepladders;
- work activities, pace and processes;
- footwear and clothing; and
- individual characteristics.

How can I reduce the risk of slips, trips and falls in a host workplace?

There are many controls that employers can use to prevent slips and trips in the workplace. Firstly though, it is important to complete a hazard identification and a risk assessment in consultation with workers. This will ensure that the right control is chosen for the hazards that are relevant in the workplace.

Common controls used in workplaces can be categorised according to the hierarchy of controls:

- **eliminate the hazard** - remove slip or trip hazard;
- **substitution** - install non-slip surface on truck steps and ladders;
- **isolation** - restrict access to some work areas;
- **engineering controls (minimising risk by redesign)** - improve lighting, mark walkways, install drainage in truck wash bays, and use ramps instead of steps;
- **administrative controls** - ensure good housekeeping - clean up spilled rubbish immediately and use signs for slippery or wet floors; and
- **personal protective equipment** – use adequate safety footwear and clothing.

4. Working at heights

Identifying working at height hazards involves recognising things that may cause injury or harm to the health of a person, such as where a person may fall from, through or into a place or thing. There are a number of ways to identify potential situations that may cause a fall to occur. A hazard identification process or procedure may range from a simple checklist for specific equipment, such as a ladder or fall-arrest system inspection checklist, to a more open-ended appraisal of a group of related work processes. Generally, a combination of methods will provide the most effective results.

Key things to check at your workplace

- **change of levels:** control measures are in place where workers can fall from one level to another;
- **edge protection:** is provided and kept in place where a person could fall 2 or more metres from a scaffold, fixed stair, landing or suspended slab or from formwork or falsework – in all other situations if a person could fall 3 or more metres a fall injury prevention system (ie fall arrest system, catch platform, scaffold, safety nets, safety mesh) or edge protection is in place;
- **fall injury prevention systems:** are provided and inspected by a competent person at regular intervals;
- **holes or openings:** are covered with a material that is strong enough to prevent persons or things entering or falling through or into the hole or opening;
- **surfaces:** are checked for the stability; the fragility or brittleness; the slipperiness (eg. where surfaces are wet, polished, brittle, glazed or oily in the case of new steelwork); the safe movement of workers where surfaces change; the strength or capability to support loads; and the slope of work surfaces;
- **structures:** the load bearing capacity and stability of temporary or permanent structures is known;
- **the ground:** is even and stable for safe support of scaffolding or a working platform;
- **the raised working area:** is kept in a clean condition (not crowded or cluttered);
- **hand grips:** are provided in places where hand grip may be lost;
- **proximity of workers to unsafe areas:** control measures are in place where loads are placed on elevated working areas; when objects are below a work area, such as reo bars and star pickets; where work is to be carried out above workers (eg potential hazards from falling objects); and power lines near working areas;
- **movement of plant or equipment:** ensuring there is no sudden acceleration or deceleration when moving plant or equipment, such as an elevated work platform;
- **lighting:** is sufficient during working hours;
- **weather conditions:** control measures are in place when heavy rain, dew or wind are present;
- **footwear and clothing:** is suitable for conditions and provided to workers at no cost;
- **ladders:** are adequate for the task and used in a safe manner; and
- **new and inexperienced workers:** are familiar with the task and have received adequate training.

For more information please refer to the *Code of practice - Prevention of falls at workplaces*.

5. Mobile plant

Safe movement of vehicles and mobile plant at workplaces

Vehicles and mobile plant moving in and around workplaces cause far too many occupational injuries and deaths in WA. Reversing, loading, unloading and pedestrian movements are the activities most frequently linked to incidents. To avoid incidents, traffic and pedestrian movement needs to be designed, planned and controlled.

Tips for safe movement of vehicles and mobile plant:

- design traffic routes so they are wide enough for the largest vehicle using them - they should be one-way (where possible) and have clearly signed traffic instructions;
- separate pedestrian footpaths or walkways from traffic or make traffic routes wide enough for both vehicles and pedestrians - use pedestrian barriers to prevent people walking in front of vehicles;
- situate loading bays where vehicles can be manoeuvred easily and protected from adverse weather conditions - raised loading platforms should be fitted with rails and raised wheel stop edges on the non-loading sides;
- mark reversing areas so drivers and pedestrians can see them easily - to reduce reversing accidents, place fixed mirrors at blind corners;
- maintain vehicles and mobile plant to ensure all operating controls such as reversing beepers are working;
- train operators of plant and ensure operators hold a high risk work licence, if required for the type of plant;
- provide high-visibility clothing to all persons working in the vicinity of mobile plant and ensure it is used; and
- require persons directing traffic to wear high-visibility clothing and ensure their signals can be seen clearly.

