



Work Health & Safety (WHS) Policy - Contingent Workforce

POL-HR-21

VERSION 1.0



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1 DOCUMENT INFORMATION

1.1 PUBLIC POLICY INFORMATION

POLICY ID	POL-HR-21
VERSION	1.0
STATUS	PUBLIC
EFFECTIVE DATE	September 2026
NEXT REVIEW DATE	September 2027
APPROVED BY	Chief Executive Officer

2 INTRODUCTION AND PURPOSE

Oncore Group Holdings Pty Ltd and its controlled entities ("Oncore") are committed to ensuring a safe, healthy, and supportive environment for all on-hired contractors, consultants, and contingent workers ("Workers").

Depending on your engagement structure, your placement may involve a direct relationship (Oncore, Host Client, and Worker) or a recruitment-led model (Oncore, Recruitment Agency, Host Client, and Worker).

This policy outlines the shared WHS duties, expectations, and reporting procedures to ensure your physical and psychological safety across all Australian jurisdictions.

If you need to contact Oncore at any time during your engagement, especially as it relates to this policy, please do so on **1300 654 484** or via **supportaus@oncoreservices.com**.

3 SCOPE

This policy applies to all on-hired contingent workers who utilise Oncore's services (or who are placed through or with a client of Oncore's), and are insured under our relevant policies (Workers Compensation, Public Liability and Professional Indemnity).

4 LEGISLATIVE AND GOVERNING FRAMEWORK

Workplace health and safety is governed by state and federal laws depending on where your placement is physically located:

- Commonwealth & Model WHS States/Territories (NSW, QLD, SA, TAS, WA, ACT, NT): *Work Health and Safety Act 2011* (and state equivalents, e.g., *WHS Act 2020* in WA).
- Victoria: *Occupational Health and Safety Act 2004* (VIC).



Under Australian laws, Oncore, the Host Client, and the Recruitment Agency (if applicable) are all classified as Persons Conducting a Business or Undertaking (PCBUs) or employers.

Each party holds a shared, non-delegable duty of care to ensure your health and safety so far as is reasonably practicable.

5 SHARED RESPONSIBILITIES MATRIX

Party	Role	Key Safety Responsibilities
Oncore	Employer of Record & Payments	• Provide employment governance, WHS policy guidelines, and general induction materials. • Maintain workers' compensation coverage and injury management / Return to Work coordination. • Offer worker consultation channels and access to Employee Assistance Programs (EAP).
Recruitment Agency (If Applicable)	Placement & Sourcing	• Conduct preliminary WHS risk assessments of Host Client workplaces prior to placement. • Ensure job descriptions and scope of work parameters are clearly defined. • Maintain primary communication regarding assignment role changes or workplace concerns.
Host Client	Direct Work Site	• Provide a safe physical and psychological work environment, site inductions, PPE, and tools. • Maintain day-to-day supervision, site safety controls, and local emergency procedures. • Immediately address and mitigate localized workplace hazards or interpersonal risks.



Party	Role	Key Safety Responsibilities
Contingent Worker	On-Hired Professional	Take reasonable care for own health and safety and ensure actions do not harm others. Comply with lawful safety directions from Host Client, Oncore, and Recruiter (<i>if applicable</i>). Maintain Fitness for Work (FFW) and refrain from duties outside contracted scope. Report all hazards, near-misses, injuries, or scope changes immediately.

6 KEY WORKPLACE SAFETY GUIDELINES

6.1 INCIDENT, HAZARD, AND SCOPE CHANGE REPORTING

If you sustain an injury, encounter an unmitigated hazard, or are asked to perform tasks outside your agreed scope:

1. Notify your Host Client supervisor immediately.
2. Notify Oncore (and your Recruitment Agency contact, if applicable) as soon as practicable.
3. Formal incident reports will be requested by Oncore, and an applicable form will be issued. This must be completed and returned within 24 hours of notification.

Right to Cease Unsafe Work: Under Australian WHS legislation, you have the legal right to cease or refuse work if you have reasonable cause to believe it poses a serious, imminent risk to your health or safety. Notify the Host Client, Oncore, and your Recruiter (if applicable) immediately if you exercise this right.

6.2 FITNESS FOR WORK (DRUGS AND ALCOHOL)

Oncore enforces a strict **Zero Tolerance** policy regarding drug or alcohol impairment on assignment. You are also required to adhere to relevant Host Client policies. It is important that you familiarise yourself with these on commencement of your assignment.

Under Oncore's policy, you agree to:

- Maintain a Blood Alcohol Concentration (**BAC**) of **0.000%** while working or representing any party.



- Comply with any site-specific drug and alcohol policies enforced by the Host Client (including random or for-cause testing).
- Disclose any impairing prescription medications to your Host Client supervisor and Oncore before starting work.

6.3 WORKSTATION ERGONOMICS & REMOTE PLACEMENTS

If placed in an office or hybrid/work-from-home (WFH) arrangement, you must ensure your workstation is set up safely.

Please ensure that the following steps are completed at the outset of your engagement:

- Complete an Ergonomic Workstation Assessment Checklist prior to starting WFH arrangements. If you have not received the relevant checklist from your Host Client, please contact Oncore and we'll ensure that one is issued.
- Ensure proper lighting, ergonomic seating, clear walkways, and appropriate rest breaks.

6.4 PSYCHOSOCIAL SAFETY AND WORKPLACE BEHAVIOUR

Oncore, the Host Client, and your Recruitment Agency (if applicable) are committed to providing a workplace free from psychological hazards, including harassment, bullying, excessive workload demands, and isolation.

- **Scope & Demand Controls:** If your workload or duties expand significantly beyond your original assignment scope, contact Oncore (and your Recruitment Agency, if applicable) to review your arrangement.
- **Reporting Interpersonal Issues:** If you experience mistreatment, discrimination, or unsafe psychological demands, report it immediately to Oncore or your Recruitment contact (if applicable).

7 SUPPORT SERVICES AND ASSISTANCE

Oncore provides access to confidential counseling services via **Connect Psych Services** for contingent workers.

- **Website:** <https://connectpsychservices.com.au/>
- **Services:** Professional support for personal, mental health, or work-related challenges (up to 3 sessions funded by Oncore).

8 WORKER ACKNOWLEDGEMENT

By commencing or continuing your placement through Oncore (and your Recruitment Agency, if applicable), you confirm that you have read, understood, and agreed to adhere to this Abridged Work Health & Safety Policy.