



in great hands

Infront Staffing Policies & Procedures

Infront Staffing Policies & Procedures:

Infront Staffing

A.B.N. 37 114 768 464

A.C.N. 114 768 464

Address: Suite 18, Level 1, 104 Bathurst Street, Sydney, NSW 2000

Phone: 02 8252 7565

Fax: 02 8252 7566

Email: info@infrontstaffing.com

Web: www.infrontstaffing.com



Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

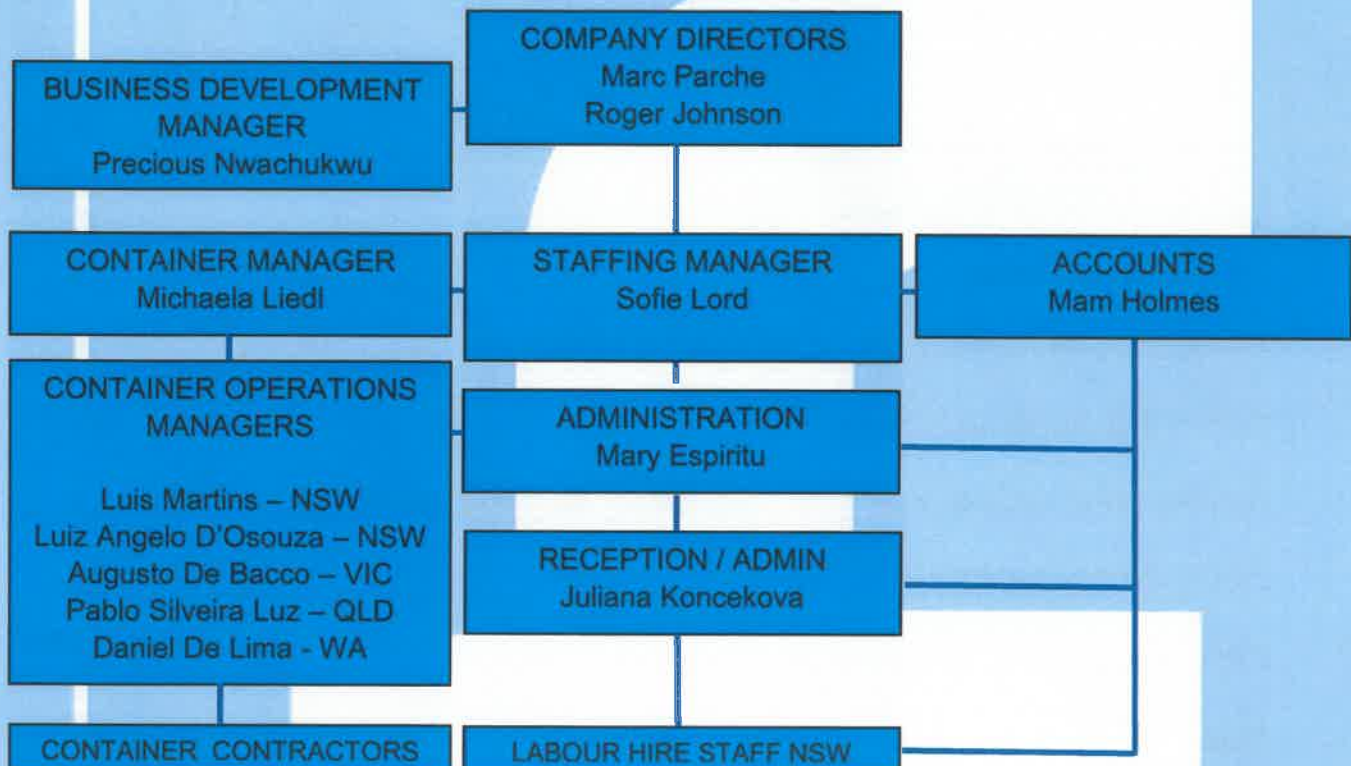
Contents

Introduction	4
Organisational Structure	4
Environment	4
Complying with Legislation	4
Work, Health and Safety Policy	5
Harassment and Discrimination Policy	6
Privacy Principles	8
Discipline	9
Professional Behaviour	9
POLICIES & PROCEDURES - CONTAINER SERVICES	10
Infront Site Safety Induction	11
Safe Working Procedure - Job Safety Analysis Worksheet	12
CODE OF CONDUCT	15
PROBLEM SOLVING STEPS	16
Safety Observation Audit	17
Safety Observation Audit Notes for Auditor	20
Daily Forklift Check Sheet	21
TOOL BOX MEETING	22
Tool Box Meeting Minutes	23
INJURY, INCIDENT, NEAR MISS REPORTING & INVESTIGATING	25
Incident Register Report	26
DAILY WORK SHEET	28

INTRODUCTION

This handbook provides the direction that informs and guides Infront Staffing towards the provision of best practice in management and service delivery.

Organisational Structure



Environment

Infront maintains paperless processes wherever possible. This includes all documented correspondence, bookings, invoicing, payroll, job confirmations to labour hire staff, crew inductions, and staff files. Where printed documentation is required, this is done in the most efficient way possible to limit the amount of paper required. Furthermore, any printing which is required is securely removed and shredded for recycling by Iron Mountain Australia.