6. Machine guarding

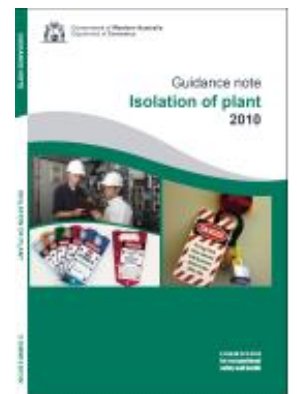
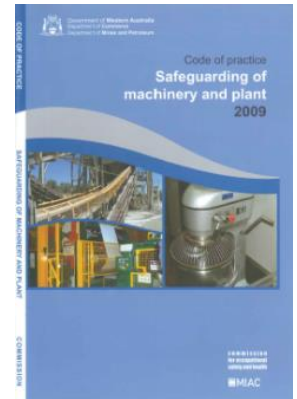
Employers are legally required to make sure that dangerous parts of machinery and plant are safely guarded so that operators and others are protected from injury. A guard may be any shield, cover, casing, physical or electronic barrier intended to prevent contact between a hazardous machine part and any part of a person or a person's clothing. For more information about machine guarding and lock-out tag-out procedures refer to the *Code of practice - Safeguarding of machinery and plant*.

Control the risk

Old machinery is sometimes poorly guarded. Hazard areas may include extra moving parts like shafts, sprockets and pulleys that have been added for other uses. Original guarding may have also been removed for maintenance and not put back. There may be times when an operator may need to reach over, under, around or into a machine while it is running. If so, any moving parts or other hazards must be appropriately guarded from human contact.

Some of the hazards associated with machinery and likely to cause injury include:

- rotating PTO and other shafts, eg joints, couplings, shaft ends and crank shafts;
- gearing, including friction roller mechanisms, cables, sprockets, chains, clutches, cams or fan blades;
- keyways, keys, grease nipples, set-screws, bolts or any other protrusions on rotating parts;
- any pulley or flywheel that incorporates openings, spokes or protrusions, etc that renders it anything except totally smooth;
- any crushing or shearing points, such as augers, roller feeds, and conveyor belts;
- rotating knives, blades, tines or similar parts of power driven machines that operate in or near the ground;
- any machine component that cuts, grinds, pulps, crushes, breaks or pulverises;
- hot parts of any machine; and
- machinery being accidentally started during maintenance or cleaning, due to a lack of lock-out tag-out systems (eg procedures for isolation of plant).



7. Language and literacy issues

Employers of workers with language and literacy issues are required provide a safe system of work in which workers are not exposed to hazards. The Act does not require people to speak or read English, but it does place a duty of care on the host and the agent to ensure workers understand hazards associated with their jobs and are competent to perform the work. Consideration of a worker's level of understanding of written or verbal information should be factored into the induction process. This may mean translating information, such as safe operating procedures, job safety analysis forms, material safety data sheets and work instructions into the person's first language, using multi-lingual or picture signage and using interpreters during training.

Dangerous incidents

1. Forklift safety - amputation of young worker's leg

A labour hire worker suffered a severely injured lower leg that was later amputated while attempting to jump from a falling forklift. The labour hire agent had supplied two young workers on a working holiday visa to a bedding warehouse. It was not part of their agreed job to operate the forklift, and neither had any experience or a high risk work licence to operate a forklift, however, after being employed at the host, the workers were given a short lesson by a supervisor and instructed to operate the forklift. While the worker was driving the forklift towards the warehouse roller doors with the forks of the forklift extended, the mast of the forklift struck the roller door and began to tip over. As the forklift fell, the man's right leg was trapped and severely injured. The labour hire agent visited the warehouse weekly, but almost no effort was made to ensure the workers were performing only duties in their job descriptions, to communicate about changes of duties or to undertake any hazard identification and risk assessment at the host workplace. Neither the labour hire agent nor the host employer fulfilled their obligations under the Act. The companies were fined a total of \$120,000 over the amputation of the worker's lower leg.



Factors

- The workers were instructed to operate a forklift.
- No checks were done to ensure the workers held a high risk work licence.
- No adequate hazard identification and risk assessment had been carried out by the agent.
- Communication between the host and the agent about changes to the job were insufficient.
- Communication between the worker and the labour hire agent about safety aspects of the job was inadequate.

Recommendations

- Both host and agent must ensure that only workers holding a high risk work licence operate a forklift.
- Labour hire agent must identify hazards and assess the risk of injury at host workplaces and must monitor the workplace.
- Regular communication between the agent and the host about safety must identify any changes to jobs.
- Regular communication between agent and worker must include safety aspects of the job and changes to the job originally agreed.

2. Quad bike incident - farm worker dies after a fall from a quad bike

A labour hire worker suffered a fatal head injury after he was thrown from a quad bike without wearing an adequate helmet. The labour hire agent had supplied a farm worker to a grain growing farm in the wheat belt and the worker had been working on the farm for about 6 months. At the time of the incident, the worker rode into a wire gate and was found lying on the road next to the quad bike the next morning by a truck driver. It was identified that the wire gate across the road was difficult to see and that there had been a previous accident where someone had driven into the wire gate with a vehicle. The labour hire agent that supplied the worker had not visited the farm at any time during the six months the man had been working there to identify hazards, assess the risk of injury and consider control measures. As a result, the labour hire agent had no idea about the hazards their worker was exposed to, such as riding a quad bike without an adequate helmet and the difficulty of seeing the wire gate across the road. Both labour hire agent and host employer had not fulfilled their duties under the Act and were fined a total of \$80,000 over the fatal incident.

