



Welcome to ECOPLANT

Mini – Handbook/Employee Agreement
www.ecoplant.com.au

We are happy to have you as a new member of our company!

Our clients use us because we have an enthusiastic “can do” attitude about all tasks put before us. We also put the safety of our employees at the forefront of our operations and aim to ensure safe working conditions for all, each and every day.

Ecoplant Services

ECOPLANT offers its clients labour hire and contract planting services, specializing in the Landscaping and associated industries.

Employment Classification

You will be classified as a Casual Employee. Ecoplant offers various services including contracting planting and labour hire to our clients; you may be involved in either of these services. The better your performance on a job site, the better your chances of receiving continuous employment.

As a casual employee you are in a position to receive income without the commitment of full-time employment, you will also be able to experience a wide variety of skills and tasks which will allow you to further develop your own skills.

We place importance on your well-being and personal development: after all you are a representative of Ecoplant for our clients. We operate a Talent Management and Reward Programme which offers a range of Soft Skills training (CV, Communication, Conflict Management) as well as Hard Skills (Traffic Control, First Aid courses) as well as quarterly Team BBQs and Social Events.

Employee Agreement

On registering with Ecoplant all temporary and casual employees sign an employee agreement with Ecoplant. This agreement covers your conditions of employment including:

- Duties and Responsibilities
- Standards of Conduct
- Timesheets and Weekly Payment
- OH&S responsibility
- Superannuation
- Company Policies

Please read below and sign the end of the document to confirm you have read and acknowledge the Agreement. For any other questions please do not hesitate to contact a member of Ecoplant.

Duties and Responsibilities

- Planting Plants
- Using augers
- Installing Jute, tree guards, fertilizer and crystals
- Cleaning
- Wheel barrowing, digging
- Laying turf, Soil Preparation
- General site duties
- Setting out plants
- Marking out beds
- Carrying Plants
- Driving vehicles (only licensed employees may drive vehicles)
- Operating machinery (only ticketed employees may operate machinery)
- Mulching

If you are not able or are unsure about how to perform any of the above tasks, please contact your site supervisor or a member of Ecoplant management immediately.

Standards of Conduct

General hours of work for all staff are (work hours may vary depending on the requirements of our client company and your site supervisor):

ONSITE: 6:50AM

START WORK: 7:00AM

SMOKO/TEA BREAK: 9:00AM (may vary according to supervisor – 10 /15mins)

LUNCH: 12:00PM (May Vary - 30 mins) (Note: you do not get paid for lunch)

FINISH: 3:30PM

Overtime may be required on certain sites and to meet the demand of our clients. Any overtime performed will be at the appropriate overtime rates. *All staff should bring their own lunch, tea and water as not all work sites will be near a supermarket.*

What Should I Wear to Work?

You are required to wear the following safety equipment each and every day:

- STEEL CAP SAFETY BOOTS, SHIRT,SHORTS or PANTS
- HI VISIBILITY SHIRT OR VEST
- HARD HAT (unless your site does not require you to wear one)
- Safety glasses, sunglasses, sunscreen, ear plugs, sun hat should also be worn
- You MUST have your OH&S white card with you every day
- All personal protective equipment should be clean and in good working order.
- For safety reasons long jewellery should not be worn and long hair should be tied up.
- YOU ARE NOT ALLOWED TO TAKE YOUR SHIRT OFF WHILST WORKING

PPE

A deduction of \$50 will be made from your first wage, as a deposit for PPE supplied to you. This is reimbursable on return of PPE supplied in good order.

Timesheets and Weekly Payment

Pay is \$19.20 per hour. The working week at Ecoplant is Saturday to Friday. You will receive your pay in your account by the following **Friday**. Please ensure that your site supervisor has signed your timesheet for each day or your pay may be delayed. Any delays in receiving your pay can only be rectified the following week. Timesheets can be downloaded from the Ecoplant website.