Complying with Legislation

Staff will be advised at induction and kept up-to-date with changes to legislation through monthly management meetings and written correspondence. Policies and procedures and

associated tools and templates will be updated to reflect updates to legislation as soon practical following advice.

Commonwealth legislation:

- Copyright Act 1968
- Commonwealth Privacy Act 1988/Privacy Amendment Act 2012/Privacy Regulation 2013
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992

New South Wales legislation: Disability Services Act 1993

- Fair Trading Act 1987
- Work Health and Safety Act 2011

Work, Health and Safety Policy

The Work Health and Safety Act 2011 outlines the requirements in establishing and maintaining workplace health and safety standards. The requirements of an RTO as specified in the above mentioned Act are to:

- Secure the health, safety and welfare of employees and other persons at work
- Eliminate, at the source, risks to health, safety or welfare of employees and other persons at work
- Ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self employed persons
- Provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards.

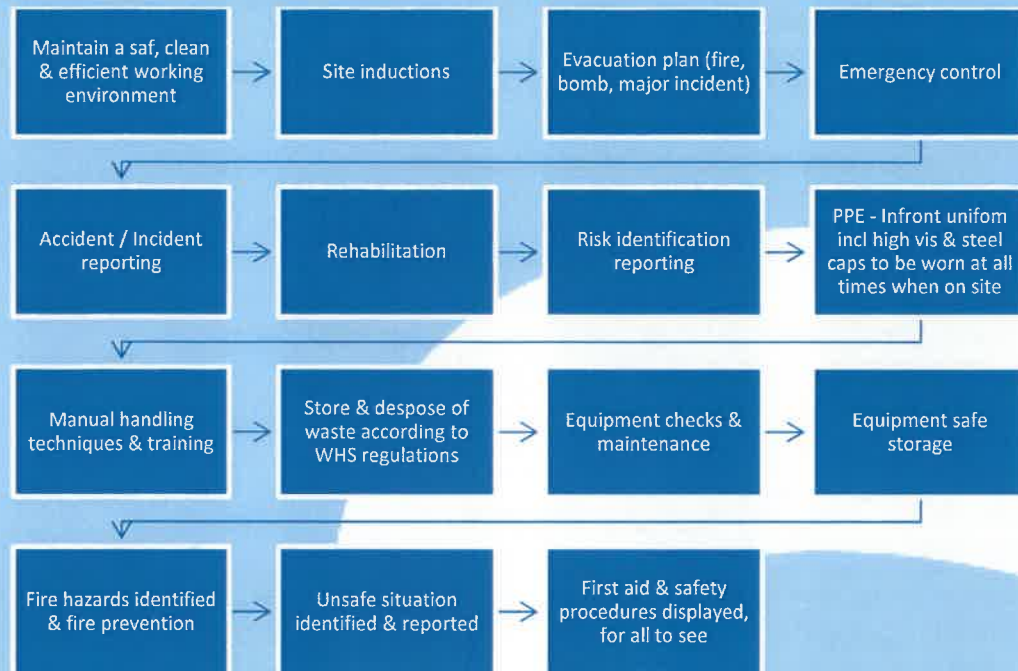
Infront Staffing has initiated procedures, policies, guidelines and work instructions, practicing an ongoing commitment to workplace health and safety

The following presents a strategic overview of Infront Staffing's safety system and provides guidance for meeting the requirements of Work Health and Safety Act at Infront Staffing and its clients premises thereby ensuring a high standard of workplace health and safety at all times.

It is obligation under legislation that all Infront Staffing employees and management contribute to and assist in maintaining workplace health and safety and risk management operations as part of their role within the company. Infront Staffing management is responsible for providing the following standards as part of its commitment to employees and clients:

- A safe workplace, with a safe system of work
- Adequate workplace health and safety professional development for Infront Staffing employees and management
- A clean, tidy, suitably designed workplace with the safe storage of goods.

The following procedures and standards are observed by Infront Staffing to achieve a safe working environment:



Harassment and Discrimination Policy

Under Australian law it is a requirement of every workplace to ensure it provides an environment free from all forms of harassment and discrimination, including victimisation and bullying. In doing so, all staff are treated fairly and have the opportunity to feel safe, valued and respected.

By definition, harassment includes any form of behaviour that is unwanted, unwelcome or unreciprocated by relevant persons. This may manifest as verbal or physical harassment, but includes any acts that may be perceived as humiliating, offensive, intimidating, threatening, discriminatory or otherwise contributing to an unpleasant workplace or experience for the persons.

At Infront Staffing it is made known that in the event that a person considers that he or she has been or is being harassed, this person should be encouraged to inform the other party that their behaviour is objectionable and should not be continued, provided they are comfortable with confronting the offender. In instances where the person is not comfortable discussing the matter with the offending party, a trainer or other Infront Staffing staff member should be informed of the situation. In this case it becomes the responsibility of the relevant staff member to follow Infront Staffing policy and procedures to rectify the situation.

All staff working with Infront Staffing have the right to discuss matters of harassment with the relevant members of staff without making a formal complaint; all discussions are dealt with in confidentiality. The right to lodge a formal complaint of misconduct against the offending party is available and will be actioned according to Infront Staffing policy and procedures.

