

1. Our Commitment

- 1.1 Alignz Recruitment is committed to healthy work and wellbeing by taking precautions to ensure employees have the correct equipment to protect themselves when conducting work activities.
- 1.2 The company will ensure they have put all reasonable actions in place to eliminate or minimise risks and will only select to use PPE as the last line of defence against hazards and risks.
- 1.3 This policy will be made available to all workers including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time.

2. Our response

- 2.1 Alignz Recruitment will ensure the following:
 - i. Undertake regular inspection of PPE as advised by manufacturers (different PPE items require more frequent checks) and check for deficiencies or damages and obsolete equipment that is no longer operational.
 - ii. Ensure protective clothing is a suitable size and fit to each worker and is reasonably comfortable to wear and be compatible with any other PPE or clothing workers are required to wear or use.
 - iii. Ensure protective clothing is suitable for the nature of the work and any risks associated with that work.
 - iv. All safety gear will comply to Australia / New Zealand Standards

3. Employee obligations

- 3.1 To ensure you are protected from health and safety risks, we expect the following:
 - i. Ensure that PPE is being used correctly as per training and instructions provided. If workers are unsure of the correct use guidelines, we expect workers to inform management.
 - ii. Maintain PPE as directed by the supplier/manufacturer. If workers are unsure of the correct maintenance guidelines, we expect you to inform management.
 - iii. Regularly inspect PPE for deficiencies or damages and notify management immediately. If workers lose PPE, they are also expected to notify management immediately.
 - iv. PPE must meet the requirements of the business and adhere to policy rules.
 - v. If workers refuse to wear PPE without a reasonable cause, the company may undergo a disciplinary process.
 - vi. If an employee is borrowing PPE provided to him and does not return the PPE in the condition received, they will be held liable to replace the PPE.

Officer Name:	Meta Tyrell	Officer Signature:	
Officer Name:	Lesa Tyrell	Officer Signature:	



Date:		Review Date:	
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Sign off

Please sign below to indicate that you have read and understood the above.

Date	Name	Signature