

Resource Solutions Policies

Drug And Alcohol Policy

At Resource Solutions we are committed to a safe work environment. This is why we have placed a drug and alcohol policy for workers and contractors will abide by.

The essential requirements of the policy are that:

- Employees must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.
- Resource Solutions has a '**zero tolerance**' to drugs and alcohol. Employees are not permitted to work while under the influence of drugs or alcohol.
- Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal, must immediately be removed from the workplace.
- Resource Solutions will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. Resource Solutions also reserves the right to introduce random testing where it is considered appropriate.
- Provide assistance through a range of preventative, educational and rehabilitative measures to overcome drug and alcohol problems that could impair an employee's ability to work safely.
- Encourage our employees to maintain good health and wellbeing through a suitable lifestyle balance.

An employee / contractor has a responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs. In the instance that prescription medication could potentially affect the ability of the employee to perform their normal work duties safely; the employee must notify their immediate supervisor so that corrective control strategies can be implemented. Failure to advise may constitute misconduct.

In the event that drugs or alcohol are found on company premises, actions may include an investigation of the matter to attempt to determine who is responsible for the drugs or alcohol, or requiring workplace participants to undergo a drug or alcohol test.

Alcohol and Drug Testing and Disciplinary Process

The company will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. The company also reserves the right to carry out random testing where it is considered appropriate. The disciplinary process will be invoked, and may lead to summary dismissal, in the case of any direct employee who:

- is removed from a workplace due to impairment or suspicion of impairment caused by substance abuse, drugs or alcohol consumption
- tests positive for illegal drugs
- is found to have a blood alcohol level of 0.00 or more, or the equivalent in urine or breath samples.
- refuses to undertake a screening test for alcohol or drugs, or
- Is found supplying illegal drugs in any company workplace.

Persons found to be exhibiting the effects of drugs or alcohol may be required to have an appropriate test conducted. If a positive drug and alcohol reading is recorded at any time, the employee will be subject to disciplinary action, possibly including suspension and/or termination.

An employee found to be exhibiting the effects of drugs or alcohol, or returning a positive drug or alcohol reading, or refusing to participate in testing, will be required to cease work immediately and leave the workplace.

Matt Philbey, Director

Resource Solutions WA PTY LTD

Resource Solutions Policies

Rehabilitation Policy

The health and welfare of all employees at Resource Solutions WA is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

Our Company recognises that there are substantial benefits for employees and employers resulting from an employee's early return to work after an injury/illness. An injury covers both physical and psychological. Experience shows that work assists the healing process and helps restore the employee's normal functions sooner.

Workplace Rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs, to facilitate the injured/ill employee's earliest possible return to work, or, if return to work is not possible, to maximise independent functioning.

Resource Solutions WA is committed to:

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Provide early reporting systems and early intervention processes at the workplace that will enable employees to stay at work or return to work as soon as it is safely possible after the injury and/or illness.
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Manage claims in an equitable, timely and efficient manner.
- Ensuring compliance with the Workers' Compensation and Rehabilitation Act, Regulations and other relevant Legislation.
- Make available and use appropriate resources for injury management processes.
- Embedding awareness and adoption of this Policy throughout the Management Team.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

This policy represents the commitment of all at Resource Solutions to workplace occupational rehabilitation and return to work following work related injury.

Matt Philbey, Director

Resource Solutions WA PTY LTD

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Risk Management Policy

Resource Solutions recognises that risk management is an integral part of sound management practice and good corporate governance as it improves decision making and enhances outcomes and accountability. Management is committed to establishing an organisational culture that ensures risk management is embedded in Resource Solutions activities and business processes. Risks are defined as any event that can impede Resource Solutions ability to achieve its objectives.

The purpose of this Policy is not to eliminate Risk, but rather to provide the structural framework to effectively manage the risks involved in all Resource Solutions activities in order to maximise opportunities and minimise adversity and to achieve improved organisational outcomes and outputs based on informed decision making.

This Policy has been created to achieve the following:

- develop a framework for the identification of hazards, assessment of risks and the reduction and/or elimination of risks
- provide a consistent approach to Risk Management in which risks related to the objects and functions of the organisation will be identified, evaluated, managed, reviewed and addressed in approval, review and control processes;
- implement processes to ensure that all reasonable steps are taken to safeguard the health and safety at work
- Implement a continuous review process as part of the Safety Management System.
- Ensure that employees and contractors are informed about this policy and their professional responsibility for its implementation
- Implement effective crisis management and business continuity plans
- Comply with all applicable laws, regulations, internal policies and contractual obligations as a minimum standard.
- confirm the organisations commitment to Risk Management and establish the responsibility for and authority of staff to perform and verify work affecting Risk Management
- integrate Risk Management into the management culture of the organisation;
- provide a structured basis for strategic planning;
- encourage proactive rather than reactive management;
- assist in safeguarding the organisations assets, staff, finances, property and reputation;
- improve the quality of decision making throughout the organisation;
- Reduce costs through better targeted and more effective controls.

Resource Solutions is to give risks our full and due consideration and implement appropriate controls and reporting measures to effectively manage these risks. Monitoring and reporting of risks, issues and incidents are given high priority. Resource Solutions views risk management as a continuous process.

Matt Philbey, Director

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