GRID FORCE HIRE

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Labour Hire Authority licence VICLHL11668

Work Health and Safety Policy

Grid Force Hire Pty Ltd (ABN 52 701 103 577), Labour Hire Authority licence VICLHL11668. Version 1.1, 26 October 2026. Reviewed annually and after any notifiable incident. Approved by the Director.

1. What this policy is for

Grid Force Hire supplies licensed electricians to host businesses as our casual employees. Under the Occupational Health and Safety Act 2004 (Vic) we are the employer of every electrician we place, and the host controls the site and directs the work. Both of us owe the electrician a safe workplace, and neither duty can be contracted away. This policy says how Grid Force meets its share.

2. Who is responsible for what

Grid Force Hire

- Places only electricians whose Victorian A-Grade licence, tickets and right to work have been verified, and whose tickets are current on the day they accept a job.
- Confirms before every job whether the work is high-risk construction work and whether the host holds a Safe Work Method Statement (SWMS).
- Gives every electrician the job's scope, the cards to carry, the site inductions, PPE and what to bring, before they start.
- Records, investigates and, where required, notifies incidents.
- Consults electricians on health and safety through the portal, by phone and at the first-week check-in.

The host

- Provides day-to-day supervision, direction and control of the work and a safe workplace under the OHS Act 2004 (Vic).
- Holds the Registered Electrical Contractor registration for the work and issues the Certificates of Electrical Safety.
- Prepares and holds the SWMS for any high-risk construction work, inducts our electricians to it, and tells us if the work or the SWMS changes.
- Provides site induction and access requirements before or on day one.
- Notifies Grid Force immediately of any incident, injury or near miss involving our electricians.

The electrician

- Works to the host's SWMS, inductions and instructions, and the licence conditions.
- Carries the cards the job requires and wears the PPE the site requires.
- Arrives fit for work, free of the effects of alcohol and drugs.
- Reports hazards, incidents, injuries and near misses the same day, in the portal or by phone.
- Has the right to stop work they reasonably believe is unsafe, and to tell us, without penalty.

3. How the duty is met, in practice

Step	What happens	Where it is recorded
Vetting	A-Grade licence checked against the Energy Safe Victoria register; White Card, working at heights, EWP, LV rescue and CPR, first aid, confined space, clearances photographed and dated; right to work verified	The electrician's vetting record and documents
Currency	Expiring tickets are chased 60, 30 and 7 days out; an electrician with a lapsed required ticket cannot be placed	Automated reminders; the placement check
Job request	The host states the tickets required, the inductions and PPE, and the SWMS position: in place, in place before the start, or no high-risk work	The job request, with the host's name and date
Quote and agreement	Required tickets, inductions and the SWMS position print on the quote and the signed agreement	The agreement record
Acceptance	The tickets the electrician holds that day are frozen on the job	The acceptance snapshot
Day one	Scope, cards to carry, inductions, PPE and what to bring on the confirmation and the day-before reminder; "read the SWMS at induction" where there is one	Email and the portal job card
On site	Hours signed daily by the site supervisor on the electrician's phone	Signed time entries
Incident	Reported in the portal or by phone; office alerted; host notified; WorkSafe Victoria notified where the incident is notifiable; site preserved	The incident record and audit trail
Consultation	First-week call after every new placement; portal messages answered the same day; electrician can decline or stop work	Call notes, messages, job records

4. If something happens

1. Safety first. First aid, 000 if needed, make the area safe.
2. Tell the site supervisor at once.
3. Report it to Grid Force the same day: in the portal under Report an incident, or on 0459 580 098.
4. Grid Force records it, tells the host, and where it is a notifiable incident (a death, serious injury or illness, or a dangerous incident) notifies WorkSafe Victoria immediately on 13 23 60, keeps the site undisturbed until an inspector releases it, and gives WorkSafe written notice within 48 hours. Grid Force Hire keeps, or has access to, the host's SWMS for each job for as long as the work runs.
5. Grid Force reviews the cause with the host and the electrician, and changes what needs changing before the next shift.
6. Incidents, WorkSafe notifications and workers' compensation claims are reported to the Labour Hire Authority in the annual report.

5. Insurance and compensation

Grid Force Hire holds WorkCover (workers' compensation) cover for every electrician it employs, and will hold public liability insurance before any placement begins. Certificates of currency are provided to hosts before work starts.

6. Review

This policy is reviewed every October, after any notifiable incident, and when the law or the way we work changes. The current version is on the website at gridforcehire.com.au/legal/compliance and in the host pack.

Tobias Banks, Director, Grid Force Hire Pty Ltd — 26 October 2026