Infront Staffing ensures that all staff are adequately trained in dealing with harassment and discrimination in order to fulfil their roles and responsibilities in creating and contributing to a harassment and discrimination free workplace. In addition to relevant training, Infront Staffing management provides opportunities for communication and mentoring amongst staff to ensure that all employees understand and correctly apply the processes and procedures involved in identifying and addressing of all forms of harassment and discrimination.

Infront Staffing staff should be aware of the following definitions:

Racial harassment

Involves a person or persons being threatened, abused, insulted or taunted in relation to their race, descent, nationality, colour, language, ethnic origin or any other racial characteristic. It may include but is not limited to; derogatory remarks, innuendo or slur, gestures, intolerance, mockery, displays of material prejudice towards a race, racial jokes, discrimination, exclusion, allocation of least favourable jobs or positions, or unfair treatment.

Sexual harassment

Involves any verbal or physical conduct of a sexual nature, which is inappropriate, unwelcome or uninvited. It may include but is not limited to; sexually related physical contact such as kissing, embracing, pinching or other suggestive gestures, intimidation, coercion, requests for or promising of sexual favours, questions about a person's private or sexual life, sexist or explicit jokes, unwelcome phone calls, emails or other forms of non-work related communication, offensive noises, or displays of sexually graphic or suggestive material.

Bullying

Involves any behaviour that suggests a real or perceived power over another party, or otherwise undermines a person or group, generally comprised of repeated, persistent acts over a period of time. It may include, but is not limited to; verbal abuse, physical assault, intimidation, humiliation, unjustified criticism, sarcasm, insults, false or malicious rumours, exclusion or isolation, inflicting unnecessary work stresses, or sabotage of a person's work or their ability to work by withholding resources or information.

Confidentiality

Relates to privacy of information, ensuring that the information is only accessible to those who have the authority to access it. This may refer to private verbal discussions, managerial decisions and legal proceedings.

Discrimination

Involves the unfair or unequal treatment of another person based solely on class or category. Equal opportunity laws prohibit discrimination on the grounds of sex, marital status, pregnancy, family responsibility, family status, race, religious beliefs, political conviction, gender history, impairment, age or sexual orientation. All forms of victimisation are also treated as a type of discrimination.

Harassment

Involves any behaviour intended to disturb, offend or upset. It may include any unwelcome or uninvited verbal or physical action that results in a person feeling intimidated, offended, humiliated or embarrassed. Equal opportunity laws prohibit harassment on the grounds of sex and race.

Personnel

Refers to all employees and contractors of Infront Staffing.

Victimisation

Involves any process that results in the unfavourable treatment of a person on unjust terms. It may include, but is not limited to; unfair punishment, treating a person poorly for their involvement in a complaint, to swindle or defraud a person, adverse changes to another's work environment, or denial of access to work related resources.

Specific principles:

- It is the right of all staff to work in an environment free of any form of harassment and discrimination
- All reports of harassment and discrimination will be treated seriously, in an unbiased, respectful and sensitive manner. Any form of harassment and discrimination is considered unacceptable behaviour and will not be tolerated by Infront Staffing.
- When Infront Staffing management is informed of any event involving harassment or discrimination, it is their responsibility to take immediate and appropriate action to address it
- In dealing with all complaints, the rights of all individuals involved should be respected and confidentiality should be maintained
- It is the intention of Infront Staffing management that a process of discussion, cooperation and conciliation will resolve all complaints. The aim is to achieve an acceptable outcome for the involved parties while minimising any potential damage to the organisation
- Both the person making the complaint and the person against whom the complaint has been made will receive information, support and assistance in resolving the issue from Infront Staffing management
- Victimisation is unacceptable and will not be tolerated. No person making a complaint or assisting in the investigation of a complaint should be victimised
- Harassment or discrimination should not be confused with legitimate comment and advice (including constructive feedback) given appropriately by management. Managers should be conscious of how they present their feedback to ensure the message is not misinterpreted.
- Staff should not make any frivolous or malicious complaints. All staff are expected to participate in the complaint resolution process in confidence that the procedures are designed to ensure fair resolution

Privacy Principles

The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act) made many significant changes to the Privacy Act 1988 (Privacy Act). These changes commenced on 12 March 2014. The Privacy Regulation 2013, made under the Privacy Act, also commenced on 12 March 2014.



Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

Privacy Principles that are strictly applied to all aspects of Infront Staffing operations include:

Collection

Infront Staffing will only collect necessary information pertaining to registration and employment. The employee will be informed as to the purpose for which details are being collected.

Use and disclosure

Infront Staffing will ensure personal information is not used or disclosed for secondary purposes without obtaining explicit consent from the candidate, unless a prescribed exception applies.

Data security

Infront Staffing will take all reasonable measures to ensure all collected candidate's personal information is protected from misuse, loss or damage, and that all data and record storage is secure from unauthorised access, modification or disclosure.

DISCIPLINE

Infront Staffing makes every effort to practice cooperation and mutual respect in all internal and external dealings to uphold high quality, professional services. The same disciplined behaviour is expected of candidates as a contribution to a functional working environment, and as a sign of respect to staff and clients.