Factors

- The worker was riding a quad bike without wearing an adequate helmet.
- There was a wire gate across the road that was difficult to see.
- The labour hire worker was found next morning by a truck driver passing by.
- Communication systems between the host and the worker for remaining in contact with employees working alone were insufficient.
- The labour hire agent had not visited the host workplace or made any attempt to identify hazards, assess the risk and consider control measures.
- Communication between the host and the agent about duties and safety relating to the job had been inadequate
- Communication between the worker and the labour hire agent about safety aspects of the job was inadequate.

Recommendations

- Only use a quad bike at a workplace if there is no other alternative vehicle that is safer.
- Never ride a quad bike without wearing an adequate helmet.
- Gates across the road must be easy to see by painting the gate supports and providing signs on the gate.
- Ensure that an adequate communication system is in place between the employer and employees working alone.
- Labour hire agents must identify hazards, assess the risk and consider control measures in consultation with the host.
- Regular communication between the agent and the host about safety must include any safety aspects to do with the job and tasks.
- Regular communication between agent and worker must include safety aspects of the job and changes to the job originally agreed.

Host employer checklist

Information, instruction, training and supervision

Check	yes	no	n/a
Labour hire workers have received, so far as is practicable, information, instruction and training relating to hazards they are exposed to at the host workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labour hire workers are adequately supervised at the host workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labour hire workers who are directed to do high risk work of a particular class hold a high risk work licence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labour hire workers are competent to do the job in such a way that they are not exposed to hazards, ie host employer provides detail about the job to the labour hire agent and skills/experience is matched to the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazard identification, risk assessment and risk control

Check	yes	no	n/a
Host employer has identified hazards labour hire workers are exposed to, assessed the risk of injury and has considered control measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labour hire agent has visited the workplace and has identified hazards their workers are exposed to and has assessed the risk of injury or harm to their workers. Host employer and labour hire agent have discussed results of risk assessment and have considered control measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reporting of injuries and investigation of injuries and reported hazards

Check	yes	no	n/a
The host employer has reported notifiable injuries of labour hire workers to WorkSafe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The host employer has, within a reasonable time, adequately investigated any hazards or injuries reported by their workers, determined action (if any) and notified the worker of the outcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation with labour hire workers and with the labour hire agent

Check	yes	no	n/a
The host employer consults with labour hire workers regarding OSH including changes to tasks or location and reporting of hazards/injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The host employer consults with the labour hire agent regarding OSH, including changes to tasks or location and reporting of hazards/injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal protective clothing and equipment (PPE)

Check	yes	no	n/a
The host employer has ensured that where it is not practicable to avoid the presence of hazards, that labour hire workers are provided with adequate PPE, including safety footwear without any cost to the labour hire workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide a safe working environment for labour hire workers

Check	yes	no	n/a
So far as is practicable, the host employer has provided and maintained a safe working environment - labour hire workers are not engaged to do work where there is a risk of serious injury or harm to health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Labour hire agent checklist

Information, instruction, training and supervision

Check	yes	no	n/a
Labour hire workers have received, so far as is practicable, information, instruction and training relating to hazards they are exposed to at the host workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labour hire agent has ensured that their workers receive adequate supervision at the host workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labour hire agent has ensured that the workers hold high risk work licence when they are directed to do high risk work of a particular class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labour hire agent has ensured that the workers are competent to do the job in such a way that they are not exposed to hazards, ie the worker is matched to the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazard identification, risk assessment and risk control

Check	yes	no	n/a
The labour hire agent has identified hazards their workers are exposed to and has assessed the risk of injury or harm to their workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labour hire agent has considered control measures in consultation with the host employer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reporting of injuries and investigation of injuries and reported hazards

Check	yes	no	n/a
The labour hire agent has reported notifiable injuries to WorkSafe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labour hire agent has, within a reasonable time, adequately investigated any hazards or injuries reported by their workers, determined action (if any) and notified the worker of the outcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation with labour hire workers and with the host employer

Check	yes	no	n/a
The labour hire agent consults with their labour hire workers regarding OSH, including changes to tasks or location and reporting of hazards/injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The labour hire agent consults with the host employer regarding OSH, including changes to tasks or location and reporting of hazards/injuries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal protective clothing and equipment (PPE)

Check	yes	no	n/a
The labour hire agent has ensured that where it is not practicable to avoid the presence of hazards that workers are provided with adequate PPE, including safety footwear, without any cost to the workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide a safe working environment for labour hire workers

Check	yes	no	n/a
So far as is practicable, the labour hire agent has provided and maintained a safe working environment - labour hire workers are not placed to do work where there is a risk of serious injury or harm to health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>