



Scotford & Fennessy

EXECUTIVE SEARCH • SPECIALISED RECRUITMENT • CANDIDATE MANAGEMENT

S.A.F.E.S

Scotford & Fennessy has a commitment to safety for our contractors, our clients and our office team members. Safety is embedded in our values. We take our duty of care seriously and are always looking for ways to reduce the risk of injury and hazards.

The Scotford & Fennessy Everybody Safe Program – Think Talk Act is an initiative to help us refocus on safety to enable us to measure our safety behaviour ...it is part of our day to day activities.

S.A.F.E.S – Scotford & Fennessy Everybody Safe

THINK

- about how to bring safety to front of mind
- about ways to improve what we do

TALK

- safety with clients, contractors and our staff
- share and speak up on safety issues
- ask questions

ACT

- on what we think
- follow S&F procedures



Scotford & Fennessy Client Service Essentials

The Scotford & Fennessy Client Service Essentials folder is a tool to support our focus on Think Talk Act Safety. It provides a reference point and a communication link between Scotford & Fennessy, its workers and the host organisation. It also contains key information and forms.

OHS Essentials



- change of job notification



- Scotford & Fennessy incident notification poster
- Scotford & Fennessy medical contact



- Scotford & Fennessy incident notification process
- site induction sign off sheet
- training register for contractors

Operational Essentials

- timesheet process
- change of bank details form
- change of personal details form
- monitoring inspection record

Additional Scotford & Fennessy Information

- after hours contact and process
- other Scotford & Fennessy services
- business card pocket insert



Scotford & Fennessy

EXECUTIVE SEARCH - SPECIALISED RECRUITMENT - CANDIDATE MANAGEMENT

Our Day to Day Safety Activities

All Scotford & Fennessy team members operate under the philosophy of Think Talk Act Safety.

OUR OWNERS

- Lead safety for Scotford & Fennessy
- Establish safety framework for Scotford & Fennessy
- Embed safety in the Scotford & Fennessy values
- Reinforce day to day safety for Scotford & Fennessy

OUR OHS MANAGER

- Provide safety content for induction
- Skill up consultants to understand and deliver safety based activities
- Induct new office members in safety
- Audit site inspections
- Consultation and advice to clients
- Provide support to consultants

OUR MANAGEMENT TEAM

- lead safety for the office
- manage safety framework for the office
- embed safety in office values
- reinforce day to day safety for branch
- implement safety policies & procedures
- monitor safety compliance
- seek advice on safety

OUR CONSULTANTS - CLIENT INTERACTION

- align to clients with a similar commitment to safety
- communicate our commitment
- ask questions about client safety
- observe client safety
- ensure site inspection completed
- know client performance against industry
- check site induction sign off sheets
- ask contractors about client safety

OUR CONSULTANTS – CONTRACTOR ENGAGEMENT

- match candidate skills & attributes to roles
- interview to find out about attitude and physical safety issues
- conduct induction including safety
- reinforce safety continuously with contractors
- advise contractors about site induction requirements
- check induction sign off and compliance
- ask contractors about client safety



OUR CONTRACTORS AT CLIENT SITES

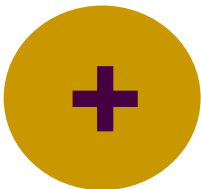
- report hazards
- wear appropriate PPE
- report accidents and incidents
- advise Scotford & Fennessy if asked to do tasks outside the agreed assignment

Our Safety Measures

At Scotford & Fennessy our safety measures fall into two categories.

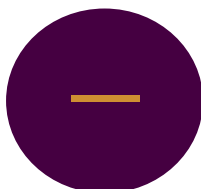
- Positive indicators are measured for proactive preventative activities
- Lag indicators are measured for reactive, after the fact, activities

Positive Performance Indicators



- Site inspections complete and accurate for every active client
- Tool box meetings conducted and recorded
- Reference checks completed for all contractors
- All new team members inducted
- Site induction completed for every first start at a new site

Lag Performance Indicators



- Incidents reported
- Lost time injuries
- Medical treatment injuries
- Review on poor performance
- Cost of claims
- Cost of workers' compensation payments