

Premier Recruitment Solutions Limited

YOUR WORKPLACE HANDBOOK

Welcome

If you are reading this Workplace Handbook, it means you have just commenced an assignment via Premier Recruitment Solutions Ltd. Now you can be safe in the knowledge that you are in “good hands”. The purpose of this Workplace Handbook is to provide you with the necessary information for commencing a contract, from getting paid on time to ensuring your Health & Safety on site.

Premier Recruitment Solutions Ltd is a high quality and well established business with the foundation of its operation supported by industry accreditations and affiliations including the Recruitment & Employment Confederation (REC), Association of Labour Providers, Gangmasters Licencing Authority, CSCS testing centre and ISO9001:2008.

Premier Recruitment Solutions Ltd has experienced Consultants with invaluable sector specific training.

Your feedback is invaluable. If you want to discuss any part of our service, please contact us on 02380 202666.

Payment

To ensure that you receive your payment on time, you must adhere to the instructions on the Payment Form enclosed. Please complete and return the Payment Form immediately to prevent any delay in payment.

Timesheets

Please be aware that it is your responsibility to ensure that your timesheet is completed in full, signed by the client, and reaches the branch by 11.00 am Monday to enable payment on the Friday of the same week.

Unfortunately, if we do not receive your timesheet in time, your payment will be delayed.

Health & Disability Questionnaire

Whilst working with Premier Recruitment Solutions Ltd we want to make sure you are content in your workplace. Should you have the misfortune of an accident or situation that cannot be comfortably dealt with by us, we would like to help in contacting those who can. Therefore, it's in your best interest that you complete and return the enclosed Health Questionnaire.

Duty of Care

Please let us know if you require time off, if you do not like your placement or if you are sick. When finishing a job, we will make it our priority to find you your next work placement as soon as possible.

Health & Safety

This section details the rules and standards which relate to all employees at work. It is the responsibility of all to follow these rules and to behave in a safe manner.

Deliberate contravention of these rules will be considered a breach of contract and, at the discretion of the management, can lead to summary dismissal.

All temporary workers are required to attend any mandatory H&S inductions on client sites which will cover site specific H&S requirements prior to commencing work.

Working Practices

- No machine item of plant or equipment is to be operated by any person unless they have been trained and are authorised to do so.
- All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- Any fault, defect, including damage or malfunction in any item of machinery is to be reported immediately.
- No machine plant or equipment is to be left unattended whilst in motion unless you are authorised to do so.
- No machine plant or equipment is to be cleaned whilst in motion unless you are authorised to do so.
- No repairs, maintenance or adjustments to machine plant or equipment are to be carried out unless you are authorised to do so.
- All substances are only to be used in accordance with the written instructions.
- All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
- All hazard notice or warning signs displayed on the premises are to be obeyed.
- All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- All Safety equipment, signs, notices and facilities provided in the interests of Health, Safety & Welfare are to be used or followed and must not be misused or wilfully damaged.
- Protective clothing and safety equipment is to be stored in accordance with the instructions.
- The work area is to be kept clean and tidy at all times.

- All waste is to be disposed of in the correct container.
- All liquid spillages are to be cleaned up immediately.
- All emergency procedures relevant to your work area are to be obeyed.
- Emergency exits and equipment are not to be obstructed.
- Any use or damage to fire-fighting equipment is to be reported immediately.
- Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
- No operative is to attend site under the influence of alcohol or non-prescription drugs.
- Whilst on site there is a likelihood that random and routine drugs and alcohol tests will be conducted by either the main contractor and /or the contractor you are working for.
- Refusal to take the Drugs and Alcohol test when requested will be considered as admission of guilt.
- Failure of either the Drugs or Alcohol Test, or refusal to take the test, will result in immediate termination of your temporary contract with Premier Recruitment Solutions Ltd.

Health & Safety Welfare

To help you understand some of the main Health, Safety & Welfare matters on site, please familiarise yourself with the common terms listed below:

C.O.S.S.H

Control of Substances Hazardous to Health. You should make yourself aware of any risks attached to the materials you are using that could cause you an injury and what equipment you should be issued with and wear when working with these materials. Information should be provided by the client or marked on the product.

R.I.D.D.O.R.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. You are responsible for reporting any accidents that cause injuries or diseases or any dangerous occurrences which could have led to injuries or diseases immediately to the client. These must be recorded in the site register and you must also report the incident to The Premier Recruitment Solutions office.

Risk Assessment

Under the latest regulations the client is required to have evaluated the risks or hazards appertaining to the work you are carrying out. This information should be made available to you. You are also required to have evaluated all risk or hazards and to take all precautions possible to reduce or eliminate the risk or hazards involved.

Method Statements

Where identifiable risks or hazards exist in carrying out works then the client should issue a method statement as to how sections of work must be carried out (you should also assure yourself as to the accuracy of the statements. They will not eliminate you from your duties of responsibilities to carry out your work in a safe manner).

Manual Handling Regulations

Under the latest regulations, guidance lines have been added to reduce the number of injuries caused by the improper lifting of heavy materials. You should avoid lifting materials where there is a risk of injury. Additional help or mechanical assistance should be asked for. Think Before You Lift!!

Temporary Electrics

All temporary electrical systems and appliances should be maintained and serviced by qualified electricians. It is not your duty to wire appliances or alter existing services. All appliances should have a tested/approved fob attached confirming the appliance has been checked and approved with a date of the next test. If this is not attached then the appliance should not be used. Cables should not be laid in water or where there is a risk of water or damage.

Hot Work Permits

Before any hot works are carried out i.e. welding etc, a permit must be obtained from the client prior to the works taking place. This permit should include all necessary precautions and inspection procedures required.

Scaffold Awareness

You should make yourself aware of the safety aspects of what a scaffold or scaffold tower should consist of with regards to safety and stability. NEVER go on or work on a scaffold or tower that is or looks unsafe. Get your supervisor to inspect it if in doubt.

Underground Services

You should not carry out any excavation works until you have assured yourself by asking your supervisor that checks and searches have been done in order to ascertain if any services exist in the area of your work and what the services consist of. You are responsible if you dig and cause injury or damage without checking first.

Discovering Asbestos

If before starting work or during the course of work you discover what is or looks like material that contains asbestos, you should STOP work immediately and notify your supervisor. You should not carry on working on or around this material unless proof of non- asbestos is given.

Working in CONFINED SPACES can be very hazardous due to:-

- Build-up of gases/vapours in sewers, manholes and pits etc.
- Gases/vapours leaking into the areas of work from adjoining areas.
- Gases/vapours being released from the actions of carrying out the works.
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Working in confined spaces, you must ensure the following:

- Areas of work have adequate ventilation to make the air fit to breathe.
- A "safe system of work" i.e. Method Statement and Risk Assessment established before entering or commencing the work.
- Testing of the air has been done prior to entering or starting work.

- Proper breathing and safety equipment is provided and worn.
- Someone is outside keeping watch in case of any emergencies.

CSCS

Premier Recruitment Solutions Ltd strongly recommends that all operatives undertake to register and complete the CSCS Health & Safety test to gain the relevant skills card. For further information on the best way forward to achieving this please contact us on 02380 202666 as we are an approved testing centre.

Time Off (applies to all operatives)

Can you please inform your local branch about any period of time off you require so we can agree and organize the dates with our clients.

Equipment

Please note: There is no provision made for tool insurance. Therefore, if tools are left on site and subsequently stolen, there is no provision to claim, against either ourselves or our clients.