

# TOP TEN TIPS FOR WORKING FOR LACOA WORKFORCE

Listed below are 10 basic tips for working as a Lacoa Workforce employee. These are general guidelines that should be followed at all times, on any assignment:

1. **Always** maintain a high level of personal awareness of safety and regard for the environment. Familiarise yourself with all safety procedures, equipment, first aid and phone locations and follow all instructions. Work safely. If you have any concerns about your job, don't be afraid to ask. Remember you must report hazards and all injuries.
2. LACOA WORKFORCE has a strong commitment to our clients, and we ask that you display this same commitment by treating your workplace with respect and keeping your work confidential. Our success and yours is measured by your performance on the job, and good performance generates work for us all.
3. Always be on time for your assignment, be professional, dress appropriately, where the correct PPE in the correct manner and introduce yourself to your co-workers. We want you to leave a great impression.
4. If you are going to be late or cannot make it to your assignment for any reason, call your LACOA WORKFORCE consultant **immediately**. We have an answering service in place for after hours, it is important that you leave a message. Your cooperation means we can notify the client and organise a replacement for you, if necessary.
5. Personal Protective Equipment (PPE) must be worn as directed. If you do not have the correct PPE let us know so we can assist you. Remember, if you attend work without the correct PPE or refuse to wear PPE, you will be sent home.
6. If you are asked to perform work which is unsafe, for which you are not trained or inducted to complete, or was not part of your initial assignment, call your LACOA WORKFORCE consultant immediately.
7. Vehicles or other items of plant and machinery must not be started, moved or operated without authority and the appropriate licences and tickets. Safety devices and guards must not be removed, tampered with or made inoperable.
8. Horse play and practical jokes will not be tolerated.
9. Our policy is to always pay you on time so make sure you forward your authorised timesheets to our office **before the deadline**.
10. Our job is to assist you with your employment and your communication with us is very important. If you have any problems on assignment please let us know. We will discuss this with the client on your behalf. Remember to keep us up to date with your work availability so we can continue to place you on assignments.

