

Workplace Health and Safety

Our commitment to safety of our people in the workplace forms the foundation of our Workplace Health & Safety policy. We provide Workplace Health and Safety training for all our contractors. This can be undertaken remotely at your desktop or in our offices. We also have representatives across all locations to assist with investigating hazards, injuries/illnesses and accidents to minimise the likelihood of repeat incidents in the future. We make available Oakton's considerable corporate resources to ensure our contractors work in a safe and healthy environment.

Reporting hazards and accidents

If you see or are involved in a hazard or accident, you need to report it to your workplace Supervisor. As soon as possible after advising your workplace supervisor you should also advise your Account Manager. The local Oakton health and safety representative (HSR) or Human Resources will then conduct a risk assessment and control process.

All "near misses" or "almost" incidents should be treated as a warning sign, and should also be reported. Where first aid is required you should be aware of your workplace First Aid Officer and should call them immediately to assist at the scene.

The reporting of hazards, accidents, injuries and illnesses must be reported to your workplace supervisor and Health and Safety representative as soon as possible to assist in prevention and [minimisation](#) of the risk of further harm.

All Workers' WH&S responsibilities

As an employee, you are required to notify your workplace supervisor, HSR or location HR and your Oakton Account Manager if you are injured at work – whether it be during the course of your workday or while travelling to or from work. You need to report the incident verbally and complete an Accident/Injury form within 24 hours of the injury occurring – regardless of whether you intend to make a claim through worker's compensation or not.

As an OCR contractor you are also responsible for familiarising yourself with and following all work health and safety policies and procedures established by your employing agency/department and for undertaking the Oakton Workplace Health and Safety training course. This is an online course which takes between 10 to 15 minutes.

You are responsible for:

- following all work health and safety policies and procedures;
- ensuring your own and others health and safety is not affected by your actions

Oakton's online training

When you join us we will arrange for you to have access to Oakton's Workplace Health and Safety online training. Your Account Manager will advise you of details. The online course takes between 10 to 15 minutes.

Consultation

Oakton is committed to ensuring that our employees, including contractors, are involved and consulted in Workplace Health and Safety. As such, Oakton has set up Environmental, Health Safety and Wellness (EHS&W) Committees in each location.

Feedback

Oakton is keen to capture our employee's feedback in relation to WH&S. If you have any comments or feedback in relation to health and safety, environment and /or wellness please contact your OCR Account Manager.