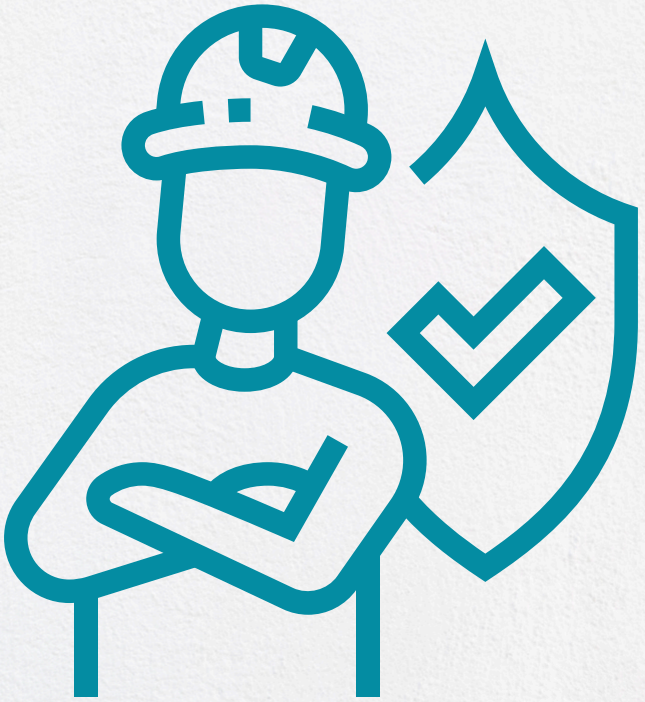


Health & Safety

DatumRPO

Health and Safety

You will be working under the supervision and direction of our client. All health and safety rules and procedures will be explained to you at your site induction.

What are your responsibilities?

- You should take all necessary steps to adequately protect the health and safety of yourselves and your colleagues whilst at work.
- Follow all health and safety instructions and training. Report accidents and unsafe incidents to both the client and your Datum Payroll Representative onsite
- Report any hazards or failings in safety procedures.
- Report all illnesses, including Covid-19 or injuries, to your Datum Payroll Representative, as per your Onsite absence reporting procedure.
- Ensure you are wearing the correct PPE for each task performed.
- Ensure you are using the correct safety equipment.
- You should inform Datum of any health conditions or if you are pregnant, as soon as possible (but no later than the 15th week prior to your estimated week of confinement – your "due date"). This will ensure that we can take appropriate actions to safeguard your wellbeing.
- You must not put others in danger.
- You must not disrupt or interfere with anything put in place to aid in the health and safety in the workplace.
- You must not accept any assignment without first receiving the relevant training.
- Stop working immediately if you feel unsafe and report it to the client and your Datum Payroll Representative

You must notify your Datum Payroll Representative if you are working on more than one assignment or job, where your total weekly working hours regularly exceed 48 hours. Your Datum Payroll Representative will then seek appropriate advice from our H&S team.

How to report an accident

If you have an accident at work, you must report the accident and any injuries to your Datum Payroll Representative and the client so that it can be logged. If appropriate, the client and/or Datum will then conduct an accident investigation. Before starting any assignment, you should make sure you are aware of who the first aiders are and where these can be located at your working location.

If you wish to report any concerns, incidents, near miss, illness, or accident you can report this by emailing helpdesk@datumrpo.com

Use of equipment

You should not operate any machinery, equipment or vehicles without the appropriate qualifications and training. If you have not been given training, speak to your Datum Payroll Representative before starting work.

Fire safety

Help to avoid fires by keeping fire doors shut and by not blocking escape routes or fire exits. You should also make yourself familiar with the emergency evacuation routes, fire call points, fire exits and the fire assembly point on site.

Health and safety signs

You may see signs around the site you are working at that are unfamiliar to you. If you are in doubt, ask what the sign means.

Here are the most common signs that you could see on your assignments and what they mean.

Prohibited: i.e., 'do not'



Warning: i.e., 'beware'

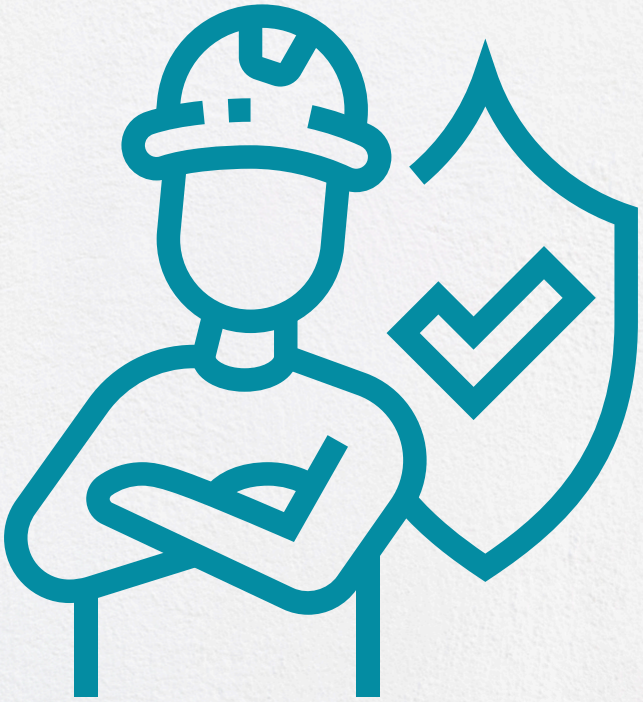


Health and safety points



Mandatory instructions





CONTACT NUMBER

0330 041 5255

EMAIL

helpdesk@datumrpo.com

WEBSITE

www.datumrpo.com

DatumRPO