

Welcome to the Red Appointments Team

Candidate Induction Handbook

WELCOME TO THE RED TEAM

Red Appointments Pty Ltd (Red) would like to welcome you to our team, **Congratulations.** We are very proud of the reputation we have built amongst all of our employees. We acknowledge that without your efforts and contribution to our business, we would not have achieved what we have.

WHAT YOU CAN EXPECT FROM RED

Red are very employee focussed, and would like to think we go the extra mile for all of our staff. Without our staff we don't have a business, and hence we treat them accordingly. We use the words true, right and proper in everything we do. So you can expect total honesty and transparency in your dealings with Red. We take exception to companies treating their staff like a number, and hope you feel a personal approach from every member of the Red team you deal with.

OUR EXPECTATION OF YOU

The expectation from Red is we get the same from you. Honesty, reliability and consistent communication lines are expected if you are to be a long term employee of Red. You represent our company every day you go to work. We hope you respect that, and perform each day to the best of your ability. It is paramount you share our commitment to safety in the workplace. We expect every employee to go home from work as they arrived, healthy and in one piece. You play a vital role with this.

PRE COMMENCEMENT PAPERWORK

Bank Details Form

It is critical that the information you supply us is correct. Because of privacy laws, your account number and BSB number must be correct otherwise your pay will not hit your account as required. If this occurs, it could take up to a week for Red to recover this money and process your payment for a second time.

It is your responsibility to inform Red Appointments of any changes to your personal and bank details.

Tax Declaration

You are required to complete this form. Please pay particular attention to the boxes you need to complete, as the wrong box ticked can result in you being taxed at the highest rate. If you need to get assistance, please contact the ATO on 13 28 61.

Superannuation

You have been given the "Choice of Superannuation Form". Our "default" superannuation scheme is Kinetic Super. You can choose this fund, or if you fail to return the choice form, we will automatically process your superannuation into this fund. Superannuation is paid quarterly into your nominated account.

INDUCTION INFORMATION

In today's world the induction process is required to be very detailed and informative.

Among other things, your Recruitment Manager will overview:

- Red Appointments
- All areas of your employment assignment including hours of work and your pay
- Red's policies and procedures
- Safety responsibilities of Red, our Host employer and you
- What to do in the event of an incident or injury
- Timesheets and payroll
- Post placement monitoring and feedback

PAYMENT OF WAGES

It is your responsibility to complete a timesheet, and get it signed by Red's client's representative and return to Red's office by **11am on Monday** each week. Should you have any issues in completing this task, please contact your account manager. You can forward your timesheet utilising any of the following methods.

Please understand, if we do not receive your timesheet we are unable to process your pay.

Fax (08) 7071 7351

Email admin@redappointments.com

Post 151 Henley Beach Road, Mile End SA 5031

Payroll and bank transfers will be completed on Wednesday weekly. **Red have no control as to the timeframe it takes for the money to hit your account.** Most banks are able to complete this within 24 hours, however some building societies do take up to 72 hours. **Should your money not be in your account by Friday, please contact Red's office on (08) 7071 7350.**

PAY RATES

Depending on which site you work, Red pay according to the appropriate awards or site EBA's. Prior to commencement and job acceptance, you will be informed of the structure and amount of your pay rate. Many awards also have allowances that will be detailed in your induction.

ABSENTEEISM AND AVAILABILITY

It is unacceptable for any employee not to turn up to work without notifying Red and your host employer. You will be given the contact details of your Recruitment Manager at induction. It is critical that you make contact with your Recruitment Manager at least one hour prior to your start date/time if you are unable to work for whatever reason. Your Recruitment Manager will then contact the client and advise you of the outcome.

If you are available for work and don't currently have any work through Red, please contact your Recruitment Manager. Our aim is to keep all of our staff engaged as often as possible. We will always be very honest and open about work opportunities that exist.

PLACEMENT CONDITIONS

If a Red Appointments' Host Employer requests you to extend your assignment or take on permanent work with them, you must immediately contact your Red Recruitment Manager so appropriate arrangements can be made.

You are not to solicit work with a host employer on a direct basis. However, if you see an opportunity for work, contact your Red Recruitment Manager who will assist you.

APPEARANCE AND PRESENTATION

You are representing both yourself and Red every day you go to work. Red has worked hard to build a professional reputation in the market place, and we expect you to dress in an appropriate way every work day. Employees of Red Appointments are not to wear any other company branded clothing to site whilst representing Red Appointments.

SAFETY

Red takes the safety of our employees very seriously. There have been many companies that we have chosen not to do business with because we weren't convinced they shared our commitment to safety. It is critical to the success of our business that all parties, Red, our host employer (Client) and employees work as a team to ensure we fulfil our obligations legally in regard to safety, but also morally. We care about our people, and their safety is important to us.

YOUR OBLIGATIONS

Your main obligation with employment for Red is to also share our safety focus, and be practical and sensible in everything you do. You are an employee of Red, and therefore you are required to communicate with us any concerns, queries or suggestions you may have in regard to all areas of safety, or anything else for that matter.

You have obligations under the "Occupational Health and Safety Act" to:

- Protect your own health and safety while you are at work
- Avoid effecting the health and safety of co-workers through any act or omission at work
- Obey all reasonable instruction given to you by our clients in relation to safe work practices and wearing PPE
- Comply with company policies and procedures
- Ensure you present yourself in a fit state for work each day

OUR OBLIGATIONS

Red's obligation is to ensure you are working in a safe work environment. This requires us to be very selective who our clients are, and to ensure they all share our vision to provide a safe environment for all of our staff. Prior to your commencement, Red would have completed both a management systems audit and site assessment of our client.