Professional Behaviour

Infront Staffing staff are expected to maintain a professional and ethical working relationship with all other staff members, management and clients. Breaches of the disciplinary standards will result in discussion appropriate action being taken.



in great hands

Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

POLICIES & PROCEDURES - CONTAINER SERVICES



Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

INFRONT SITE SAFETY

No.	Item	Initial
1	Sign in / Sign Off	
2	Hours of operation	
3	Explain vehicle access, parking and speed limit on site	
4	Minimum dress requirements – substantial footwear, shirt or t-shirt, no singlets, PPE high visibility safety vest	
5	Explain and show evacuation procedure for customer's site.	
6	Explain requirement of using safety walkways.	
7	Show emergency exists, toilets and lunchrooms.	
8	Explain mobile equipment hazard on site, i.e. establish eye contact with drivers, forklifts have right of way etc.	
9	Introduce relevant office staff and area supervisors.	
10	Explain incident and hazard reporting procedures.	
11	Staff to be informed of their environmental responsibilities on site.	
12	Explain and show evacuation procedures for customer sites.	
13	Explain drug and alcohol policy.	
14	Location of car parking site.	
15	Explain vehicle access and speed limits on site.	
16	Brief overview of pick and pack operations.	
17	Explain requirement to adhere to customers Working at Height Policy.	
18	Explain requirement to adhere to customers Exclusion Zone Policy.	
19	Advise location of customers First Aid Kits, show list of First Aid trained personnel.	
20	Introduce all First Aid trained personnel during walk around if possible.	
21	Explain smoking rules – no smoking in offices, forklifts and within confined spaces or Dangerous Goods Storage area. Explain where designated smoking areas are.	
22	Explain the need for good housekeeping to be maintained.	
23	Take a copy of relevant Licenses and file in personnel records.	
24	Explain dismissal process. A major safety breach or wilful misconduct may lead to your instant dismissal. Refer to the Code of Conduct.	
Name of Inductor:		Name of Inductee:
Signature:		Signature:
Date:		Company:

SAFE WORKING PROCEDURE - JOB SAFETY ANALYSIS WORKSHEET

JOB SAFETY ANALYSIS WORKSHEET

Job: Unpacking of hand stacked products from containers

Facility / Site:

Area / Section / Unit:

Personal Protective Equipment Required:

Safety Shirt or Vest, Steel Cap Boots. Riggers Gloves are optional.

Personal Protection from Injury:

General stretching and warm up exercises are advisable before undertaking any hand stacking work.

Step	Describe Job Step	Potential Hazards and Environmental Effects	Hazard Controls	Risk Rating
	List the natural steps of the job (not broad and not too fine)	What can happen at each step? Consider following checklist. Can employee be struck by, caught on, contacted by, struck against, contacted with, trapped in, exposed to, caught between, have same level fall or different level fall, strain, over-exert, pollute air, pollute water, pollute ground, cause waste? See checklist.	Describe how defined hazards can be managed or removed. Consider elimination/substitution, engineering controls, administrative controls, and personal protective equipment.	
1	Break container seal using bolt cutters.	Possibility of jarring body when attempting to break seal, danger of smashing wrists together when bolt seal breaks.	Use caution when attempting to break bolt seal, be prepared and always watch for the sudden jolt of the seal breaking.	Low
2	Dispose of broken seal.	Broken seal left on the ground can cause tyre damage to forklifts or other driving machinery as well as being a trip hazard for pedestrians.	Always discard seals in bins provided.	Low

Step	Describe Job Step	Potential Hazards and Environmental Effects	Hazard Controls	Risk Rating
3	Open container doors slowly.	Possibility of load movement whilst doors are being opened. Possibility of operator being struck by falling objects as doors are opening.	Use caution when opening container doors, watch for load movement as well as falling objects from inside the container.	Moderate
4	Unpacking container by hand to pallet	Potential unpackers cause injury to back, hands, feet. Possibility of claustrophobia.	Must always be at least two unpackers in a container at the same time assisting each other. When lifting keep back aligned while you lift, maintaining your centre of balance and letting the strong muscles in your legs do the actual lifting. Bend your knees, hug the load and avoid twisting.	High
5	Forklift driver to obtain a minimum of 5 pallets and place them at the mouth of the container.	Danger of pallets sliding off each other, danger of hitting pedestrians or work colleagues, danger of running pallets in to container contents.	When transporting pallets always drive at a slow pace, pallets can be slippery and if a turn is taken at speed whilst carrying pallets the possibility of them sliding off each other is very likely. Always be aware of the location of people in the area, place pallets into position giving distance between pallets and unloadable freight.	Moderate
6	Forklift driver to obtain metal ramp and place in position of container mouth.	Danger of hitting pedestrians as well as work colleagues. Danger of running into equipment while in transit to container.	Always reverse when transporting ramp and be aware of surrounds and locations of people around you whilst you are in motion.	Moderate
7	Forklift driver to wait until contents has been loaded onto pallet as to the customer's configuration pattern.	Possibility of unpackers causing injury to their feet from falling contents, possibility of back strain through incorrect lifting techniques.	Unpackers to assist each other when unpacking contents, attention must be given to detail as well as a tidy approach to the configuration pattern, product must be stacked squarely wrapping the contents in shrink wrap once pallet is completed.	Moderate
Step	Describe Job Step	Potential Hazards and Environmental Effects	Hazard Controls	Risk Rating