Superannuation

Superannuation is paid to either Ecoplants superannuation fund or to a fund of your choice. If you decide to choose your own fund it is essential that you inform your Manager.

Punctuality and Mobile Phone Use

Ecoplant expects employees to be ready to work at the beginning of assigned daily work hours, and to complete their projects by the end of assigned work hours. Importantly: mobile phones or electronic device use is not permitted during work hours. Only use these devices during break, lunch or after work.

Drugs and Alcohol

Ecoplant condones the use, possession or dealing of drugs on any sites or premises and is grounds for immediate dismissal and legal action will be taken. Ecoplant does not permit the consumption of alcohol during work hours, any employee found to be under the influence of alcohol will be automatically dismissed.

Daily Work Location

You will be contacted **via text message** each day as to where you will be working the following day. Please make sure that you respond to the text message as an indication of acceptance of the specific job. Always ask the Ecoplant Manager as to where you are going the next day, do not rely on the information given to you by your site foreman. You must reply to confirm you will take the job. If unsure of any details at any time – please text the manager.

What Should I Do if I Am Sick or Unable to Get to Work?

If for any reason you are unable to work you should contact your supervisor immediately or contact **Labour Hire Manager, Chloe on: 0420 718 391** or alternatively NSW Contract Planting 0410 484 740 or QLD 0424 174 740.

Please note that continuous lack of attendance or non-punctuality may result in you not receiving work on an ongoing basis. We run a tight ship and take pride in providing planters who work just as hard as we do

What Happens if it Rains?

Firstly contact the foreman/supervisor you are working with for that day and follow their instruction. (You will have received your supervisor/foreman's details in a text message)

If you are told not to attend a site due to bad weather, then contact the Ecoplant Office to see if there are any other sites you can attend. If it is raining in the morning and you are told to attend your site then ensure you take a rain coat with you. If you are unsure as to what to do when it is raining, contact your site supervisor immediately. If you attend a site and do not start work then you will be paid for 1 hour only. If your supervisor gives you direction to start work you will be paid a minimum of 4 hours wage.

OH&S Safety: What Happens if I Am Injured at Work?

YOU SHOULD RECEIVE FULL AND THOROUGH INSTRUCTION ON HOW TO COMPLETE TASKS OR OPERATE MACHINERY BEFORE WORK COMMENCES.

Ensure that you are looking out for your own safety as well as your mate around you at all times.

Safety at work is everyone's responsibility. Ensure that when attending a site-specific induction you pay attention and follow all the instructions given to you. Ensure that you are in possession of your personal protective equipment at all times. Ensure that you follow all warning signs as indicated onsite, and you do not remove any safety barriers.

If you require personal protective equipment, please let your supervisor know immediately, it is your own responsibility to have a hi vis shirt or vest and safety boots. Ensure that you are always on the lookout for heavy machinery and plant and that the driver is always aware of your movements if walking near any machinery.

YOU MUST NOTIFY YOUR SUPERVISOR IMMEDIATELY

THEN

REPORT TO THE NEAREST FIRST AID POINT

THEN

YOU MUST REPORT YOUR INJURY TO THE ECOPLANT OFFICE

1300 136 397

THEN

NOTIFY THE ECOPLANT OFFICE OF THE DOCTOR WHO

IS TREATING YOU

THEN

COMPLETE ALL THE NECESSARY PAPERWORK

(Injury Report Form, Injury Register, Employee Workers Compensation Form)

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Ecoplant OH&S and employment guideline handbook, and I do commit to read and follow the policies contained within. I am aware that if, at any time, I have questions regarding Ecoplant company policies I should direct them to my manager or the Human Resources Department. I know that Ecoplant company policies and other related documents do not form a contract of employment and are not a guarantee by Ecoplant of the conditions and benefits that are described within them. Nevertheless, the provisions of such Ecoplant company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions. I also am aware that Ecoplant, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name:

Employee's Signature:

Date:
