

What is this guide about?

This publication is designed to assist host employers to prepare for and manage labour hire workers. It provides information and tools to help:

- clarify your workplace health and safety (WHS) duties
- identify risks to health and safety
- match the labour hire worker to tasks
- complete induction and training
- supervise and monitor the health and safety of people at the workplace.

Further labour hire guidance material can be found at **www.worksafe.qld.gov.au** including the guide, *Labour hire agencies: Managing the safety of on-hired workers*.

These publications provide useful information and tools which will assist you and the labour hire agency to provide a safe place of work for labour hire workers.

What is a host employer?

A 'host employer' is a firm that uses labour hire workers supplied by a labour hire agency or contracts with a Group Training Organisation (GTO) for the training of apprentices or trainees.

Host employers' workplace health and safety (WHS) duties

Why do host employers need to manage the safety of labour hire workers and contractors?

Under Queensland WHS laws, employers are responsible for the health and safety of all workers at their workplace. As a host employer engaging labour hire workers or contractors, your duties as an employer also extend to these labour hire workers or contractors.

Effective consultation between the host employer, the labour hire agency and their workers is essential to providing a safe work environment. As a host employer, if you are asked to consult with workers on WHS matters, you have a legal duty to do so on an ongoing basis.



What do you need to do as a host employer?

As a host employer with labour hire workers, you need to take the following actions:

- treat labour hire workers, apprentices and trainees as though they are your own workers in providing and maintaining a safe working environment and conditions
- define the job, tasks or roles that labour hire workers will perform
- identify hazards associated with the work, and assess and control risks
- identify the skills and knowledge (including any licensing and certification requirements) that labour hire workers need in order to do their work safely
- advise the labour hire agency of the job requirements, work environment, organisational arrangements, health and safety risks associated with the work, and the skills and knowledge required for the work. Refer to the Job description checklist
- verify that the workers selected have the necessary skills and knowledge to perform their work safely
- clarify who will provide any equipment, including personal protective equipment (PPE), to enable the workers to do the work safely. Ensure that equipment brought into your workplace meets health and safety standards
- conduct workplace inductions for all labour hire workers, including new workers or new tasks. Provide any other training that enables them to perform their work safely. Refer to the Labour hire workers selection, induction and training record form
- support and encourage consultation with workers in relation to health and safety issues
- establish an open communication process and encourage labour hire workers to participate in workplace consultative arrangements. Introduce labour hire workers to health and safety staff and the person with the WHS management responsibility in the area where they will work
- verify that labour hire workers understand the WHS requirements in your workplace
- provide adequate supervision to monitor whether the work is being conducted safely
- encourage labour hire workers and the labour hire agency to participate in hazard management specific to the labour hire workers' work
- inform the agency if there is a change to your workplace that impacts on the labour hire workers. Do not transfer labour hire workers to other tasks until the agency responds. You should provide any further training, instruction or information to the labour hire workers as necessary

- encourage labour hire workers to maintain contact with the labour hire agency
- cooperate with the labour hire agency to help meet its legal WHS duties
- allow the labour hire agency to have access to the workplace and relevant documents to enable them to perform a workplace safety assessment.

To make the process easier, many labour hire agencies will actively assist you to manage the safety of all workers at your workplace.

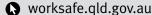
What should you expect from labour hire agencies?

Labour hire agencies should:

- gather information about the job, including the qualifications, skills and licences needed to match the right person to the position
- gather information from the host employer to determine the potential for injury to their workers
- consult with the host employer on ways that identified risks can be controlled
- have a written agreement with the employer that clearly outlines WHS expectations and responsibilities, including the channels to quickly communicate information
- provide WHS induction and training at the agency to ensure work is done efficiently and safely
- visit the worksite regularly and have effective consultation processes in place with their workers
- have a documented system for managing safety, including agency staff trained in WHS.

Labour hire agencies should not provide workers to a business when the particular business' safety assessment or record demonstrates that the host employer does not provide a safe workplace.

For further information visit Workplace Health and Safety Queensland's website at worksafe.qld.gov.au or call 1300 362 128.





Job description checklist

Instructions for using this document

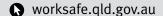
Prior to engaging labour hire workers, the host employer should:

- 1. complete the job description details below
- 2. ensure the worker suits the job requirements
- 3. ensure the actions on the induction and training checklist are signed off when completed
- 4. send a copy of this form to the labour hire agency (via fax or email)
- 5. retain a copy for their records.

Job title:								
Hours of work:								
Intended duration of contract:								
Name of host company and address of work:								
Physical location of work (e.g. workshop, plant number etc):								
Summary of tasks or job:								
Supervisor (name, position and contact details):								
Supervision provided:	☐ Continuous	☐ Frequent (hourly)	t 🗆	Occasional (every few hours)	□ Minimal (daily)	□ None		
Qualifications (licences etc.) that the worker must have:								
Experience the worker should have:								
Other selection criteria (e.g. medical):								
Training provided:	□ Induction	□ On-th	e-job	□ Formal/on	□ Formal/ongoing □ None			
Personal protective equip	oment (PPE) provide	d by:	☐ Labour hire	e agency 🔲 I	Host employer			
Please outline any hazards or other issues in the work and workplace that have the potential to cause injury to workers (including but not exclusive to):								
☐ Slippery or cluttered floors		☐ Access to moving parts			☐ Stretching or reaching			
\square People and forklifts in the same areas		\square Occupational violence and bullying		☐ Electricity				
☐ Falling objects		☐ Loud noise			☐ Chemicals			
☐ Dangerous machinery		☐ Lifting			□ Other			
☐ Vehicles ☐		☐ Heavy loads	l Heavy loads					
Risk control plan attache	ed? □ Yes	5 □ N	lo					

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Workplace Health and Safety Queensland



Labour hire workers selection, induction and training record

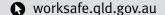
(Make copies if required)

The host employer and labour hire worker should complete and sign this form

Job title:						
I am satisfied the labour hire age Job description checklist.	ncy has provided the perso	on(s) capable of performing the wo	rk as described on the			
Signature and date (host employed)	yer):					
Induction and training chec	klist					
Checklist			Tick if completed			
Supplied worker matches host e						
Pre-placement induction provide						
Site-specific induction training, in						
Task-specific training provided						
Initial task supervision						
Task-specific hazard identification	and risk assessments e.g.	Job safety assessment (JSA).				
Host employer:		Labour hire worker:	Labour hire worker:			
(p	rint name)		(print name)			
Signed:		Signed:				
Dated://		Dated://				
Induction and training chec	klist					
Task/job	Training provided Yes/No	Host employer Signature/Date	Labour hire worker Signature/Date			
Safety issues at this worksite ar	e to be reported to:					
•		(name of person and	d job title)			
How are safety issues to be repo	orted? Verbally	☐ In writing				

AEU15/5439

Workplace Health and Safety Queensland



(1300 362 128