8	Forklift driver to remove full pallet away from unpacking area once pallet is complete and wrapped, stacking no more than 2 full pallets high.	Danger of forklift striking unpackers while in the container, danger of pallet falling over as it is removed from unpacking area.	Unpackers to remove themselves from the inside of the container whilst the forklift is removing the full pallet, forklift driver not to proceed with removal until the unpackers are at least two metres away from driving area, forklift driver to remove pallet in a slow careful manner.	Low
9	Continue above steps until container contents completed.			
10	Remove ramp from empty container.	Possibility of hitting work colleagues or pedestrians whilst removing ramp from empty container.	Always be aware of your surroundings and location so fall people in the work area, drive forklift backwards when carrying load and always sound horn when entering buildings or blind spots.	Low
11	Assist in cleaning up left over rubbish and packaging from work area.	Danger of causing injury while picking up rubbish, danger of tripping or falling over rubbish, unsightly appearance.	Always put rubbish in bins provided, don't try to pick up more than physically possible and ask for assistance if necessary, continue cleaning until all irrelevant material is removed and area is tidy.	Low
12	Fill out all paperwork.			

Risk Rating Table

Likelihood	Consequence Severity				
	Low	Minor	Moderate	Major	Critical
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

CODE OF CONDUCT

At Infront, staff follow a Code of Conduct which enables clients to be assured they will receive exceptional services. Our aim is to exceed our clients' expectations. Infront expects all employees to respect their work environment and their colleagues.

The following Code of Conduct applies:

Wilful damage to property

- When on a clients premises, any wilful damage to property or equipment, including smoking in non-smoking areas will result in instant dismissal.

Stealing or theft

- Stealing or theft of company, client or another employee's property is forbidden and subject to instant dismissal.
- Police will be involved.

Discrimination, sexual harassment and bullying

- Discrimination and all forms of harassment are unlawful and will not be tolerated by Infront.

Integrity of records

- When completing work sheets, timesheets or Infront or client documents all information must be true and factual. Any false information is fraudulent and will result in your dismissal.

Appearance and dress

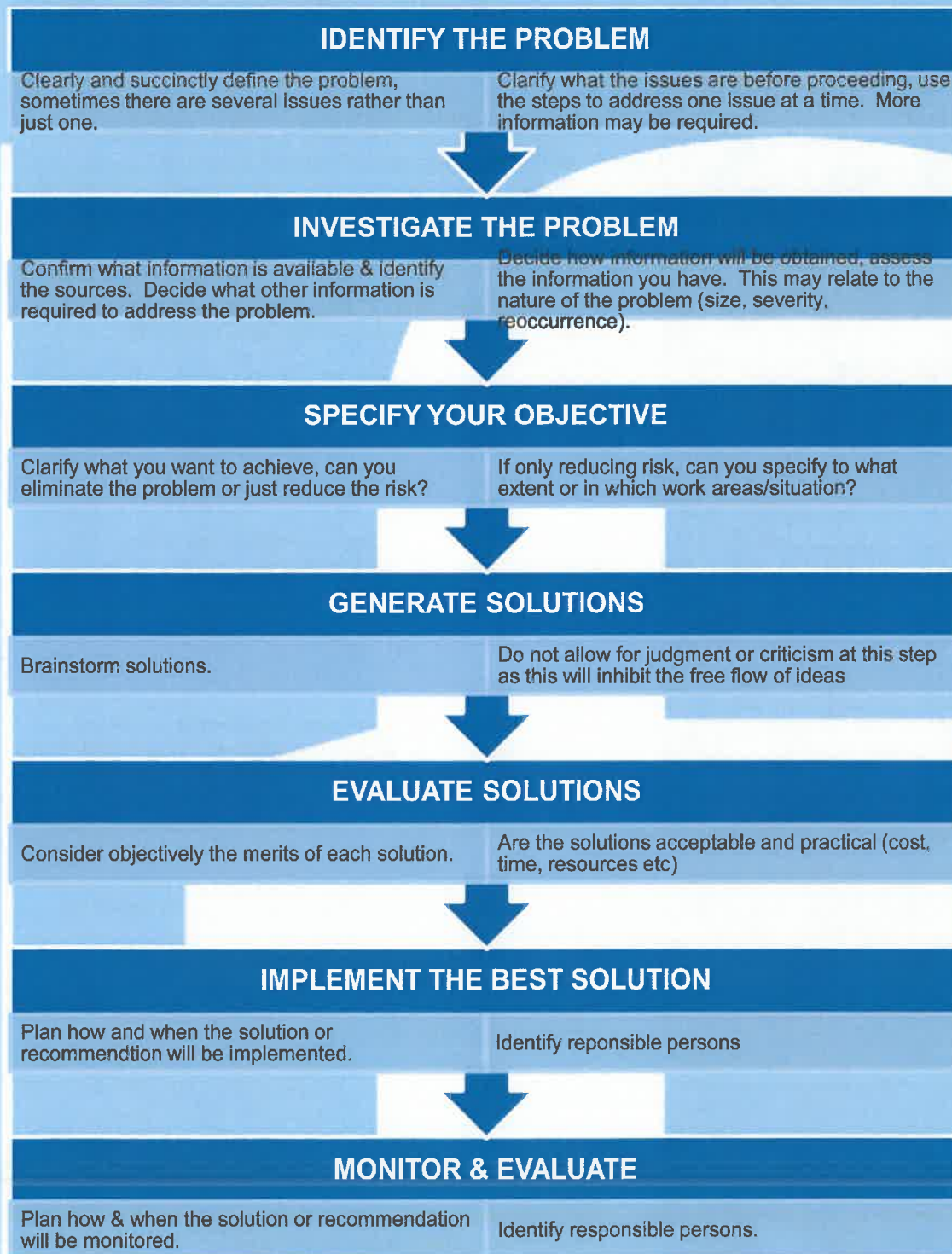
- Infront expects all staff to maintain a high standard of personal hygiene, dress and grooming.
- PPE such as safety boots, vests, gloves, hearing and eye protection must be worn at all times in dedicated areas.
- Infront will provide all staff with a high visibility shirt.