Red is also required to ensure you are appropriately trained, supervised and communicated with about all risks associated with your work.

REPORTING INCIDENTS

Regardless of the outcome, no matter how small, incidents need to be monitored and recorded and also learnt from. You are an employee of Red Appointments and in the event of an injury you are required to contact your Recruitment Manager immediately/at the earliest possible convenience. This is best achieved by calling them on their mobile which will be given to you at induction, or office number (08) 7071 7350.

It is a condition of employment that you comply with these instructions. You are also required to assist in the incident investigation and make yourself available in rehabilitation / alternative duties as discussed with Red.

WORKPLACE INJURIES

In the event you are treated by a doctor, the doctor will issue you with a Workers Compensation Medical certificate. This certificate needs to be forwarded to Red as soon as it is issued. You may have to complete a workers compensation claim which will be completed with a Red representative.

If, after a work related incident you have been advised by a doctor that you can return to work but only on modified or alternative duties, the return to work process will commence immediately. Where possible, suitable alternative duties will be found for you to continue working, until such time as you are certified fit to return to your pre-existing duties.

Red has researched medical practices to find the best professionals that we believe will look after our staff to the levels we expect. Please try and ensure you go to this doctor. If you need medical attention follow these steps:

1. Seek first aid at the work site and inform your Red Appointments consultant of the injury and outcome;
2. If the First Aider or **You** feel you need to see a doctor go to:

Adelaide Metro		
Gillman 136 Eastern Parade Gillman SA 5013 Ph: (08) 8447 6955	Elizabeth Vale Elizabeth Vale Shopping Centre 44 John Rice Avenue Elizabeth Vale SA 5112 Ph: (08) 8287 6800	Mile End Corporate Health Group Clinic 10 Railway Terrace Mile End SA 5031 Ph: (08) 8354 9200

FOR AFTER HOURS/EMERGENCY and Saturday, Sunday or Public Holidays contact:

Adelaide Metro:

Wakefield Hospital 300 Wakefield Street, Adelaide SA Phone : **(08) 8405 3340.**

Inform them it is a work injury and you are employed by RED APPOINTMENTS Pty Ltd. If you need further medical attention you may then attend a doctor of your own choosing, however, please advise Red Appointments beforehand so that we can advise them of our rehabilitation policy.

3. Call your consultant at Red Appointments on (08) 7071 7350 or on their after hours number and inform them how you are.

HEALTH AND SAFETY POLICY

POLICY STATEMENT:

Red Appointments Pty Ltd is committed to ensuring that all employees are safe from injuries and unacceptable risks to health while they are at work and that the conduct of our business, our customers and the community are kept from unacceptable risk.

STATEMENTS OF RESPONSIBILITY:

The Executive Director, as responsible officer of Red Appointments Pty Ltd, under the terms of the Occupational Health and Safety Act, 1986, carries the ultimate responsibility for implementation of the Health and Safety Policy. In day to day administration, this responsibility is delegated to Managers, Consultants and employees as follows:

MANAGERS AND CONSULTANTS:

Managers and Consultants will, as far as reasonably practical:

- ensure the provision and maintenance of a safe workplace and safe working environment, safe plant and equipment and proper work practices.
- ensure that all site policies and procedures applicable to their area of control are implemented and updated as required.
- involve employees, Health and Safety Representatives and Safety Committee in relevant health and safety issues and consult with them to identify and eliminate or control hazards.
- ensure that accidents or near misses are quickly and competently investigated and necessary steps are promptly taken to prevent recurrences.
- ensure that adequate health, welfare, emergency and rehabilitation services are available.

EMPLOYEES, VISITORS & CONTRACTORS:

Employees and others will as far as reasonably practical:

- take all reasonable steps to ensure that they protect their own health and safety, and that of other workers.
- follow the relevant Health and Policies and Procedures of Red Appointments Pty Ltd and Host Employers.
- comply with reasonable instructions given by Managers, Consultants and Host employers in relation to health and safety.
- correctly use safety and protective equipment provided.
- co-operate with elected Health and Safety Representatives of host Employers.
- report any accidents or near misses which occur to their immediate supervisor and contact Red Appointments Pty Ltd as soon as possible.
- report to the office of Red Appointments Pty Ltd as soon as possible to complete a Notice of Disability and Workers Compensation form.

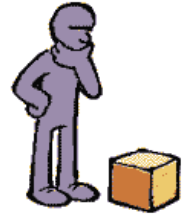
Red Appointments have an Occupational Health and Safety Committee and the Worker Representative is **Simon Luhrs**. If you have any OH&S concerns or wish to have input into the OH&S Committee follow these steps:

- Talk to your site supervisor and Red Appointments Consultant;
- If you believe further action is needed contact Red Appointments on (08) 7071 7350 and ask for the OH&S representative;
- If you feel the matter is not being handled effectively contact your worker representative Simon Luhrs (08) 7071 7350.

MANUAL HANDLING – INDIVIDUAL LIFTING

Should you be required to lift anything, please follow the below examples to avoid hurting yourself.

Plan the lift. If the load is too heavy, ask for assistance. →



If possible, place your feet apart. →



Bend your knees and hold the load firmly with both hands. →



Raise your head and pull your chin in to keep your back straight. →



Lift the load to your waist slowly by straightening your legs, keeping your elbows close to your body. →



To put the load down, bend your knees and keep your back straight. →



THANK YOU

Thank you for taking the time to read and understand the Red Appointments Induction Handbook. Should you have any further questions please don't hesitate to contact your Recruitment Manager, or the team at Red on (08) 7071 7350.

Red Appointments would like to welcome you to our team, and we look forward to working with you.

Kerry Pimm – Managing Director



Simon Luhrs - Director

