

Host employers: Managing the safety of labour hire workers

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) 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-the-job Formal/ongoing None

Personal protective equipment (PPE) provided by: Labour hire agency 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):

- | | | |
|---|---|---|
| <input type="checkbox"/> Slippery or cluttered floors | <input type="checkbox"/> Access to moving parts | <input type="checkbox"/> Stretching or reaching |
| <input type="checkbox"/> People and forklifts in the same areas | <input type="checkbox"/> Occupational violence and bullying | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Falling objects | <input type="checkbox"/> Loud noise | <input type="checkbox"/> Chemicals |
| <input type="checkbox"/> Dangerous machinery | <input type="checkbox"/> Lifting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Heavy loads | |

Risk control plan attached? Yes No

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

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: _____

Hours of work: _____

I am satisfied the labour hire agency has provided the person(s) capable of performing the work as described on the Job description checklist.

Signature and date (host employer): _____

Induction and training checklist

Checklist

Tick if completed

- Supplied worker matches host employer requirements
- Pre-placement induction provided by the agency that is relevant to the industry
- Site-specific induction training, including reporting arrangements
- Task-specific training provided
- Initial task supervision
- Task-specific hazard identification and risk assessments e.g. Job safety assessment (JSA).

Host employer: _____
(print name)

Labour hire worker: _____
(print name)

Signed: _____

Signed: _____

Dated: ____ / ____ / ____

Dated: ____ / ____ / ____

Induction and training checklist

Task/job	Training provided Yes/No	Host employer Signature/Date	Labour hire worker Signature/Date

Safety issues at this worksite are to be reported to: _____
(name of person and job title)

How are safety issues to be reported? Verbally In writing

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