Alcohol and drugs

- A zero tolerance policy is maintained by Infront.
- Anyone suspected to be under the influence will be required to take a random drug screening procedure.
- It is every employee's obligation to present fit for work, free from the undue influence of any illegal, prescription or pharmaceutical drug that may affect their ability to safely perform their duties or affect the safety of their colleagues.

PROBLEM SOLVING STEPS

Problems arise in every workplace. At Infront we abide by the steps below to find the best possible solution when solving problems.



SAFETY OBSERVATION AUDIT

Site:	Date:
Start time:	Finish time:
Name of person conducting Audit:	Name of person being audited:

AUDIT CHECKLIST (Place a tick in the appropriate box)

Checklist	Safely Practiced	Unsafe Act	Observations/ Reasons
Container Stacking			
Are they in defined container bays?			
Are they obstructing driveways or creating blind spots?			
Are the corner posts well aligned?			
Are they stacked to a max of two high along the fence?			
Are all containers stored door to door?			
Are the seals on the import containers intact?			
Are any containers damaged?			

Continued over page

Product Stacking			
Is the product stacked in the designated area?			
Is it clear of driveways, walkways and loading/unloading bays?			
Is it clear of fire hydrants and fire exists?			
Is it safely stacked?			
Are all the pallets stacked to site guidelines?			
Are the pallets safely double/triple stacked?			

Audit Checklist continued

Checklist	Safely Practiced	Unsafe Act	Observations/ Reasons
Speeding and Traffic Routing			
Every audit needs to assess at least 3 trucks/cars and 3 forklifts.			
Please note rego numbers in the observations / reasons column.			
Are the vehicles being operated at no more than 10km/hour?			
Are they stopping at stop signs?			
Are they following the routing procedure?			
Do the vehicles have their hazard lights on?			
Are the cars parked in the defined parking areas?			
Are the trucks being unloaded in the defined locations?			
Are parked vehicles obstructing traffic flow or creating blind spots?			

Continued over page

Seat belts worn on forklifts

Every audit needs to assess at least 3 forklifts, 3 cars/trucks)

Please note rego numbers in the observations / reasons column

Are forklift drivers wearing their seatbelts whilst driving?

Are car/truck drivers wearing seatbelts whilst driving?

Housekeeping

General tidiness and cleanliness of the work area and site

Corrective Action

Change to be made	Person Responsible	Date Achieved

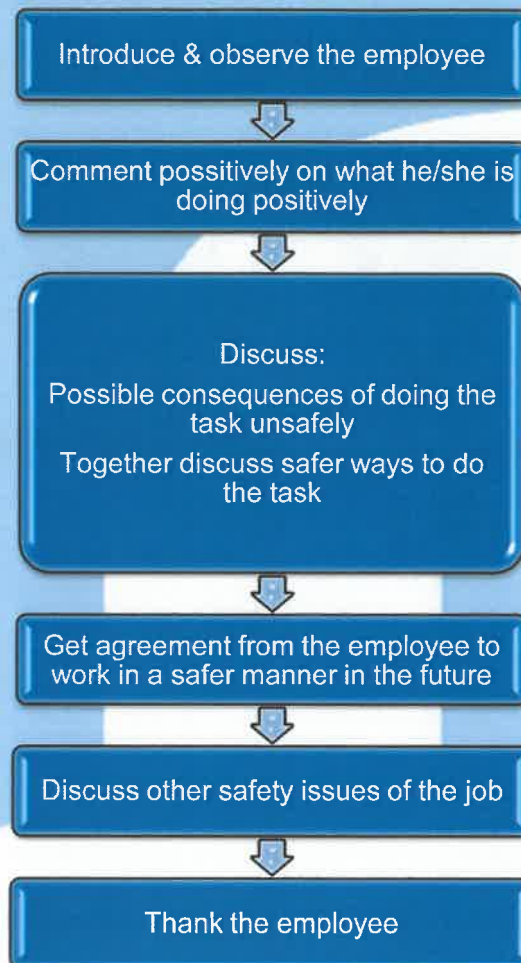
Number of safe acts:

Number of unsafe acts:

Number of people spoken to or observed:

SAFETY OBSERVATION AUDIT NOTES FOR AUDITOR

AUDIT PROCESS



Keep in the mind the following:

- Observe someone doing a task and then talk about it with him or her.
- Make the Safety Observation Audit a two-way discussion.
- Provide positive reinforcement.
- Identify and discuss other hazards.
- Discuss the consequences of the task. Use language like, "What would happen if....."
- Gain commitment from the worker of future safe behaviour.
- Give necessary feedback to all concerned.

