

HEALTH & SAFETY POLICY FOR TEMPORARY WORKERS POLICY

Reviewed February 2024

Date of next review February 2025

The Graduate Network pledge to treat all of our candidates with respect and to act in your best interests. It is important, therefore, for The Graduate Network to take reasonable steps to ensure your health, safety and welfare whilst visiting our offices and working on our client's premises.

N.B: It is your responsibility to look after your own health, safety and welfare, and that of others, by:

- Familiarising yourself with our clients Health and Safety Policy Fire Evacuation and First Aid arrangements
- Ensuring that you co-operate with our clients Fire and First Aid arrangements.
- Complying with any induction and task training, supervision and requirements of any relevant risk assessments.
- Only carrying out duties that you are trained for and competent to carry out have been employed for and have been authorised to undertake within the agreed premises or area.
- Notifying The Graduate Network of any changes in your circumstances that could affect your ability to work, or that put you at risk within the workplace.
- Taking care of any school/company property entrusted to you.

You should refrain from administering any medication unless you are trained/qualified to do so.

You should also:

- ✓ Report to your immediate supervisor any defects in equipment and ensure that equipment is in a safe and secure state when unattended.
- ✓ Report all incidents that could result in personal injury or property damage to our client and your consultant.
- ✓ Report any personal work related injury or disease to our client and your consultant.
- ✓ Set a personal example at all times.