



## **Temporary Workers' Health & Safety Responsibilities**

Current Health and Safety legislation requires that employees (and others) are informed of their H&S responsibilities and duties and of the risks and the control measures in place to protect from these risks.

CPCS Recruitment Ltd is committed to treating all candidates with respect and to acting in their best interest and it is important, therefore, for CPCS Recruitment Ltd to take all reasonable steps to ensure your health, safety and welfare while visiting our offices and while working on our client's premises and work sites.

It is however, your responsibility to look after your own health, safety and welfare and that of others, by:

- Not commencing work unless you have been inducted and adequately briefed on, and understand, the method of work, site specific risks, local hazards and emergency arrangements for the workplace and task specific method statements and risk assessments for the work you are undertaking
- Only undertaking the tasks associated with your role that have been confirmed by CPCS Recruitment Ltd for each particular placement, that you are competent for and that you have been authorised to undertake within the agreed premises or area
- Complying with any inductions, emergency arrangements, task training and instructions of the person in charge and any requirements of relevant risk assessments (if you are asked to undertake any other tasks outside of your agreed role or for which you have not been trained, or are beyond your capabilities you **MUST** raise your concerns at the work site and inform CPCS Recruitment Ltd forthwith)
- Ensuring that you have been provided with adequate and task specific safety equipment and Personal Protective Equipment and that you use it correctly, keep it clean and have it replaced if necessary
- Only using the correct tools and equipment for the job, which either belong to you or have been provided by the hirer, and use in accordance with instructions and any applicable training and by ensuring that it is in a safe and secure state when unattended
- Demonstrating a positive and enthusiastic attitude towards safety, taking care of any property entrusted to you, refraining from horseplay and abuse of welfare facilities, and participating in safety briefings and meetings
- Notifying CPCS Recruitment Ltd of any changes in your circumstances that could affect your ability to work or that may put you at risk within the workplace
- Raising any concerns to your immediate supervisor regarding any serious or immediate danger or if you consider that there are uncontrolled risks that may affect health & safety and by reporting any defects in plant and equipment
- Reporting all incidents that could result in personal injury or property damage to the client and your CPCS Recruitment Ltd contact
- Reporting any personal work related injury or disease to your host employer and CPCS Recruitment Ltd contact immediately
- **Always working safely, setting a good example and conducting yourself in a responsible and safe manner**