DAILY FORKLIFT CHECK SHEET

To be completed at the start of the shift:

Date: Shift: Unit No:

L = Low **M** = Medium **H** = High **OK** = Okay **G** = Good **F** = Fair **P** = Poor

Place the corresponding letter from the abbreviations above in the box below:

Clock Start		Horn	
Fuel/Gas		Reverse Beeper	
Engine Oil		Hand Brake	
Coolant		Brakes	
Transmission		Wheel Nuts	
Hydraulic		Mast/Chains	
Batt Terminals		Leaks	
Lights		Seat Belt	
Tyres		Cabin Cleaned	
Mirrors		Strobe Light	

Driver's Comments: (to be completed at the start of the shift)

Comments:

Operator's Name:

Signature:

Operator's Name:

Signature:

All completed check sheets to be handed to site supervisor.

Note: Do not leave keys in equipment when not in use. No food, tea, coffee, canned or bottled drinks to be consumed on forklifts. No smoking.

Ensure correct oils are used when topping up machines.



Infront Staffing

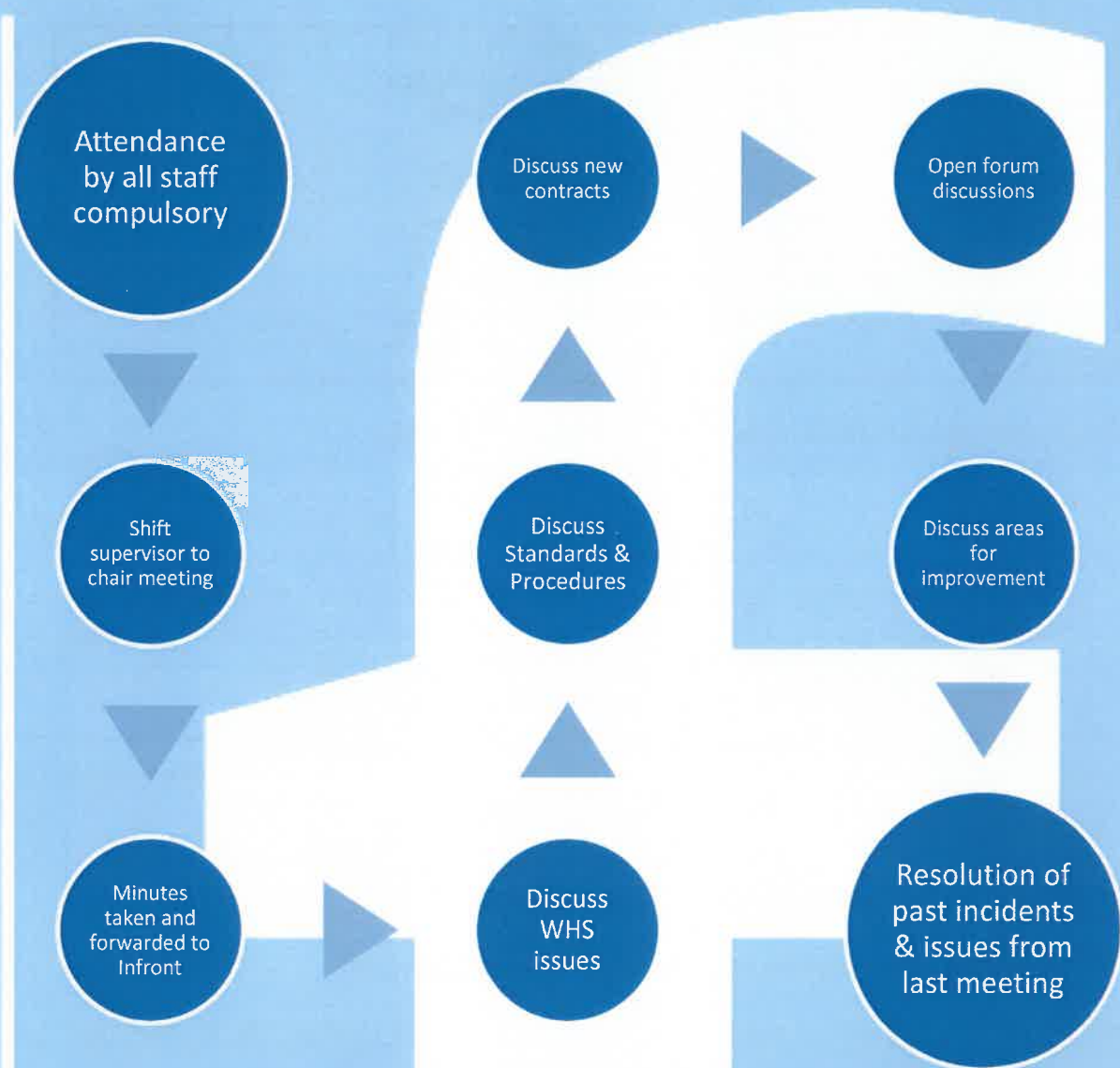
Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

TOOL BOX MEETING

The purpose of this procedure is to outline the format of the Infront Tool Box Meeting and ensure the meeting addresses all relevant issues that relate to work health & safety and the environment. Infront believes this should be an open forum where everyone may express their new ideas and raise any issues.

