



<b>POLICY</b>	
<b>Labour Hire Management</b>	
<b>Scope (Staff):</b>	Staff engaging and managing labour hire
<b>Scope (Area):</b>	CAHS (PCH, CACH, CAMHS)

**This document does not apply to Facilities Management contractors who will be managed by the North Metropolitan Health Service. Refer to the [OSH Contractor Safety \(NMHS policy\)](#)**

### **Aim**

All requirements to minimise risks to health and safety under labour hire arrangements within the Child and Adolescent Health Service (CAHS) will be met.

### **Risk**

Failure to effectively manage labour hire arrangement at CAHS resulting in risks to patients, families and staff.

### **Definitions**

**Principal:** is the person / entity engaging a labour hire worker under a contract agreement (in most cases this is the Health Service / Site / Hospital requiring the work or services).

**Labour Hire:** refers to arrangements when a host organisation or person (the client – in most cases this is the Health Services / site Hospital), in the course of trade or business, engages workers from an organisation which specialises in providing labour to carry out work or services under a contract agreement (Worksafe WA 2005), e.g. NurseWest.

**Labour Hire Induction:** process of providing sufficient information and training to labour hire workers in order to work safely onsite.

### **Principles**

- Everyone involved in a labour hire have a duty of care to ensure a safe workplace.
  - Refer to the [Occupational Safety and Health Act 1984 \(WA\)](#), sections 19 – 21.
- Entry to restricted areas must be arranged by the Site Supervisor / Project Manager / Clinical Nurse Manager (CNM) or the Clinical Nurse Specialist (CNS).
- Labour hire workers must make themselves known to the Site Supervisor, Project Manager, CNS or equivalent before commencing work in the clinical area.

## Roles and Responsibilities

### ***Labour Hire***

- Will comply with the Occupational Safety and Health Act 1984, applicable legislation, regulations, Codes of Practice and Standards and CAHS policies, procedures and guidelines
- Co-operate and adhere to the employer / client's health and safety policies and procedures.
- As far as practicable, not expose self or other employees to hazards.
- Ensure that employees are suitably qualified for the work required including any job specific training for a work area.
- Ensure equipment is appropriately maintained in accordance with AS: NZ Standards for the work required.
- Wear appropriate [personal protective equipment \(PPE\)](#) for the hazards associated with their work task requirements.
- Report any incident, industrial illnesses, hazards / near misses or environmental incidents that have occurred on the Department of Health premises and / or places of work to the site representative.

### ***Site Supervisor / Project Manager / CNM / CNS***


- Prior to / or commencement of work will ensure the [Labour Hire Management OSH Checklist \(CAHS\)](#) is completed and record held on site.
- Will retain a copy of the signed completed CAHS Labour Hire Management OSH Checklist.
- Prior to / or commencement of work will provide a copy of this policy to the Labour Hire person.
- Has the authority to direct any labour hire worker to stop work if they consider their condition or action may be a threat to the health, safety and / or welfare of themselves or other persons on site. This will be reported to the appropriate / host company for further actioning management.
- Ensure impact of all potential services, assets or operations (including exposure or disruption due to likely hazards) have been identified, discussed and suitable control measures have been introduced and are constantly monitored.

<b>Related internal policies, procedures and guidelines</b>
<a href="#">Incident / Hazard Reporting (OSH)</a> (CAHS policy)
<a href="#">Issue Resolution</a> (CAHS policy)
<a href="#">Occupational Health and Safety</a> (CAHS policy)
<a href="#">Personal Protective Clothing and Equipment Management</a> (CAHS policy)

[Workplace Hazard Inspection](#) (CAHS policy)

<b>References</b>
<a href="#">Occupational Safety and Health Act 1984 (WA)</a> , sections 19-21, 23F
<a href="#">Occupational Safety and Health Regulations 1996 (WA)</a>
Western Australia (WA) Department of Mines, Industry Regulation and Safety, Worksafe, <a href="#">intranet page</a>
<a href="#">WA Department of Commerce, OSH and Labour Hire Workers</a>
<a href="#">OSH Contractor Safety</a> (NMHS policy)

This document can be made available in alternative formats on request for a person with a disability.

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