



# ADVANCED PERSONNEL

HEAD OFFICE:  
PO Box 21-348,  
Christchurch 8143 New Zealand

## RECRUITMENT SOLUTIONS

BRANCHES IN: Invercargill | Nelson | Christchurch  
Wellington | Manukau | North Shore

## HEALTH & SAFETY POLICY

This policy sets out the health and safety commitment and purpose for Advanced Personnel Services Ltd.

We are committed to ensuring our permanent staff, temporary on-hire workers and visitors remain free from risk to ensure their Health and Safety at work. We are committed to continual improvement of safety performance and the elimination of workplace injury and illness. As a provider of labour hire services we understand the importance of working with all stakeholders to achieve our safety objectives.

Advanced Personnel follows a Health & Safety Management System driven by hazard and risk identification and management. This HSMS is reviewed annually. All staff are involved in the identification of critical risks on all sites in the form of Job Safety Observations and Pre-Start Checks, with the information gathered being shared directly back to temporary on-hire workers throughout the induction and on-boarding process.

### **Advanced Personnel Services Ltd will:**

- Promote excellence in health and safety management, monitor and improve our performance as required.
- Provide a safe and healthy work environment and ensure the necessary resources are provided so we can all work safely.
- Identify our potential risks and control our hazards.
- Establish and maintain communication on health and safety with all stakeholders and encourage participation and engagement in health and safety.
- Identify our training needs and provide as necessary.
- Comply with legal and organisational obligations.
- Maintain effective communication and consultation including horizontal engagement with key stakeholders on safety matters.

### **This will be achieved through:**

- Our General Manager's support and commitment to health and safety including the engagement and participation of all our team.
- Implementation of our Health & Safety Policy and Procedures, ensuring they are effective.
- The development and completion of an annual Health & Safety Plan that delivers clear objectives.
- The education of our people on health and safety issues.

### **To achieve this, the following responsibilities apply:**

- Our General Manager will ensure this policy is implemented. Management is responsible and accountable for the safety of our people.
- Our General Manager has responsibility for the implementation of this policy for our teams and are accountable for the safety of our people.
- We will all take responsibility for our own health and safety and for supporting the health and safety of those around us.

As a provider of labour hire services, the company is committed to effective consultation and engagement with employees on work Health and Safety matters. We recognise that we share a primary duty of care with our clients in regards to our labour hire employees and therefore we are committed to consult, cooperate and coordinate activities with clients to achieve the required Health and Safety outcomes.



**General Manager – Ryan Densem**  
Advanced Personnel Services Limited



**Board of Directors**  
Advanced Personnel Services Limited

Document Owner & Approver: National Health & Safety Manager

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