PROCEDURE



Infront promotes a safe working environment. Any points of concern should be raised and openly discussed during the Tool Box Meeting.

TOOL BOX MEETING MINUTES

Shift:

Date:

Chair:

List of Attendees:

--

Names of Absentees:

--

1. Work Health & Safety Issues (Incidents, safety hazard identification and actions, safety observations):

Ask one person what they did on the previous day to ensure safety.....

2. Standards and procedures:

3. New contracts:

4. Open forum discussions:

5. Areas for improvement:

6. Resolution of past incidents & Issues from last meeting:

To be forwarded to Infront at the end of the meeting.



Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

INJURY, INCIDENT, NEAR MISS REPORTING & INVESTIGATING

Safety impacts everyone in the workplace. The purpose of this procedure is minimise all possibilities of an accident occurring. This is only possible by reporting any forms of injury, incident or near miss.

PROCEDURE

An incident occurs:

- It may be a Loss Time Injury (LTI), Medical Treatment Injury (MTI), other injury, near miss, damage, pollution, new hazard, customer complaint, non conformance / non performance or business improvement request

Notify the supervisor.

- All work related incidents must be reported immediately to the shift supervisor and to Infront. This includes all injuries and serious near misses.

Management must be notified. The following steps must occur:

- Shift supervisor must immediately (as soon as practicable) fill out an Injury/Incident Report.
- Site management must be informed.
- Infront must be informed and receive a copy of the report.

Shift supervisor's responsibilities

- Ensure an Injury/Incident Report is fully completed as soon as possible.
- Ask any witnesses to complete an Injury/Incident Report as soon as possible.
- Forward the completed Injury/Incident Report to Infront by the end of the shift.

Infront's responsibilities

- Ensure all incident details on the Injury/Incident Report are completed and a copy is numbered, filed and registered in the Injury/Incident Report Register.
- Suggest appropriate follow-up action.
- Initiate a full investigation, which is mandatory for LTI's, MTI's and serious near misses.
- Comply with WorkCover NSW reporting requirements.

SAFETY IS EVERYONE'S RESPONSIBILITY.

INCIDENT REGISTER REPORT

Incident

☐

Injury

☐

Near Miss

☐

Particulars of person involved

Name:

Address:

Mobile:

Home Phone:

Witness name:

Witness Phone Number:

Description of circumstances

Date of Incident Injury or Near Miss:

Time of Incident:

Site:

Exact location on site:

Describe what happened:

Nature of injury or illness:

Was time lost?



Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

Type of treatment given

First Aid

☐

Hospital

☐

Doctor

☐

Other *

☐

***specify details:**

Manager's Signature:

Date:

Print name:

Mobile:



in great hands

Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000

DAILY WORK SHEET

- The Daily Work Sheet is to be completed by the Shift Supervisor at the end of each shift.
- The Shift Supervisor is to make comments in the space provided about all dry breakages, breakages or problems that arise.
- A new sheet is to be used with each client.
- All sections of the form must be completed.
- The client must sign the completed work sheet verifying all information is correct.
- A copy is to be made and given to the client.
- The Shift Supervisor must fax all **Daily Work Sheets** to the Infront head office at the end of each day.



Infront Staffing

Phone: 02 8252 7565

Suite 18, Level 1, 104 Bathurst Street, Sydney NSW 2000



Daily Work Sheet

Infront Staffing – P: 1300 014 898 F: 02 8252 7566 www.infrontstaffing.com

This sheet to be completed by the CREW TEAM LEADER & submitted to Infront Head Office for payment. It must also be signed by an APPROPRIATE CLIENT REPRESENTATIVE, to acknowledge completion of work and acceptance of any additional charges noted.

Customer:

Location:

Day:

Date:

Team Member Details

Last Name	First Name	Job Role	Start Time	Finish Time	Total time on site	Please note any site safety concerns
		TEAM LEADER				

Work Details

Container Reference	Container Number	Size: 20' / 40'	Start Time	Finish Time	Forklift Time Y/N	Waiting Time Y/N	Excessive Weight Y/N	Product Name	BATCHES / SKU's	Carton Count	Pallet Count

Any additional hours worked / charges applied to complete containers

Manager on site must sign to acknowledge each:

	Y/N	COMMENTS / NOTES	TOTAL HRS	CLIENT INITIALS
CANCELLED CONTAINER (LESS THAN 2 HOURS NOTICE - CHARGE FIRST CONTAINER BOOKED)				
WAITING TIME: DELAYED ARRIVAL OF CONTAINER / NO PAPERWORK / FORK SVC BETWEEN PALLETS SLOW				
COLLAPSED CONTAINER / HIGHLY MIXED (PLEASE TAKE PHOTOS FOR RECORDS INCL CONTAINER NUMBER)				
REWORK REQUIRED DUE TO WRONG CONFIGURATION BEING ADVISED				
OTHER – (PLEASE ENSURE DETAILS ARE CLEARLY EXPLAINED IN COMMENTS FIELD)				

Client Comments (we value your feedback as it enable us to improve our services):

Any additional crew comments:

CLIENT: By signing this worksheet you acknowledge you are satisfied with the work carried out & acceptance of all associated costs, including any additional charges listed. Charges for the above will be based on the agreed rates included in the rates.

Approved by Name:

Approved by Signature:

Date:

