



Clermont Crane Hire Pty Ltd

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Sick Leave Policy (CCH Policy 029)

Policy Statement

It is the policy of Clermont Crane Hire Pty Ltd to ensure that we fulfil our obligations as an employer under health and safety legislation by ensuring that workers do not place their own health and safety or the health and safety of others at risk. To achieve this, we are committed to providing and maintaining a working environment in which workers are not exposed to hazards arising from illness in the workplace or in other circumstances which may adversely affect the health and safety of themselves or others at work.

Objectives

We will strive to ensure that all workers engaged by this company, either as employees or contractors, are in a fit condition to safely carry out their work, or that workers are not impaired to undertake their assigned tasks in a safe manner. To achieve this, no person will be allowed to enter a workplace or carry out work after a day of absence due to illness until they can either produce a Doctor's Certificate stating they are fit for their assigned task. In substitute they can provide a signed and dated statutory declaration declaring them fit for their duties to their supervisor prior to entering a workplace or commencing any work. If the supervisor suspects the employee is not fit for work the supervisor can send the employee to a medical practitioner for assessment. If the employee fails to attend the doctor's appointment or appointments the employee shall be without pay. If the employee is found to be fit for work the employee shall be paid in full from the normal start time of their planned shift.

Responsibilities

All workers must report to their direct supervisor at least 30 minutes prior to the start of the planned shift via Phone or WeChat or text to report in sick for the shift and all additional rostered days. Failure to report in 30 minutes prior to the shift no sick pay shall be paid.

The employee who is absent from their workplace for the reason of illness shall present on the very next shift with a doctor's certificate stating their illness and present this to their supervisor prior to entering the workplace and complete a sick leave form as well.